

Richmond City Council

2021 Retreat

*Building a
Shared
Vision
Forward*

2021 BACKGROUND DOCUMENTS

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Richmond City Council

The Voice of the People

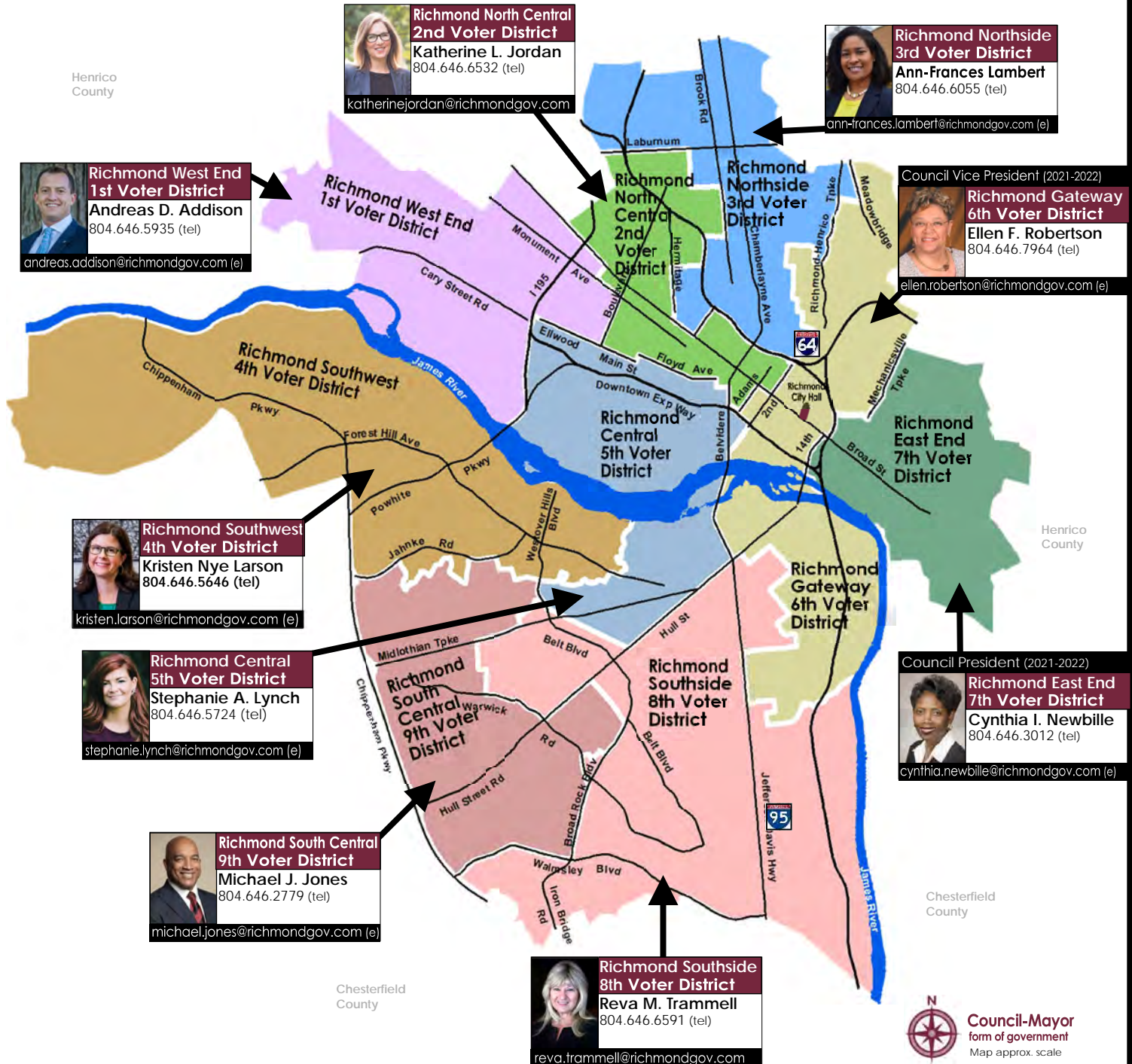
Richmond, Virginia

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Richmond City Council Executive Offices
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804.646.2778 (tel); 646.5468 (fax)
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2021-24 Richmond City Council

Individual member contact information by Richmond Voter District

Note: Richmond Voter Districts to be updated in 2021/2022



Richmond Voter Districts: Established 2011/12. Used to elect members of Richmond City Council, Richmond Public Schools Board of Trustees, and a Mayor (each serving 4-yr. terms).

Richmond City Council is the legislative institution representing Richmond residents in providing official action on local government oversight, laws, and the annual city budget.

Richmond, Virginia, U.S.A.

Richmond Residents



Richmond City Council Office of the Council Chief of Staff - Public Information
Richmond City Hall - 900 E. Broad Street, Suite 305 - Richmond, Virginia 23219
Updated 1.11.2021/1455 hrs/srs

Richmond, Virginia (Quick Facts)**Population estimates, July 1, 2019, (V2019)** **230,436****PEOPLE****Population****Population estimates, July 1, 2019, (V2019)** **230,436**

Population estimates base, April 1, 2010, (V2019) 204,375

Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019) 12.8%

Population, Census, April 1, 2010 204,214

Age and Sex

Persons under 5 years, percent 5.8%

Persons under 18 years, percent 17.2%

Persons 65 years and over, percent 13.8%

Female persons, percent 52.6%

Race and Hispanic Origin

White alone, percent 47.7%

Black or African American alone, percent [\(a\)](#) 46.9%American Indian and Alaska Native alone, percent [\(a\)](#) 0.5%Asian alone, percent [\(a\)](#) 2.3%Native Hawaiian and Other Pacific Islander alone, percent [\(a\)](#) 0.2%

Two or More Races, percent 2.4%

Hispanic or Latino, percent [\(b\)](#) 7.3%

White alone, not Hispanic or Latino, percent 42.2%

Population Characteristics

Veterans, 2015-2019 11,806

Foreign born persons, percent, 2015-2019 7.0%

Housing

Housing units, July 1, 2019, (V2019) 101,245

Owner-occupied housing unit rate, 2015-2019 42.6%

Median value of owner-occupied housing units, 2015-2019 \$230,500

Median selected monthly owner costs -with a mortgage, 2015-2019	\$1,555
Median selected monthly owner costs - without a mortgage, 2015-2019	\$586
Median gross rent, 2015-2019	\$1,025
Building permits, 2019	1,240
Families & Living Arrangements	
Households, 2015-2019	90,301
Persons per household, 2015-2019	2.39
Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019	76.2%
Language other than English spoken at home, percent of persons age 5 years+, 2015-2019	9.4%
Computer and Internet Use	
Households with a computer, percent, 2015-2019	88.1%
Households with a broadband Internet subscription, percent, 2015-2019	75.4%
Education	
High school graduate or higher, percent of persons age 25 years+, 2015-2019	85.4%
Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	39.6%
Health	
With a disability, under age 65 years, percent, 2015-2019	11.9%
Persons without health insurance, under age 65 years, percent	13.3%
Economy	
In civilian labor force, total, percent of population age 16 years+, 2015-2019	65.6%
In civilian labor force, female, percent of population age 16 years+, 2015-2019	63.8%
Total accommodation and food services sales, 2012 (\$1,000)(c)	576,491
Total health care and social assistance receipts/revenue, 2012 (\$1,000)(c)	3,769,434
Total manufacturers shipments, 2012 (\$1,000)(c)	16,885,933
Total merchant wholesaler sales, 2012 (\$1,000)(c)	3,288,482
Total retail sales, 2012 (\$1,000)(c)	1,955,177
Total retail sales per capita, 2012(c)	\$9,297
Transportation	
Mean travel time to work (minutes), workers age 16 years+, 2015-2019	21.8
Income & Poverty	

Median household income (in 2019 dollars), 2015-2019	\$47,250
Per capita income in past 12 months (in 2019 dollars), 2015-2019	\$33,549
Persons in poverty, percent	19.2%
BUSINESSES	
Businesses	
Total employer establishments, 2018	6,260
Total employment, 2018	124,176
Total annual payroll, 2018 (\$1,000)	7,601,631
Total employment, percent change, 2017-2018	-2.2%
Total nonemployer establishments, 2018	16,969
All firms, 2012	18,539
Men-owned firms, 2012	9,180
Women-owned firms, 2012	7,426
Minority-owned firms, 2012	6,859
Nonminority-owned firms, 2012	10,698
Veteran-owned firms, 2012	1,673
Nonveteran-owned firms, 2012	15,660
GEOGRAPHY	
Geography	
Population per square mile, 2010	3,414.7
Land area in square miles, 2010	59.81
FIPS Code	51760

[About datasets used in this table](#)

Value Notes

Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2019) refers to the final year of the series (2010 thru 2019). *Different vintage years of estimates are not comparable.*

Fact Notes

- (a)Includes persons reporting only one race
- (c)Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data
- (b)Hispanics may be of any race, so also are included in applicable race categories

Value Flags

- -Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
- FFewer than 25 firms
- DSuppressed to avoid disclosure of confidential information
- NData for this geographic area cannot be displayed because the number of sample cases is too small.
- FNFootnote on this item in place of data
- XNot applicable
- SSuppressed; does not meet publication standards
- NANot available
- ZValue greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.



Richmond City Council

The Voice of the People

Richmond, Virginia

MISSION AND VISION

Richmond City Council

MISSION

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.

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.



Richmond City Council

The Voice of the People

Richmond, Virginia

Official Governing Body of Richmond, Virginia U.S.A.

Richmond City Council

Richmond City Council Executive Offices
Richmond City Hall
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www.richmondgov.com/citycouncil (website)
[@richmondcitycouncilvirginiausa](https://www.facebook.com/richmondcitycouncilvirginiausa) (facebook)

RICHMOND CITY COUNCIL ORGANIZATIONAL CHART

Richmond Residents



Richmond City Council

The Voice of the People

Richmond, Virginia

Institution creating and amending local laws, providing government policy and oversight, and approving the city budget.

Richmond City Council Boards, Commissions & Task Forces

(Support regarding various topics)

Councilmember Liaisons
(Individual admin. support)

Richmond City Council
Finance & Economic
Development
Standing Committee

Richmond City Council
Governmental
Operations
Standing Committee

Richmond City Council
Education & Human
Services
Standing Committee

Richmond City Council
Land Use, Housing
& Transportation
Standing Committee

Richmond City Council
Organizational
Development
Standing Committee

Richmond City Council
Public Safety
Standing Committee

**Richmond City Council
Office of the City Attorney**
(Legal advisor to Council,
Mayor/Admin)

**Richmond City Council
Office of the Council
Chief of Staff**
(Mgt./Research/Public Info.)

**Richmond City Council
Office of the City Auditor**
(Govt. Audits)

**Richmond City Council
Office of the Assessor
of Real Estate**
(Real Estate Value Assessments)

**Richmond City Council
Office of the Inspector
General**
(Investigations)

**Richmond City Council
Office of the City Clerk**
(Administrative Support/
Records Retention)

2021 Richmond City Council Standing Committees

A Richmond City Council Standing Committee structure mirrors the state and federal process in which proposed legislation is sent to a committee for in-depth discussion and review.

Richmond City Council Standing Committees represent six general government areas and include Finance and Economic Development; Health, Human Services and Education; Land Use, Housing and Transportation; Governmental Operations; Organizational Development; and, Public Safety. The Council President reviews all proposed legislation and assigns it to a Council Standing Committee according to subject matter.

Standing Committees are comprised of three Councilmembers and an alternate who hold public Committee meetings once a month. After the Standing Committee completes its review, it sends its recommendation to a Council meeting. Recommendations could include approval; rejection; continuance; referral; striking (removal of the legislation), or no recommendation

Richmond City Council Standing Committee	Standing Committee Information
Richmond City Council Organizational Development Standing Committee	Meetings: First Monday of each month - 5:00 p.m. Members: Chair Cynthia Newbille, Vice Chair Ellen Robertson, Member Andreas Addison, Member Katherine Jordan, Member Ann-Frances Lambert, Member Kristen Larson, Member Stephanie Lynch, Member Reva Trammell, Member Michael Jones Description: Reviews the operations of every department, bureau, agency, and other unit of the City government and makes recommendations for operations and organizational development.
Richmond City Council Education and Human Services Standing Committee	Meetings: First Thursday of each month - 2:00 p.m. Members: Chair Stephanie Lynch, Vice Chair Ellen Robertson, Member Katherine Jordan, Alternate Member Cynthia Newbille Description: Monitors and recommends to Council official policy in the areas of recreation, social services, public health, mental health, substance abuse, advocacy, and public education. The Committee also balances the primary role of the School Board in crafting policy for Richmond Public Schools against the responsibility of Council for oversight imposed by the appropriation of public funds.
Richmond City Council Finance and Economic Development Standing Committee	Meetings: Third Thursday of each month - 1:00 p.m. Members: Chair Michael Jones, Vice Chair Kristen Larson, Member Ellen Robertson, Alternate Member Stephanie Lynch Description: Monitors and recommends to Council an official policy on the financial health of the City, including its budgetary processes, revenue and expense structures, and its internal fiscal controls.
Richmond City Council Governmental Operations Standing Committee	Meetings: Fourth Wednesday of each month - 2:00 p.m. Members: Chair Kristen Larson, Vice Chair Katherine Jordan, Member Michael Jones, Alternate Member Ann-Frances Lambert Description: Reviews City issues and policies that are not related, or assigned, to the other Standing Committees. The Committee is also tasked with the review and recommendation of issues assigned by the Organizational Development Standing Committee.
Richmond City Council Land Use, Housing and Transportation Standing Committee	Meetings: Tuesday following the third Monday of each month - 1:00 p.m. Members: Chair Andreas Addison, Vice Chair Ellen Robertson, Member Michael Jones, Alternate Member Katherine Jordan Description: Monitors and recommends to Council an official policy on land use planning, environmental issues, housing and transportation in the City.
Richmond City Council Public Safety Standing Committee	Meetings: Fourth Tuesday of each month - 12:00 p.m. Members: Chairwoman Reva Trammell, Vice Chair Ann-Frances Lambert, Member Ellen Robertson, Alternate Member Andreas Addison Description: Monitors and recommends to Council an official policy in all matters concerning law enforcement, the judiciary, fire safety, ambulance service, and emergency communication.



Richmond City Council

The Voice of the People

Richmond, Virginia

Richmond City Charter

(Commonwealth of Virginia establishment of the City of Richmond, Virginia, U.S.A.)

*As amended through the 2019 Virginia General Assembly Legislative Session and prepared produced,
and provided by the Richmond City Council Office of the Council Chief of Staff - Public Information.*

OFFICIAL DOCUMENT

Richmond City Charter

(Commonwealth of Virginia establishment of the City of Richmond, Virginia, U.S.A.)

As amended through the 2019 Virginia General Assembly Legislative Session and prepared produced, and provided by the Richmond City Council Office of the Council Chief of Staff - Public Information. Updated 7.12.2019 1023 hrs.

Editor's Note: Prologue/Introduction

As Americans, Virginians, and Richmond residents, we govern ourselves at the national, state, and local levels through our federal constitutional republic form of government in which we, as residents, pool our resources to operate our government and choose (elect) fellow residents to act on our behalf in determining which laws and services we want and how we fund them.

The fundamental self-government frameworks of the United States of America, Commonwealth of Virginia, and City of Richmond are established in national, state, and local constitutions, charters, and laws.

Richmond's local "constitution" is the Richmond City Charter, contained herein, which is established and updated by the Virginia General Assembly to provide the general structure of self-governance for Richmond residents.

Designated as the official governing body of Richmond, Virginia, the Richmond City Council's official duties are to create and amend local laws, provide government policy and oversight, and establish an annual Richmond Government Budget.

Included within the following document are Editor's Notes and State Law references, which provide supplemental information, as-well-as citations noting Acts of the General Assembly of the State of Virginia updates.

The text of the Richmond City Charter includes the typographical symbol/character: § (known as the silcrow), which is used for the purpose of brevity to represent/replace the word "section". Also, Chapter and Section numbers noted as "reserved" represent an historic nomenclature practice to denote that, at one time, it may have contained language and, rather than undergoing extensive renumbering and cross-referencing replacement, they are left blank (AKA reserved).

(Editor's note— Richmond local laws that are created through passage of Richmond City Council Ordinances become part of our Richmond City Code of Laws (Ordinances).**)**

PART I - CHARTER

Chapter 1. - Incorporation and Boundaries

§ 1.01. - Incorporation.

§ 1.02. - Boundaries.

Chapter 2. - Powers

§ 2.01. - General grant of powers.

§ 2.02. - Financial powers.

§ 2.03. - Powers relating to public works, utilities and properties.

§ 2.03.1. - Powers relating to certain highways.

§ 2.03.2. - Use of municipal buildings or structures for private purposes.

§ 2.03.3. - Powers relating to public transportation.

§ 2.03.4. - Riverfront development agreements.

§ 2.04. - Power to make regulations for the preservation of the safety, health, peace, good order, comfort, convenience, morals and welfare of the city and its inhabitants.

§ 2.04.1. - Human rights commission.

§ 2.05. - Miscellaneous powers.

§ 2.06. - Enforcement of regulations.

§ 2.07. - Licenses and permits.

§ 2.08. - Injunctions against the city.

Chapter 3. - Elections

§ 3.01. - Election of councilmen; nomination of candidates.

§ 3.01.1. - Election of mayor.

§§ 3.02, 3.03. - Reserved.

§ 3.04. - Vacancies in office of councilman or mayor.

§ 3.04.1. - Removal of council member or mayor and forfeiture of office.

§ 3.05. - Election of other city officers.

§ 3.06. - Reserved.

§ 3.06.1. - Submission of proposition to voters.

Chapter 4. - Council

§ 4.01. - Composition; compensation; appointment of members to office of profit.

§ 4.02. - Powers.

§ 4.03. - President of the council.

§ 4.04. - City clerk.

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- § 4.09. - Ordinances, form.
- § 4.10. - Procedure for passing ordinances.
- § 4.11. - Emergency ordinances.
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- § 4.14. - Appointments and removals generally.
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- § 4.17. - City attorney.
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- § 4.19. - Inspector general.

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- § 5.01.1. - Chief administrative officer.
- § 5.02. - Power of appointment and removal.
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Chapter 5-1. Reserved

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Chapter 1. - Incorporation and Boundaries

§ 1.01. - Incorporation.

The inhabitants of the territory comprised within the limits of the city of Richmond, as the same now are or may hereafter be established by law, shall continue to be a body politic and corporate under the name of the city of Richmond and as such shall have perpetual succession, may sue and be sued, contract and be contracted with and may have a corporate seal which it may alter, renew or amend at its pleasure.

§ 1.02. - Boundaries.

The boundaries of the city shall be as described in the act of the General Assembly approved March 24, 1926, found in Chapter 318 at page 533 of the Acts of Assembly of 1926 as modified and enlarged by the decree of the Circuit Court of Henrico County entered February 1, 1940, in the annexation proceedings styled City of Richmond versus County of Henrico, which decree was modified, amended and enlarged by decrees of the Supreme Court of Appeals entered June 9, 1941, in accordance with the written opinion of that court in the case styled County of Henrico, Windsor Farms, Incorporated, and others versus City of Richmond, officially reported in volume 177 of the Virginia Reports at page 754, all of which decrees are recorded in the clerk's office of the Circuit Court of the City of Richmond, Division I, in Deed Book 430-C at pages 275 and 292, and as modified and enlarged by the decree of the Circuit Court of Chesterfield County entered November 6, 1941, in the annexation proceeding styled City of Richmond versus County of Chesterfield, which decree is recorded in the clerk's office of the Circuit Court of the City of Richmond, Division I, in Deed Book 429-C, page 421, and in the clerk's office of the Circuit Court of the City of Richmond, Division II, in Deed Book 86-B, page 358, and as modified and enlarged by an order of annexation entered by the Circuit Court of Chesterfield County on July 12, 1969, which order is recorded in the clerk's office of the Circuit Court of Chesterfield County in Chancery Order Book 49, page 210. (Acts 1975, Ch. 112, § 1; Acts 1976, Ch. 633, § 1; Acts 1998, Ch. 711)

Chapter 2. - Powers

§ 2.01. - General grant of powers.

The city shall have and may exercise all powers which are now or may hereafter be conferred upon or delegated to cities under the Constitution and laws of the Commonwealth and all other powers pertinent to the conduct of a city government the exercise of which is not expressly prohibited by the said Constitution and laws and which in the opinion of the council are necessary or desirable to promote the general welfare of the city and the safety, health, peace, good order, comfort, convenience and morals of its inhabitants, as fully and completely as though such powers were specifically enumerated in this charter, and no enumeration of particular powers in this charter shall be held to be exclusive but shall be held to be in addition to this general grant of powers.

§ 2.02. - Financial powers.

In addition to the powers granted by other sections of this charter, the city shall have power:

- (a) To raise annually by taxes and assessments in the city such sums of money as the council shall deem necessary to pay the debts and defray the expenses of the city, in such manner as the council shall deem expedient, provided that such taxes and assessments are not prohibited by the laws of the Commonwealth. In addition to, but not as a limitation upon, this general grant of power the city shall, when not prohibited by the laws of the Commonwealth, have power to levy and collect ad valorem taxes on real estate and tangible personal property and machinery and tools, to levy and collect taxes for admission to or other charge for any public amusement, entertainment, performance, exhibition, sport or athletic event in the city, which taxes may be added to and collected with the price of such admission or other charge; to levy on and collect taxes from purchasers of any public utility service and from subscribers to franchised cable antenna television service used within the city, which taxes may be added to and collected with the bills rendered purchasers of such service; to require licenses, prohibit the conduct of any business or profession without such a license, require taxes to be paid on such licenses in respect of all businesses and professions which cannot, in the opinion of the council be reached by the ad valorem system; and to require licenses of owners of vehicles of all kinds for the privilege of using the streets, alleys and other public places in the city, require taxes to be paid on such licenses and prohibit the use of streets, alleys, and other public places in the city without such licenses; provided, however, that nothing herein contained shall be construed as permitting the city to levy and collect directly or indirectly a tax on payrolls.
- (b) To borrow money for the purposes and in the manner provided by Chapter 7B of this charter.
- (c) To make appropriations, subject to the limitations imposed by this charter, for the support of the city government, and any other purposes not prohibited by this charter and by the laws of the Commonwealth.

- (d) To appropriate, without being bound by other provisions of this charter, funds for the purpose of meeting a public emergency threatening the lives, health or property of the inhabitants of the city, provided that any such appropriation shall require at least seven affirmative votes in the council and that the ordinance making such appropriation shall contain a clear statement of the nature and extent of the emergency.
- (e) To accept or refuse gifts, donations, bequests or grants from any source for any purpose related to the powers and duties of the city government.
- (f) To provide, or aid in the support of, public libraries and public schools.
- (g) To grant financial aid to military units organized in the city in accordance with the laws of the Commonwealth, and to charitable or benevolent institutions and corporations, including those established for scientific, literary or musical purposes or the encouragement of agriculture and the mechanical arts, whose functions further the public purposes of the city.
- (h) To establish a system of pensions for injured, retired or superannuated city officers and employees, members of the police and fire departments, teachers and other employees of the school board, judges, clerks, deputy clerks, bailiffs and other employees of the municipal courts, and to establish a fund or funds for the payment of such pensions by making appropriations out of the treasury of the city, by levying a special tax for the benefit of such fund or funds, by requiring contributions payable from time to time from such officers or employees, or by any combination of these methods or by any other method not prohibited by law, provided that the total annual payments into such fund or funds shall be sufficient on sound actuarial principles to provide for the pensions to be paid therefrom; and provided further, that the benefits accrued or accruing to any person under such system shall not be subject to execution, levy, attachment, garnishment or any other process whatsoever nor shall any assignment of such benefits be enforceable in any court.
- (i) To provide for the control and management of the fiscal affairs of the city, and prescribe and require the adoption and keeping of such books, records, accounts and systems of accounting by the departments, boards, commissions, courts or other agencies of the city government provided for by this charter or otherwise by law as may be necessary to give full and true accounts of the affairs, resources and revenues of the city and the handling, use and disposal thereof.

(Acts 1972, Ch. 336, § 1; Acts 1984, Ch. 163, § 1; Acts 1990, Ch. 401, § 1; Acts 1992, Ch. 850, § 1; Acts 1993, Ch. 613, § 1; Acts 1998, Ch. 711)

§ 2.03. - Powers relating to public works, utilities and properties.

In addition to the powers granted by other sections of this charter, the city shall have power:

- (a) To lay out, open, extend, widen, narrow, establish or change the grade of, close, construct, pave, curb, gutter, adorn with shade trees, otherwise improve, maintain, repair, clean and light streets, including limited access or express highways, alleys, bridges, viaducts, subways and underpasses, and make and improve walkways upon streets and improve and pave alleys within the city; and the city shall have the same power and authority over any street, alley or other public place ceded or conveyed to the city or dedicated or devoted to public use as over other streets, alleys and other public places.
- (b) To acquire, construct, own, maintain and operate, within and without the city, public parks, parkways, playfields and playgrounds, and to lay out, equip and improve them with all suitable devices, buildings and other structures.
- (c) To collect and dispose of garbage and other refuse and to construct, maintain and operate, within and without the city, incinerators, dumps or other facilities for such purposes.
- (d) To construct, reconstruct, improve, maintain and operate, within and without the city, sewers, drains, culverts and sewage disposal works, and stormwater control facilities.
- (e) To assess the whole or part of the cost of making and improving walkways on then existing streets, improving or paving existing alleys, or constructing sewers, culverts and drains, upon the owners of land abutting thereon or on the street or alley in which such sewer, culvert or drain is laid in the manner provided in § 12.06 of this charter; provided, that the amount of such assessment shall not exceed the peculiar benefit resulting to the landowner from the improvement; provided further, that in lieu of any such assessment for the construction of a sewer, culvert or drain, the city may assess and collect an annual sewer tax as compensation for the use thereof, and may provide for the commutation thereof upon such terms and conditions as the council may provide by ordinance, but such assessment shall not be in excess of the peculiar benefit resulting therefrom to such abutting landowners; and provided further, that the city may acquire by condemnation or otherwise any interest or right of any owner of abutting property in the use of any sewer, culvert or drain, and thereafter charge such landowner for the use of such sewer, culvert or drain. The city may order such improvements to be made and the cost thereof apportioned in pursuance of an agreement between the city and the abutting landowners. State Law reference— Section 12.06 of the Charter has been repealed and the intended reference is to Code of Virginia, § 15.2-2400 et seq.
- (f) To construct, maintain and equip all buildings and other structures necessary or useful in carrying out the powers and duties of the city. The city may contract as provided by law with a private party or parties to provide the financing, site selection, acquisition, construction, maintenance, and leasing, or any of them, for a jail, juvenile detention facility, or other correctional facility. Nothing herein shall be interpreted to preclude operation of correctional facilities by private parties.
- (g) To sell, lease or dispose of, except as otherwise provided in this charter and in the Constitution and laws of the Commonwealth, land, buildings and other property of the city, real and personal.

- (h) To control and regulate the use and management of all property of the city, real and personal.
- (i) To acquire, construct and maintain or authorize the construction and maintenance of bridges, viaducts, subways or underpasses over or under the James River or any other stream, creek or ravine when any portion of such bridge, viaduct, subway or underpass is within the city limits, and to charge or authorize the charging of tolls for their use by the public, and to require compensation for their use by public utility, transmission or transportation companies, except as the right to require such compensation is affected by any contract heretofore or hereafter made with the company concerned; provided, that no tolls or compensation shall ever be imposed or collected for the use of "Robert E. Lee Bridge" by any vehicle or pedestrian.
- (j) To authorize by ordinance, in accordance with the Constitution and laws of the Commonwealth, the use of the streets for the laying down of street railway tracks and the operation of street railways therein under such conditions and regulations as may be prescribed by such ordinance or by any future ordinance, or to acquire by agreement or condemnation any such street railway and maintain and operate the same.
- (k) To acquire, construct, own, maintain and operate, within and without the city, places for the parking or storage of vehicles by the public, which shall include but shall not be limited to parking lots, garages, buildings and other land, structures, equipment and facilities, when in the opinion of the council they are necessary to relieve congestion in the use of streets and to reduce hazards incident to such use; provide for their management and control by a department of the city government or by a board, commission or agency specially established by ordinance for the purpose; authorize or permit others to use, operate or maintain such places or any portions thereof, pursuant to lease or agreement, upon such terms and conditions as the council may determine by ordinance; and charge or authorize the charging of compensation for the parking or storage of vehicles or other services at or in such places.
- (l) To acquire, construct, own, maintain and operate, within and without the city, airports and all the appurtenances thereof provide for their management and control by a department of the city government or by a board, commission or agency specially established by ordinance for the purpose; charge or authorize the charging of compensation for the use of any such airport or any of its appurtenances; lease any appurtenance of any such airport or any concession incidental thereto or, in the discretion of the council, lease any such airport and its appurtenances with the right to all concession thereon to, or enter into a contract for the management and operation of the same with, any person, firm or corporation on such terms and conditions as the council may determine by ordinance.
- (m) To acquire, construct, own, maintain and operate, within and without the city, stadia, arenas, swimming pools and other sport facilities; provide for their management and control by a department of the city government or by a board, commission or agency specially established by ordinance for the purpose; charge or authorize the charging of compensation for the use of or admission to such stadia, arenas, swimming pools and other sport facilities, including charges for any services incidental thereto; and lease, subject to such regulations as may be established by ordinance, any such stadium, arena, swimming pool or other sport facility or any concession incidental thereto, or enter into a contract with any person, firm or corporation for the management and operation of any such stadium, arena, swimming pool or other sport facility, including the right to all concessions incident to the subject of such contract, on such terms and conditions as the council may determine by ordinance.
- (n) To acquire, construct, own, maintain and operate, within and without the city, waterworks, gas plants and electric plants with the pipe and transmission lines incident thereto, to be managed and controlled as provided in Chapter 13 of this charter, for the purpose of supplying water, gas and electricity within and without the city, and to charge and collect compensation therefor and to provide penalties for the unauthorized use thereof.
- (o) To acquire, construct, own, maintain and operate, within and without the city, landings, wharves, docks, canals and the approaches to and appurtenances thereof, tracks, spurs, crossings, switchings, terminals, warehouses and terminal facilities of every kind and description necessary or useful in the transportation and storage of goods, wares and merchandise; perform any and all services in connection with the receipt, delivery, shipment and transfer in transit, weighing, marking, tagging, ventilating, refrigerating, icing, storing and handling of goods, wares and merchandise; prescribe and collect charges from vessels coming into or using any of the landings, wharves and docks, and from persons using any of the facilities above described; provide for the management and control of such facilities or any of them by a department of the city government or by a board, commission or agency specially established by ordinance for the purpose; lease any or all of such facilities or any concessions properly incident thereto to any person, firm or corporation, or contract with any person, firm or corporation for the maintenance and operation of any or all of such facilities on such terms and conditions as the council may determine by ordinance; apply to the proper authorities of the United States to grant to the city the privilege of establishing, maintaining and operating a foreign trade zone within or without the city; regulate the use of other landings, wharves and docks located on the James River within and without the city; prevent and remove obstructions from the harbor of the James River and in, upon or near the landings, wharves, docks or canals adjacent thereto, and collect from the person or persons responsible for such

obstructions the cost of their removal; close or discontinue the use of any such wharf, landing, dock or canal now owned or hereafter acquired by the city and upon the closing or discontinuance of such use the same shall thereupon be forever discharged from any public use or easement or from any obligation theretofore imposed by reason of such public use or easement by statute or otherwise, provided, that the dock or any part thereof conveyed by the Chesapeake and Ohio Railway Company to the William R. Trigg Company, by deed dated June 1, 1901, in accordance with the provisions of the act of assembly approved February 15, 1901, and which dock is now owned by the city may be maintained and operated by the city for such other public purposes as authorized by the city council, but further provided if said dock shall be closed by the city to such public use and purpose and filled in, the city shall make provision for disposing of the water required by said dock and shall at its own cost and expense maintain the provision so made and the city shall have the right to use or dispose of the land upon which the said landing, wharf, dock or canal may be located, together with all lands or other rights appurtenant thereto, to the same extent as if the said landing, wharf, dock, canal or lands, or right thereto belonging, had never been charged with any public use or easement; improve and keep in good, safe and navigable condition the James River in the corporate limits and within 20 miles thereof, and may hold, lease, sell or otherwise dispose of all lands or interest therein acquired for the improvement of the James River and navigation and for the construction of canals or widening the river; and provide and operate such connections by ferries, bridges, or otherwise, as may be necessary for transportation between the section of land divided by such canals.

- (p) To construct, own, maintain, operate and equip a visitors center and incidental parking, playgrounds and facilities.

(Acts 1950, Ch. 251, § 1; Acts 1987, Ch. 230, § 1; Acts 1988, Ch. 269, § 1; Acts 1992, Ch. 850, § 1; Acts 1994, Ch. 215, § 1; Acts 1998, Ch. 711)

§ 2.03.1. - Powers relating to certain highways.

In addition to the powers granted by other sections of this charter, the city shall have power:

- (a) To construct, maintain and operate limited or controlled access or express highways within the city and to fix and revise from time to time and charge and collect tolls for transit over such highways and compensation for other uses that may be made thereof. (Acts 1958, Ch. 185, § 1)

§ 2.03.2. - Use of municipal buildings or structures for private purposes.

In addition to the powers granted by other sections of this charter, the city shall have the power to permit any building or structure acquired or constructed for any municipal purpose, or any part thereof or any space therein, which is not needed for such purpose, to be used for private purposes upon such terms and conditions as shall be prescribed by the council until such building or structure or part thereof or space therein is needed for a municipal purpose, when in the opinion of the council it is deemed proper to do so. (Acts 1964, Ch. 120, § 3)

§ 2.03.3. - Powers relating to public transportation.

In addition to the powers granted by other sections of this charter, the city shall have the power to acquire, operate, lease, or otherwise provide for the operation of a public transportation system, including, by way of illustration but not limitation, the operation of passenger buses, both within and outside the City of Richmond, including providing for transportation for pupils attending public schools operated by the school board of the City of Richmond; provided, however, that the operation of any such system outside the City of Richmond shall only be with the consent of the governing body of the political subdivision in which such operation is to occur. (Acts 1973, Ch. 348, § 2)

§ 2.03.4. - Riverfront development agreements.

- (a) The city shall have the power, in the area bounded by the James River, 2nd Street, the Downtown Expressway, and 21st Street, and also including Mayo's Island, to enter into binding development agreements with any persons owning legal or equitable interests in real property there.
- (b) Such an agreement between a property owner and the city shall be for the purpose of stimulating and facilitating economic growth along the Richmond riverfront, shall not be inconsistent with the master plan, and shall not authorize any use or condition not permitted by the zoning ordinance and other ordinances in effect at the time the agreement is made. It shall be authorized by ordinance. It shall be for a term not to exceed ten years and may be renewed by mutual agreement of the parties. It may provide for uses; the density or intensity of uses; the maximum height, size, setback and/or location of buildings; the number of parking spaces required; the measures required to control stormwater; and other land use matters. It may authorize the property owner to transfer to the city land, public improvements, money, or anything of value to further the purposes of the agreement or other public purposes set forth in the city's master plan, but not as a condition to obtaining any permitted use or zoning. A property owner may agree to accept land use controls that are more restrictive than the zoning applicable to the property, conditioned on the city making public improvements, including parking, which also benefit the property; provided, however, that any agreement of the city to make such improvements shall be subject to the availability and appropriation of funds.
- (c) If a property owner who is a party to such an agreement and is not in breach of the agreement dedicates or is required to dedicate real property of substantial value to the city, makes or is required to make substantial cash payments to the city, or makes or is required to make substantial

public improvements for the city, then during the term of that agreement neither any amendment to the zoning map for the subject property nor any amendment to the text of the zoning ordinance with respect to the zoning district applicable to the property which eliminates or materially restricts, reduces, or modifies: the density or intensity of uses; the maximum height, size, setback or location of a building; the number of parking spaces required; or the measures required to control stormwater shall be effective with respect to such property unless there has been mistake, fraud, or a change in circumstances substantially affecting the public health, safety or welfare. (Acts 1992, Ch. 850, § 1)

§ 2.04. - Power to make regulations for the preservation of the safety, health, peace, good order, comfort, convenience, morals and welfare of the city and its inhabitants.

In addition to the powers granted by other sections of this charter, the city shall have power to adopt ordinances, not in conflict with this charter or prohibited by the general laws of the Commonwealth, for the preservation of the safety, health, peace, good order, comfort, convenience, morals and welfare of its inhabitants, and among such powers, but not in limitation thereof, the city shall have power:

- (a) To provide for the prevention of vice, immorality, vagrancy and drunkenness; prevention and quelling of riots; disturbances and disorderly assemblages; suppression of houses of ill fame and gambling places; prevention of lewd and disorderly conduct or exhibitions; and prevention of conduct in the streets dangerous to the public.
- (b) To regulate the construction, maintenance and repair of buildings and other structures and the plumbing, electrical, heating, elevator, escalator, boiler, unfired pressure vessel, and air conditioning installations therein, for the purpose of preventing fire and other dangers to life and health.
- (c) To provide for the protection of the city's property, real and personal, and prevention of the pollution of the city's water supply, and the regulation of use of parks, playgrounds, playfields, recreational facilities, landings, docks, wharves, canals, airports and other public property, whether located within or without the city. For the purpose of enforcing such regulations all city property wherever located shall be under the police jurisdiction of the city. Any member of the police force of the city or employee thereof appointed as a special policeman shall have power to make arrests for violation of any ordinance, rule or regulation adopted pursuant to this section and the district court, criminal division, shall have jurisdiction in all cases arising thereunder within the city and the district court of the county wherein the offense occurs shall have jurisdiction of all cases arising thereunder without the city.
- (d) To grant or authorize the issuance of permits under such terms and conditions as the council may impose for the use of streets, alleys and other public places of the city by railroads, street railways, buses, taxicabs and other vehicles for hire; prescribe the location in, under or over, and grant permits for the use of, streets, alleys and other public places for the maintenance and operation of tracks, poles, wires, cables, pipes, conduits, bridges, subways, vaults, areas and cellars; require tracks, poles, wires, cables, pipes, conduits and bridges to be altered, removed or relocated either permanently or temporarily; charge and collect compensation for the privileges so granted; and prohibit such use of the streets, alleys and other public places of the city, and no such use shall be made of the streets, alleys, or other public places of the city without the consent of the council.
- (e) To prevent any obstruction of or encroachment over, under or in any street, alley, sidewalk or other public place; provide penalties for maintaining any such obstruction or encroachment; remove the same and charge the cost thereof to the owner or owners, occupant or occupants of the property so obstructing or encroaching, and collect the sum charged in any manner provided by law for the collection of taxes; require the owner or owners or the occupant or occupants of the property so obstructing or encroaching to remove the same; pending such removal charge the owner or owners of the property so obstructing or encroaching compensation for the use of such portion of the street, alley, sidewalk or other public place obstructed or encroached upon the equivalent of what would be the tax upon the land so occupied if it were owned by the owner or owners of the property so obstructing or encroaching, and, if such removal shall not be made within the time ordered, impose penalties for each and every day that such obstruction or encroachment is allowed to continue thereafter; authorize encroachments upon streets, alleys, sidewalks or other public places, subject to such terms and conditions as the council may prescribe, but such authorization shall not relieve the owner or owners, occupant or occupants of the property encroaching, of any liability for negligence on account of such encroachment; and recover possession of any street, alley, sidewalk or other public place or any other property of the city by suit or action in ejectment.
- (f) To prescribe the route and grade of any railroad laid in the city, regulate the operation of locomotives and cars, and exclude such locomotives and cars from the city; provided, no contract between the city and the corporation operating such locomotives or cars is violated by such action.
- (g) To regulate the operation of motor vehicles and exercise control over traffic in the streets of the city and provide penalties for the violation of such regulations; provided, that ordinances or administrative regulations adopted by virtue of this subsection shall not be inconsistent with the provisions of the Motor Vehicle Code of Virginia. All fines imposed for the violation of such ordinances and regulations shall be paid into the city treasury.

- (h) To regulate, in the interest of public health, the production, preparation, distribution, sale and possession of milk, other beverages and foods for human consumption, and the places in which they are produced, prepared, distributed, sold, served or stored; regulate the construction, installation, maintenance and condition of all water and sewer pipes, connections, toilets, water closets and plumbing fixtures of all kinds; regulate the construction and use of septic tanks and dry closets, where sewers are not available, and the sanitation of swimming pools and lakes; provide for the removal of night soil, and charge and collect compensation for the removal thereof; compel the use of sewers, the connection of abutting premises therewith, and the installation in such premises of suitable sanitary facilities; regulate or prohibit connections to and use of sewers; provide for the quarantine of any person afflicted with a contagious or infectious disease, and for the removal of such person to a hospital or ward specially designated for contagious or infectious diseases; inspect and prescribe reasonable rules and regulations, in the interest of public health, with respect to private hospitals, sanatoria, convalescent homes, clinics and other private institutions, homes and facilities for the care of the sick, of children, the aged and the destitute; and make and enforce all regulations necessary to preserve and promote public health and sanitation and protect the inhabitants of the city from contagious, infectious or other diseases.
- (i) To regulate cemeteries and burials therein, prescribe the records to be kept by the owners of such cemeteries, and prohibit all burials except in a public burying ground.
- (j) To regulate or prohibit the exercise of any dangerous, offensive or unhealthful business, trade or employment, and the transportation of any offensive or dangerous substance.
- (k) To regulate the light, ventilation, sanitation and use or occupancy of buildings heretofore or hereafter constructed, altered, remodeled or improved, and the sanitation of the premises surrounding the same.
- (l) To regulate the emission of smoke or the construction, installation, operation and maintenance of fuel burning equipment, internal combustion engines or any other equipment or source of air pollution.
- (m) To compel the removal of weeds from private and public property and snow from sidewalks; the covering or removal of offensive, unwholesome, unsanitary or unhealthy substances allowed to accumulate in or on any place or premises; the filling in to the street level of the portion of any lot adjacent to a street where the difference in level between the lot and the street constitutes a danger to life and limb; the raising or draining of grounds subject to be covered by stagnant water; the razing or repair of all unsafe, dangerous or unsanitary public or private buildings, walls or structures which constitute a menace to the health and safety of the occupants thereof or the public; and to compel the abatement or removal of any and all other nuisances whatsoever including the removal of inoperative or unlicensed motor vehicles or parts thereof from public or private property. If after such reasonable notice as the council may prescribe by ordinance the owner or owners, occupant or occupants of the property or premises affected by the provisions of this subsection shall fail to abate or obviate the condition or nuisance, the city may do so and charge and collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of taxes.
- (n) To regulate or prohibit the manufacture, storage, transportation, possession and use of explosive or inflammable substances and the use or exhibition of fireworks and discharge of firearms.
- (o) To regulate or prohibit the making of fires in the streets, alleys and other public places in the city and to regulate the making of fires on private property.
- (p) To regulate or prohibit the running at large and the keeping of animals and fowl and provide for the impounding and confiscation of any such animal or fowl found at large or kept in violation of such regulations.
- (q) To prevent cruelty to and abuse of animals.
- (r) To regulate the sale of goods, wares or merchandise at auction; regulate the conduct of and prescribe the number of pawnshops and dealers in secondhand goods, wares and merchandise; regulate or prohibit the peddling or hawking of any article for sale on the streets of the city; prevent fraud or deceit in the sale of goods, wares and merchandise; require the weighing, measuring, gauging and inspection of goods, wares and merchandise offered for sale; require weights and measures to be sealed and subject to inspection; and provide for the appointment of a sealer and one or more weightmasters who shall perform such duties and functions as may be prescribed by ordinance.

(Acts 1968, Ch. 644; Acts 1972, Ch. 336, § 1; Acts 1975, Ch. 112, § 1)

§ 2.04.1. - Human rights commission.

The city shall have the power to establish a human rights commission consistent with the provisions of § 15.2-965 of the Code of Virginia. (Acts 1972, Ch. 333, § 1; Acts 1989, Ch. 349, § 1; Acts 1998, Ch. 711)

§ 2.05. - Miscellaneous powers.

The city shall also have power:

- (a) To establish, maintain and operate public employment bureaus, public markets and public baths.
- (b) To establish, maintain and operate, within and without the city, public hospitals, sanatoria, convalescent homes, clinics and other public institutions, homes and facilities for the care of the sick, of children, the aged and the destitute.

- (c) To provide care for the poor and have all the powers and duties conferred and imposed on cities by the laws of the Commonwealth relating to public assistance.
- (d) To establish, own, maintain and operate, within and without the city, cemeteries for the interment of the dead, fix the price at which graves and lots therein shall be sold, make contracts for their perpetual care and establish the rates to be charged for the digging of graves, construction of vaults and other services.
- (e) To establish, maintain and operate, within or without the city, a jail for the confinement of prisoners, ordered or sentenced to be confined therein, and a jail farm; and compel able-bodied prisoners confined in the jail to work on such farm, with the approval of the Circuit Court of the City of Richmond. Any lockup physically located within the City of Richmond, whether in the Safety, Health and Welfare Building of the City of Richmond or elsewhere, shall be deemed a part of and included within the city jail facility for the purposes of supervision, administration, staffing and all other aspects germane to the operation of the city jail.
- (f) To acquire, in the manner provided in Chapter 18 of this charter, areas, properties, lands or any estate or interest therein, located within the city's old and historic districts which, in the opinion of the council, should be acquired, preserved and maintained for use, observation, education, pleasure and welfare of the people, or to preserve the character of the old and historic district in which such property is located; provide for their renovation, preservation, maintenance, management and control as places of old and historic interest by the department of the city government or by a board, commission or agency specially established by ordinance for the purpose; charge or authorize the charging of compensation for the use thereof or admission thereto; lease or sell to a 501 (c)(3) organization, subject to such regulations as may be established by ordinance, any such area, property, lands or estate or interest therein so acquired upon the condition that the old and historic character of the area, property or lands shall be restored and preserved and maintained; or to enter into contracts with any person, firm or corporation for the management, preservation, maintenance or operation of any such area, property, lands or estate or interest therein so acquired as a place of old and historic interest, provided, the city shall not use the right of condemnation under this paragraph unless the historic value of such area, property, lands or estate or interest therein are about to be destroyed, including destruction through lack of maintenance.
- (g) To establish and collect such fees, including a charge for expenses incurred in auditing reports, accounts and any records of organizations operating bingo games and raffles under the permissive provisions of Section 18.2-335 of the Code of Virginia [now Code of Virginia, § 18.2-340.15 et seq.] and admitting to record the annual report of such organization, as may be determined by the council to be reasonable for the rendering of special services.

(Acts 1950, Ch. 416, § 1; Acts 1972, Ch. 334, § 1; Acts 1974, Ch. 19, § 1; Acts 1978, Ch. 78, § 1; Acts 1989, Ch. 349, § 1)

§ 2.06. - Enforcement of regulations.

When by the provisions of this charter or the Constitution and general laws of the Commonwealth the city is authorized to pass ordinances on any subject, the council may provide suitable penalties for the violation of any such ordinances, including ordinances effective outside the city as provided in this charter. No such penalty shall exceed the maximum fine permitted under state law for a violation of a Class 1 misdemeanor or confinement for 12 months or both. Upon conviction for violation of any ordinance, the court trying the case may require bond of the person so convicted with proper security in the penalty of not more than \$2,000.00, conditioned to keep the peace and be of good behavior and especially for the period of not more than one year not to violate the ordinance for the breach of which he/she has been convicted. From any fine or confinement imposed, an appeal shall lie as in cases of misdemeanor. Whenever any fine or penalty shall be imposed but not paid, the court trying the case may, unless an appeal be forthwith taken, issue a writ of fieri facias for the collection of the amount due, returnable within 60 days from its issuance. The city is hereby expressly authorized and empowered to institute and maintain a suit or suits to restrain by injunction the violation of any ordinance legally adopted by it, notwithstanding such ordinance may provide penalties for its violation.

(Acts 1991, Ch. 396, § 1; Acts 1998, Ch. 711)

§ 2.07. - Licenses and permits.

Whenever in the judgment of the council it is advisable in the exercise of any of the powers of the city or in the enforcement of any ordinance or regulation, it may provide for the issuance of licenses or permits in connection therewith, establish the amount of the fee to be charged the licensee or permittee and require from the licensee or permittee a bond and an insurance policy of such character and in such amount and upon such terms as it may determine.

§ 2.08. - Injunctions against the city.

No injunction shall be awarded by any court or judge to stay the proceedings of the city or any of its officers, employees or agents in the exercise of any of their powers unless it be manifest that the city, its officers, employees or agents are transcending the authority given the city by this charter and the general laws of the Commonwealth, and also that the intervention of a court of equity is necessary to prevent injury that cannot be compensated by damage.

Chapter 3. - Elections

§ 3.01. - Election of councilmen; nomination of candidates.

- A. At the time of the November general election in 2004, and every second year thereafter, there shall be held a general city election at which shall be elected by the qualified voters of the city one member of council from each of the nine election districts in the city, the voters residing in each such district to elect one member for said district for terms of two years from the first day of January following their election. However, beginning with the elections to be held in 2008, and subject to approval by referendum as called for by this act, council members shall be elected for a term of four years.
- B. No primary election shall be held for the nomination of candidates for the office of councilman, and candidates shall be nominated only by petition.

(Acts 1971, Ch. 84, § 1; Acts 1977, Ch. 513, § 1; Acts 2004, Ch. 514, § 1; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1) **Editor's note—** Pursuant to Code of Virginia, § 24.2-222.1 and Ordinance No. 2001-208-202, adopted June 25, 2001, the City Council changed the election of council members to the first Tuesday in November beginning with November 2002 and every second year thereafter. In a referendum held on November 2, 2004 as required by Acts 2004, Ch. 514, § 2, the voters of the City approved the election of members of City Council to four-year terms beginning with the election to be held on November 4, 2008.

§ 3.01.1. - Election of mayor.

On the first Tuesday after the first Monday in November 2004, and every four years thereafter, a general election shall be held to elect the mayor. All persons seeking to have their names appear on the ballot as candidates for mayor must comply with the provisions of Chapter 5 (§ 24.2-500 et seq.) of Title 24.2 of the Code of Virginia and must file with their declaration of candidacy a petition containing a minimum of 500 signatures of qualified voters of the city, to include at least 50 qualified voters from each of the nine election districts. However, these filing requirements shall only apply to the initial, general election and not to any runoff election that may subsequently become necessary.

In the general election, the person receiving the most votes in each of at least five of the nine city council districts shall be elected mayor. Should no one be elected, then the two persons receiving the highest total of votes city wide shall be considered nominated for a runoff election. The runoff election shall be held on the sixth Tuesday after the November general election between the two nominees. The date of any such runoff election shall, as soon as possible, be posted at the courthouse and published at least once in a newspaper of general circulation in the city. In any such runoff election, write-in votes shall not be counted, and the person receiving the most votes in each of at least five of the nine city council districts shall be elected mayor. In the event the two candidates in a runoff election shall each win an equal number of council districts, the candidate receiving the most votes city wide shall be elected mayor. An elected term shall run four years. Anyone eligible to serve on city council may serve as mayor, except no one may be elected mayor for three consecutive full terms, and no one may simultaneously hold the office of mayor and any other elected position.

The procedures and deadlines for voter registration, applying for an absentee ballot, and casting an absentee ballot for any runoff election shall be as provided in Chapters 4 (§ 24.2-400 et seq.), 4.1 (§ 24.2-451 et seq.), and 7 (§ 24.2-700 et seq.) of Title 24.2 of the Code of Virginia for general elections. (Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2019, Ch. 110; Acts 2019, Ch. 306)

§§ 3.02, 3.03. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed §§ 3.02 and 3.03, which pertained to nomination of candidates for council and conduct of general municipal election, and which derived from Acts 1975, Ch. 112, § 1; Acts 1976, Ch. 633, § 1; and Acts 1977, Ch. 513, § 1.

§ 3.04. - Vacancies in office of councilman or mayor.

- A. Vacancies in the office of councilman, from whatever cause arising, shall be filled in accordance with general law applicable to interim appointments and special elections, provided that, any provision in the general law to the contrary notwithstanding, a special election may be called to fill any such vacancy if the vacancy occurs more than one year prior to the expiration of the full term of the office to be filled.
- B. A vacancy in the office of mayor shall be filled by special election conducted according to the rules herein provided for the general election and held within 60 days, but no sooner than 30 days, from the date of the vacancy. Any runoff, should one be necessary, shall be held on the first Tuesday after the fifth day following the date that voting machines used in the special election may be unsealed pursuant to § 24.2-659 of the Code of Virginia or the third Tuesday following the special election, whichever is later. However, if the date by which either the special election or possible runoff election for the office of mayor must be conducted should fall within 60 days prior to a primary election or general election, then the special or runoff election shall be held on the same day as the primary or general election, if allowed by general law, or, if not allowed by general law, then the special election shall be held on the first Tuesday after the fifth day following the date that voting machines used in the primary or general election may be unsealed pursuant to § 24.2-659 of the Code of Virginia. Any runoff that may be necessary shall be held on the first Tuesday after the fifth day following the date that the voting machines used in the special election may be unsealed pursuant to § 24.2-659 of the Code of Virginia or the third Tuesday following the special election, whichever is later. The president of the council shall serve as acting mayor until a successor is elected.
- C. The procedures and deadlines for voter registration, applying for an absentee ballot, and casting an absentee ballot for any runoff election as may be necessary after a special election for mayor

shall be as provided in Chapters 4 (§ 24.2-400 et seq.), 4.1 (§ 24.2-451 et seq.), and 7 (§ 24.2-700 et seq.) of Title 24.2 of the Code of Virginia for general elections.

(Acts 1975, Ch. 112, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1; Acts 2019, Ch. 110, § 1; Acts 2019, Ch. 306, § 1)

§ 3.04.1. - Removal of council member or mayor and forfeiture of office.

- A. In addition to being subject to the procedure set forth in § 24.2-233 of the Code of Virginia, any member of the council may be removed by the council, but only for malfeasance in office or neglect of duty. He/she shall be entitled to notice and hearing. It shall be the duty of the council, at the request of the person sought to be removed, to subpoena witnesses whose testimony would be pertinent to the matter in hand. From the decision of the council an appeal shall lie to the Circuit Court of the City of Richmond, Division 1.
- B. The mayor may be removed following the procedure set forth in § 24.2-233 of the Code of Virginia applicable to constitutional officers; provided, however, that the petition must be signed by a number of registered voters in each council district equal to at least ten percent of the total number of votes cast in the last general election for mayor in each respective council district.
- C. The mayor or any member of council who shall be convicted by a final judgment of any court from which no appeal has been taken or which has been affirmed by a court of last resort on a charge involving moral turpitude, or any felony, or any misdemeanor involving possession of marijuana or any controlled substances, shall forfeit his/her office.

(Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 3.05. - Election of other city officers.

All other city officers required by the laws of the Commonwealth to be elected by the qualified voters of the city shall be nominated and elected at the time, for the terms and in the manner prescribed by the general laws of the Commonwealth. Vacancies in elective offices referred to in this section shall be filled in accordance with general law. The officers so elected or appointed shall qualify in the mode prescribed by law and shall continue in office until their successors are elected and qualified.

(Acts 1950, Ch. 251, § 1; Acts 1975, Ch. 112, § 1; Acts 1976, Ch. 633, § 1; Acts 1978, Ch. 78, § 1; Acts 1982, Ch. 658, § 1; Acts 1998, Ch. 711)

§ 3.06. - Reserved.

Editor's note— Acts 1977, Ch. 513 repealed § 3.06, which derived from Acts 1976, Ch. 745.

§ 3.06.1. - Submission of proposition to voters.

The council shall have authority to order, by resolution directed to the Circuit Court of the City of Richmond, the submission to the qualified voters of the city for an advisory referendum thereon, any proposed ordinance or amendment to the city charter. Upon the receipt of such resolution, the Circuit Court of the City of Richmond shall order an election to be held in accordance with the applicable provisions of Article 5 (§ 24.2-681 et seq.) of Chapter 6 of Title 24.2 of the Code of Virginia [Code of Virginia, § 24.2-681 et seq.]. Following certification of the election results by the Electoral Board to the Circuit Court, the Court shall enter an order proclaiming the results of the election, and a duly certified copy of the order shall be transmitted to the council, which may take such further action as it may deem advisable and in the best interests of the city.

If a petition requesting the submission of an amendment to this charter, set forth in such petition, signed by qualified voters equal in number to ten percent or more of the largest number of votes cast in any general or primary election held in the city during the five years immediately preceding, is filed with the clerk of the Circuit Court of the City of Richmond, he/she shall forthwith certify that fact to the court. The process and requirements for voter petitions established under state law shall be applicable to voter petitions provided for under this section, except to the extent of any conflict with requirements set forth in this charter. Upon the certification of such petition, the Circuit Court of the City of Richmond shall determine that the proposed charter amendment pertains only to the structure or administration of the city government. When such determination has been made, the court shall order an election to be held in accordance with the applicable provisions of Article 5 (§ 24.2-681 et seq.) of Chapter 6 of Title 24.2 of the Code of Virginia [Code of Virginia, § 24.2-681 et seq.], in which such proposed amendment shall be submitted to the qualified voters of the city for their approval or disapproval. If a majority of those voting thereon at such election approve the proposed amendment, such result shall be communicated by the clerk of the Circuit Court of the City of Richmond to the representatives of the city in the General Assembly with the same effect as if the council had adopted a resolution requesting the General Assembly to adopt the amendment. (Acts 1998, Ch. 711)

Chapter 4. - Council

§ 4.01. - Composition; compensation; appointment of members to office of profit.

The council shall consist of nine members elected as provided in Chapter 3. Compensation of members of council shall be fixed in accordance with and within the limits prescribed in general laws of the Commonwealth for pay and expenses of councils and mayors of cities of the Commonwealth. The members of the council, subject to the approval of the council, may also be allowed their reasonable actual expenses incurred in representing the city. No member of the council shall during the term of which he/she was elected and one year thereafter be appointed to any office of profit under the government of the city. (Acts

1954, Ch. 64; Acts 1964, Ch. 120, § 2; Acts 1968, Ch. 644, § 1; Acts 1974, Ch. 19, § 1; Acts 1975, Ch. 112, § 1; Acts 1982, Ch. 658, § 1; Acts 1992, Ch. 850, § 1)

§ 4.02. - Powers.

All powers vested in the city shall be exercised by the council except as otherwise provided in this charter. In addition to the foregoing, the council shall have the following powers:

- (a) To provide for the organization, conduct and operation of all departments, bureaus, divisions, boards, commissions, offices and agencies of the city.
- (b) To create, alter or abolish departments, bureaus, divisions, boards, commissions, offices and agencies other than those specifically established by this charter.
- (c) To create, alter or abolish and to assign and reassign to departments, all bureaus, divisions, offices and agencies except where such bureaus, divisions, offices or agencies are specifically assigned by this charter.
- (d) To provide for the titles, qualifications, powers, duties and compensation of all officers and employees of the city, subject in the case of members of the classified service to the provisions of § 5A.03 of this charter.
- (e) To provide for the form of oaths and the amount and condition of surety bonds to be required of certain officers and employees of the city.
- (f) To provide for the appointment and removal by the council or otherwise of such officers and employees as the council may require for the purposes of assisting the council in the discharging its legislative, oversight and constituent relations functions, as well as any officers or employees whom the council is authorized to appoint and remove pursuant to this charter or other applicable laws of the Commonwealth.

(Acts 1948, Ch. 116, § 1; Acts 1998, Ch. 711; Acts 2010, Chs. 218, 476)

§ 4.03. - President of the council.

At the time of the council's January organizational meeting, the council shall elect from among its members a president of the council to preside at council meetings for a one-year term; however, beginning January 1, 2007, the president of the council shall serve a two-year term. Should a vacancy occur in the office of mayor, the president of the council will become acting mayor until a successor is elected to fill out the remainder of the unexpired term in accordance with § 3.04. An acting mayor shall have the same powers and responsibilities as the elected mayor. In addition, notwithstanding the provisions of § 3.01.1, any acting mayor shall retain his or her City Council position, including the right to vote.

(Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1)

§ 4.04. - City clerk.

The council shall appoint a city clerk for an indefinite term. He/she shall be the clerk of the council, shall keep the journal of its proceedings and shall file the original draft of all ordinances and shall maintain an index of all such ordinances. He/she shall be the custodian of the corporate seal of the city and shall be the officer authorized to use and authenticate it. All records in his/her office shall be public records and open to inspection at any time during regular business hours. He/she shall receive compensation to be fixed by the council and all fees received by him/her shall be paid into the city treasury. He/she shall appoint and remove a deputy city clerk, who shall be authorized to act as acting city clerk in the absence or disability of the city clerk, and all deputies and other employees in his/her office, and shall have such other powers and duties as may be prescribed by this charter or by ordinance.

(Acts 1977, Ch. 513, § 1; Acts 1998, Ch. 711; Acts 2005, Ch. 844, § 1)

§ 4.05. - Induction of members.

The first meeting of a newly elected council shall take place in the council chamber in the city hall as provided for by general law. It shall be called to order by the city clerk who shall administer the oaths of office to the newly elected council members and, when applicable, also to the newly elected mayor. In the absence of the city clerk, the meeting may be called to order and the oaths administered by any judicial officer having jurisdiction in the city. The council shall be the judge of the election and qualifications of its members and of the mayor, but the decisions of the council in these matters shall be subject to review by the Circuit Court of the City of Richmond. The first business of the council shall be the election of a president of the council and the adoption of rules of procedure. Until this business has been completed, the council shall not adjourn for a period longer than 48 hours.

(Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1)

§ 4.06. - Rules of procedure.

The council shall have power, subject to the provisions of this charter, to adopt its own rules of procedure. Such rules shall provide for the time and place of holding regular meetings of the council which shall be not less frequently than once in each month; however, the council shall not be required to hold a regular meeting in the month of August. They shall also provide for the calling of special meetings by the mayor or any three members of the council, and shall prescribe the method of giving notice thereof, provided that the notice of each special meeting shall contain a statement of the specific item or items of business to be transacted and no other business shall be transacted at such meeting except by the unanimous consent of all the members of the council. (Acts 1987, Ch. 230, § 1; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 4.07. - Voting.

No ordinance, resolution, motion or vote shall be adopted by the council except at a meeting open to the public and, except motions to adjourn, to fix the time and place of adjournment, and other motions of a purely procedural nature, unless it shall have received the affirmative votes of at least five

members. All voting except on procedural motions shall be by roll call and the ayes and noes shall be recorded in the journal. (Acts 1992, Ch. 850, § 1) **Editor's note**— Code of Virginia, § 2.2-3112(c), supersedes this Charter provision.

§ 4.08. - Ordinances, when required.

In addition to such acts of the council which are required by the Constitution or general laws of the Commonwealth or by this charter to be by ordinance, every act of the council creating, altering or abolishing any department or creating, altering, assigning or abolishing any bureau, division, office, agency or employment, fixing the compensation of any officer or employee of the city, making an appropriation, authorizing the borrowing of money, levying a tax, establishing any rule or regulation for the violation of which a fine or penalty is imposed, or placing any burden upon or limiting the use of private property pursuant to Chapter 17 of this charter, shall be by ordinance.

§ 4.09. - Ordinances, form.

Every ordinance except the annual appropriation ordinances and an ordinance codifying ordinances shall be confined to a single subject which shall be clearly expressed in its title. All ordinances shall be introduced in typewritten or printed form or a combination of both. All ordinances which repeal or amend existing ordinances shall set forth in full the section or subsection to be repealed or amended and, if it is to be amended, shall indicate matter to be omitted by enclosing the same in brackets, striking through the matter to be omitted, or by both such brackets and striking through and indicating new matter by underscoring. When printed or published prior to enactment the same indications of omitted and new matter shall be used except that strikeout type may be substituted for brackets and italics for underscoring. The enacting clause of all ordinances shall be: "The City of Richmond hereby ordains." Unless another date is specified therein and except as otherwise provided in this charter an ordinance shall take effect on the tenth day following its passage. (Acts 1982, Ch. 658, § 1)

§ 4.10. - Procedure for passing ordinances.

An ordinance may be introduced by any member or committee of the council or by the mayor at any regular meeting of the council or at any special meeting. Upon introduction a time, not less than seven days after such introduction, and place shall be set at which the council or a committee thereof will hold a public hearing on such ordinance, provided that the council may reject any ordinance on first reading without a hearing thereon by vote of six members. The hearing may be held separately or in connection with a regular or special meeting of the council and may be adjourned from time to time. It shall be the duty of the city clerk to cause to be printed in a newspaper published or in general circulation in the city, not later than the fifth day before the public hearing on the proposed ordinance, a notice containing the time and place of the hearing and the title of the proposed ordinance. It shall also be his/her duty, not later than the fifth day before the public hearing, to cause its full text to be printed or otherwise reproduced, as the council may by resolution direct, in sufficient numbers to supply copies to those who individually request them, or, if the council shall so order, to cause the same to be printed as a paid advertisement in a newspaper published or in general circulation in the city. It shall further be his/her duty to place a copy of the ordinance in a file provided each member of the council for this purpose. A proposed ordinance, unless it is an emergency ordinance, shall be finally passed at a meeting of the council following the introduction of the ordinance and after the conclusion of the public hearing thereon. If an ordinance, other than an emergency ordinance, is amended as to its substance, it shall not be passed until it shall be reprinted, reproduced or published as amended, and a hearing shall be set and advertised and all proceedings had as in the case of a newly introduced ordinance. (Acts 1964, Ch. 120, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 4.11. - Emergency ordinances.

An emergency ordinance for the immediate preservation of the public peace, health and safety may be read a second time and passed with or without amendment at any regular or special meeting subsequent to the meeting at which the ordinance was introduced, provided that prior to its passage the full text of the original ordinance has been printed in a newspaper published or in general circulation in the city. An emergency ordinance must contain a specific statement of the emergency claimed and six affirmative votes shall be necessary for its adoption. (Acts 1998, Ch. 711)

§ 4.12. - Reserved.

Editor's note— Acts of 1998, Ch. 711 repealed provisions formerly set out as § 4.12, which pertained to submission of propositions to voters and which derived from Acts 1975, Ch. 112, § 1; Acts 1976, Ch. 633, § 1; and Acts 1995, Ch. 165, § 1.

§ 4.13. - Record and publication of ordinances.

Every ordinance after passage shall be given a serial number and shall be retained by the clerk in a permanent file kept for that purpose and the clerk shall maintain a permanent card or similar index. Within one year after the first Tuesday in September, 1948, there shall be prepared under the direction of the city attorney, who is hereby authorized to employ such assistance as he/she deems necessary for the purpose, a codification of all ordinances in force. Such codification shall be passed by the council as a single ordinance and without prior publication. Upon its passage it shall be published in bound or loose-leaf form. This codification, to be known and cited officially as the city code, shall be furnished to city officers and shall be sold to the public at a price to be fixed by the council. A similar codification shall be prepared, passed, published and distributed, as above provided, at least every five years. It shall be the duty of the city clerk to cause all ordinances adopted to be printed as promptly as possible

after their adoption in substantially the same style and format as the codification of ordinances and sold at such prices as the Council may establish. (Acts 1977, Ch. 513, § 1) State Law reference— Codification, Code of Virginia, § 15.2-1433.

§ 4.14. - Appointments and removals generally.

The council in making appointments and removals shall act only by affirmative votes of at least five members. It may remove any person appointed by it for an indefinite term, for any lawful reason or no reason. The decision of the council shall be final. (Acts 1998, Ch. 711; Acts 2004, Ch. 514, § 1; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 4.15. - Removal of members of boards and commissions; forfeiture of office or employment for certain convictions.

- A. Any member of a board or commission appointed by the council for a specified term may be removed by the council but only for malfeasance in office or neglect of duty. He/she shall be entitled to notice and hearing. It shall be the duty of the council, at the request of the person sought to be removed, to subpoena witnesses whose testimony would be pertinent to the matter in hand. From the decision of the council an appeal shall lie to the Circuit Court of the City of Richmond, Division I.
- B. Any officer, appointee of the council or employee of the city who shall be convicted by a final judgment of any court from which no appeal has been taken or which has been affirmed by a court of last resort on a charge involving moral turpitude or any felony or any misdemeanor involving possession of marijuana or any controlled substances shall forfeit his/her office or employment.

(Acts 1975, Ch. 112, § 1; Acts 1976, Ch. 633, § 1; Acts 1990, Ch. 401, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 4.16. - Powers of investigation.

- (a) The council, or any committee of members of the council when authorized by the council, shall have power to make such investigations relating to the municipal affairs of the city as it may deem necessary, and shall have power to investigate any or all departments, boards, commissions, offices and agencies of the city government and any officer or employee of the city, concerning the performance of their duties and functions and use of property of the city.
- (b) The mayor, the chief administrative officer, the heads of all departments, all boards and commissions whose members are appointed by the council, the city auditor, and the inspector general shall have power to make such investigations in connection with the performance of their duties and functions as they may deem necessary, and shall have power to investigate any officer or employee appointed by them or pursuant to their authority concerning the performance of duty and use of property of the city.
- (c) The council, or any committee of members of the council when authorized by the council, the mayor, the chief administrative officer, the heads of departments, boards and commissions whose members are appointed by the council, the city auditor, and the inspector general, in an investigation held by any of them, may order the attendance of any person as a witness and the production by any person of all relevant books and papers. Any person, having been ordered to attend, or to produce such books and papers, who refuses or fails to obey such order, or who having attended, refuses or fails to answer any question relevant or pertinent to the matter under investigation shall be deemed guilty of a misdemeanor, and upon conviction shall be punished by a fine not exceeding \$100 or imprisonment in jail not exceeding 30 days, either or both. Every such person shall have the right of appeal to the Circuit Court of the City of Richmond, Division I. The investigating authority shall cause every person who violates the provisions of this section to be summoned before the general district court criminal division for trial. Witnesses shall be sworn by the person presiding at such investigation, and they shall be liable to prosecution or suit for damages for perjury for any false testimony given at such investigation.

(Acts 1964, Ch. 120, § 1; Acts 1974, Ch. 19, § 1; Acts 1989, Ch. 349, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1; Acts 2018, Ch. 313, § 1; Acts 2018, Ch. 650, § 1)

§ 4.17. - City attorney.

The city attorney shall be the chief legal advisor of the council, the mayor, the chief administrative officer and all departments, boards, commissions and agencies of the city in all matters affecting the interests of the city. The city attorney shall perform particular duties and functions as assigned by the council. The city attorney shall be appointed by the council, shall serve at its pleasure, and shall devote full time and attention to the representation of the city and the protection of its legal interests. The city attorney shall have the power to appoint and remove assistants or any other employees as shall be authorized by the council and to authorize any assistant or special counsel to perform any of the duties imposed upon him/her in this charter or under general law. The city attorney may represent personally or through one of his assistants any number of city officials, departments, commissions, boards, or agencies that are parties to the same transaction or that are parties in the same civil or administrative proceeding and may represent multiple interests within the same department, commission, board, or agency. In matters where the city attorney determines that he is unable to render legal services to the mayor, chief administrative officer, or city departments or agencies under the supervision of the chief administrative officer due to a conflict of interests, the mayor, after receiving notice of such conflict, may employ special counsel to render such legal services as may be necessary for such matter.

(Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 4.18. - City auditor.

There shall be a city auditor who shall be appointed by the council for an indefinite term. The city auditor shall have been certified as a certified public accountant by the Virginia State Board of Accountancy or by the examining board of any other state which extends to and is extended reciprocity by the Commonwealth of Virginia, and shall be qualified by training and experience for the duties of the city auditor. The city auditor shall have the power to appoint such accountants and other assistants for the performance of the duties of the city auditor's office as the council may provide for. It shall be the duty of the city auditor to examine and audit all accounts, books, records, and financial transactions of the city or any department, board, commission, office, or agency thereof, including all trust funds, special funds, and other funds. In performing the city auditor's duties, the city auditor shall have access at any and all times to all books, records, and accounts of each department and agency subject to examination and audit by the city auditor. (Acts 1998, Ch. 711; Acts 2018, Ch. 313, § 1; Acts 2018, Ch. 650, § 1)

§ 4.19. - Inspector general.

There shall be an inspector general who shall be appointed by the council for an indefinite term and who shall be qualified by training and experience for the duties of the office. The inspector general shall have the power to appoint such assistants for the performance of the duties of the inspector general's office as the council may provide for. It shall be the duty of the inspector general to conduct such investigations as may be authorized by § 15.2-2511.2 of the Code of Virginia. (Acts 2018, Ch. 313, § 1; Acts 2018, Ch. 650, § 1)

Chapter 5. - Mayor and Chief Administrative Officer

§ 5.01. - Mayor.

The mayor shall be the chief executive officer of the city and shall be responsible for the proper administration of city government. The mayor shall be recognized as the head of government for all ceremonial purposes, military law and the service of civil process. The office of mayor shall be a full-time position with salary and expenses set by the council. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 5.01.1. - Chief administrative officer.

The mayor shall appoint a chief administrative officer, subject to the advice and consent of a majority of the members of city council, who shall be chosen solely on the basis of his/her executive and administrative qualifications, with special reference to his/her actual experience in or knowledge of accepted practice with respect to the duties of his/her office. At the time of his/her appointment, the chief administrative officer need not be a resident of the city or the Commonwealth but he/she shall reside within the city during his/her tenure in office. The chief administrative officer shall serve at the pleasure of the mayor. The mayor shall set the salary of the chief administrative officer subject to the approval of a majority of the members of city council. (Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 5.02. - Power of appointment and removal.

The chief administrative officer shall appoint for an indefinite term qualified officers and employees to head all the administrative departments of the city, and shall appoint, dismiss and discipline, in accordance with the city's personnel regulations, all officers and employees in such departments, except as otherwise specifically provided by law or this charter. Department heads who are appointed by the chief administrative officer shall serve at the pleasure of the chief administrative officer. The chief administrative officer shall designate some other officer or employee to perform the duties of any office or position of the administrative service under his/her control which is vacant or which lacks administration due to the absence or disability of the incumbent. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 5.03. - Involvement of mayor and council in appointment and removals.

The mayor may participate in the hiring and removal of heads of administrative departments. The mayor and members of council may (i) communicate publicly or privately their approval or disapproval of the performance of any particular city employee, (ii) recommend persons to the chief administrative officer for consideration for hiring or promotion, or (iii) request of the chief administrative officer that he remove or take other disciplinary action against any particular city employee, as they may see fit. Ultimate responsibility for hiring, removal and other personnel decisions relating to administrative personnel, and for the directing of administrative personnel, shall reside in the chief administrative officer, unless expressly provided otherwise in this charter. Except for the purpose of inquiry, the mayor, council and its members shall deal with the administrative services solely through the chief administrative officer, and neither the mayor, council nor any member thereof shall give orders either publicly or privately to any subordinate of the chief administrative officer. (Acts of 1948, Ch. 116, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 514, § 1; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1; Acts 2010, Chs. 218, 476)

§ 5.04. - Temporary transfer of personnel between departments.

The chief administrative officer shall have power, whenever the interests of the city require, irrespective of any other provisions of this charter, to assign employees of any department, bureau, office or agency, the head of which is appointed by the chief administrative officer, to the temporary performance of duties in another department, bureau, office or agency. (Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 5.05. - General duties; mayor.

It shall be the duty of the mayor to:

- (a) Attend, or appoint a designee empowered to answer questions and make recommendations on behalf of the mayor to attend, all meetings of the council with the right to speak but not to vote; the mayor or his designee shall have the right to attend a closed meeting pursuant to § 2.2-3711 of the Code of Virginia [Code of Virginia, § 2.2-3711] unless the council determines that the subject matter of the closed meeting includes the office of the mayor and that inclusion of the mayor or his designee shall be detrimental to the purpose of the council's deliberations;
 - (b) Keep the council advised of the financial condition and the future needs of the city and of all matters pertaining to its proper administration, and make such recommendations as may seem to the mayor desirable;
 - (c) Oversee preparation of and submit the annual budget to the council as provided in Chapter 6 of this charter;
 - (d) Perform such other duties as may be prescribed by this charter or which may be required of the chief executive officer of a city by the general laws of the Commonwealth, or by ordinances adopted by the council, provided that the mayor shall have the power to veto any city ordinance by written notice of veto delivered to the city clerk within 14 calendar days of council's actions, subject to override thereafter by the council with a vote of six or more of the currently filled seats on council at any regular or special meeting held within 14 calendar days of the clerk's receipt of the notice of veto; however, the appointment of members of a redevelopment and housing authority in the city shall be made by the council; and
 - (e) Issue such regulations as may be necessary in order to implement the mayor's duties and powers.
- (Acts of 1948, Ch. 116, § 1; Acts 1950, Ch. 251, § 1; Acts 1984, Ch. 163, § 1; Acts 1989, Ch. 349, § 1; Acts 1990, Ch. 401, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1; Acts 2010, Chs. 218, 476)

§ 5.05.1. - General duties; chief administrative officer.

It shall be the duty of the chief administrative officer, acting under the general direction of the mayor, to:

- (a) Prepare the annual budget for submission to the council by the mayor;
- (b) Prepare in suitable form for publication and submit to the council a concise report of the financial transactions and administrative activities of the city government during the fiscal year ending preceding thirtieth day of June and cause to be printed such number of copies thereof as the council shall direct;
- (c) Present adequate financial and activity reports as requested by the council;
- (d) Fulfill the city's responsibilities for maintaining cemeteries as provided for in § 2.05(d) of the charter and § 15.2-1121 of the Code of Virginia [Code of Virginia, § 15.2-1121];
- (e) Attend, or be represented at, all meetings of the council in order to answer questions and make recommendations on behalf of the mayor, provided that prior to any such meetings, council has given the mayor at least 72 hours of advance notice of the matters on which it seeks information or a recommendation; and
- (f) Perform such other duties as may be prescribed by this charter, by city ordinance, or required of him/her in accordance therewith by the mayor other than the duties conferred on the mayor by this charter.

(Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 5.06. - Relations with boards, commissions and agencies.

The mayor, or the mayor's designee, shall have the right to attend and participate in the proceedings of, but not to vote in, the meetings of all boards, commissions or agencies created by this charter or by ordinance, except the school board and the board of zoning appeals. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1)

§ 5.07. - Acting chief administrative officer.

The mayor shall, with the advice and consent of a majority of the members of council, designate the head of a department, bureau or other officer appointed by the chief administrative officer, to act as chief administrative officer in case of the absence, incapacity, death or resignation of the chief administrative officer, until his/her return to duty or the appointment of his/her successor. An acting chief administrative officer shall serve at the pleasure of the mayor. (Acts 1960, Ch. 7, § 1; Acts 1962, Ch. 65, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 5.08. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed § 5.08, which pertained to the budget bureau generally and which derived from Acts 1968, Ch. 644, § 1.

§§ 5.09—5.12. - Reserved.

Editor's note— Sections 5.09—5.12 were repealed by Acts 1956, Ch. 130, § 2.

§§ 5.13—5.13.2. - Reserved.

Editor's note— Sections 5.13—5.13.2 were repealed by Acts 1998, Ch. 711. Said provisions derived from Acts 1954, Ch. 64, § 1; Acts 1956, Ch. 130, § 1; Acts 1972, Ch. 335, § 1; Acts 1972, Ch. 811, § 1; and Acts 1987, Ch. 230, § 1, and pertained to the power of the council to assign budget bureau to department of finance and to transfer function of maintaining sewers, drains and culverts and maintaining and operating sewage disposal plant to department of public utilities; the power of council to assign to department and director of public works certain bureaus and duties; and the power of council to establish a bureau of inspection and environmental control and department of social services.

Chapter 5-1. Reserved

Editor's note— Chapter 5-1. Department of General Services. (Repealed) *Section 5-1.1 is referred to as § 5.1.1 in Acts of Assembly of 1958, c. 185, and in Acts of Assembly of 1968, c. 644; § 5-1.1. (1956, c. 130; 1958, c. 185; 1968, c. 644, repealed 1998, c. 711); § 5-1.2. (1956, c. 130; 1975, c. 112; repealed 1998, c. 711); § 5-1.3. (1956, c. 130; repealed 1998, c. 711); § 5-1.4. (1956, c. 130; 1964, c. 120; 1974, c. 19; 1978, c. 78; 1981, c. 199; 1982, c. 658; 1985, c. 22; repealed 1998, c. 711); § 5-1.5. (1956, c. 130; repealed 1998, c. 711)*

Chapter 5A. - Administration

§ 5A.01. - Creation of departments.

The city council may establish administrative departments, bureaus, divisions, or offices, or may alter, combine or abolish existing administrative departments, bureaus, divisions or offices; however, neither the council, the mayor nor the chief administrative officer shall have the power to alter the purpose of, combine, transfer or abolish any department created by this charter. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 5A.02. - Responsibility of department heads.

There shall be a director appointed by the chief administrative officer as the head of each administrative department. Such directors shall be chosen on the basis of their executive and administrative ability, experience and education, and shall serve at the pleasure of the chief administrative officer. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 5A.03. - Personnel rules and regulations.

The council, upon receiving any recommendations submitted to it by the mayor, shall establish a personnel system for the city administrative officials and employees. Such system shall be based on merit and professional ability and shall not discriminate on the basis of race, national origin, religion, sex, age, disabilities, political affiliation, or marital status. The personnel system shall consist of rules and regulations which provide for the general administration of personnel matters, a classification plan for employees, a uniform pay plan and a procedure for resolving grievances of employees as provided by general law for either local government or state government employees. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

Chapter 5B. - Retirement System

§ 5B.01. - Retirement system established.

The retirement system for the city employees hitherto established by ordinance shall continue in force and effect subject to the right of the council to amend or repeal the same as set forth in such ordinance. From and after July 1, 1978, the Board of Trustees of the Richmond Retirement System shall consist of seven members for terms of three years. Any vacancy shall be filled for the unexpired portion of the term. The mayor shall appoint two members; the council shall appoint five members, at least two of whom shall be members of the classified service. Such members of the Board of Trustees of the Richmond Retirement System shall have the responsibility of the supervision of the administration of the retirement plan, the determination of eligibility for the receipt of retirement benefits, the award of retirement benefits as authorized by ordinance of the City of Richmond, and such other duties as have heretofore been exercised by the Board of Trustees of the Richmond Retirement System other than fiduciary responsibilities concerning the management, control and investment of the financial resources of the Richmond Retirement System. The council of the City of Richmond may appoint and employ a corporation, vested with fiduciary powers under either the laws of the United States or the Commonwealth of Virginia, to be responsible for the investment of the funds of the Richmond Retirement System, which funds shall include any securities which may now or hereafter be part of the assets of such Richmond Retirement System. The director of finance shall be the disbursing officer for the payment of benefits awarded by the trustees of the Richmond Retirement System and as such shall perform such duties as may be required of the director of finance by ordinance but shall receive no additional compensation on account of such duties. To administer the retirement plan, the council may provide for an executive director to be appointed, supervised and removed by the Board of Trustees of the Richmond Retirement System and for employees to be appointed, supervised and removed by the executive director. (Acts of 1948, Ch. 116, § 1; Acts 1998, Ch. 711; Acts 2005, Ch. 844, § 1; Acts 2010, Chs. 218, 476)

§ 5B.02. - Post-retirement supplements.

- (a) In addition to the allowance authorized to be paid under § 51.1-801 of the Code of Virginia [Code of Virginia, § 51.1-801], the council may, by ordinance, provide for post-retirement supplements, payable in accordance with the provisions of this section, to the recipients of such allowances. Such supplements shall be subject to the same conditions of payment as are such allowances.
- (b) The amounts of the post-retirement supplements provided for hereunder shall be determined as percentages of the allowances authorized to be supplemented hereby. Such percentages may be determined by reference to the increase, if any, in the United States Average Consumer Price Index for all items, as published by the Bureau of Labor Statistics of the United States Department of Labor, from its monthly average for the calendar year in which the allowance initially commenced as a result of the death or retirement of a member of a system of retirement authorized by § 5B.01 to its monthly average for the calendar year immediately prior to the calendar year as of which the amount of the post-retirement supplement is determined. Such supplement may be either the percentage computed from the actual increase in such index or some percentage of such actual increase.
- (c) Amounts of post-retirement supplements shall be determined initially by the ordinance adopting the same, and thereafter as may be provided by ordinance.
- (d) Any ordinance adopted hereunder may be retroactive to the extent that the council has heretofore appropriated funds for post-retirement supplements, which appropriation has been otherwise unexpended.

(Acts 1998, Ch. 711)

Chapter 6. - Budgets

§ 6.01. - Fiscal and tax years.

The fiscal year of the city shall begin on July 1 and shall end on June 30 of the succeeding year. The tax year for taxes levied on real estate, tangible personal property and machinery and tools shall begin on January 1 and end on December 31 following, and the tax year for all other taxes shall be fixed by the council by ordinance. The rate of taxes levied on real estate shall be fixed as authorized in § 58.1-3321 of the Code of Virginia [Code of Virginia, § 58.1-3321]. The rates of all other taxes and levies, except on new sources of tax revenues, shall be fixed before the beginning of the tax year. (Acts 1958, Ch. 185, § 2; Acts 1962, Ch. 165, § 1; Acts 1982, Ch. 658, § 1; Acts 1993, Ch. 613, § 1)

§ 6.02. - Submission.

On a day to be fixed by the council, but in no case earlier than the second Monday of February or later than the seventh day of April in each year, the mayor shall submit to the council: (a) separate current expense budgets for the general operation of the city government, for the public schools and for each utility as defined in Chapter 13 of this charter; (b) a budget message; and (c) a capital budget. (Acts 1958, Ch. 185, § 2; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 6.03. - Preparation.

It shall be the duty of the head of each department, the judges of the municipal courts, each board or commission, including the school board, and each other office or agency supported in whole or in part by the city, including the attorney for the Commonwealth, to provide, at such time as the mayor may prescribe, estimates of revenue and expenditure for that department, court, board, commission, office or agency for the ensuing fiscal year. Such estimates shall be submitted in a form as determined by the mayor, and it shall be the duty of the head of each such department judge, board, commission, office or agency to supply all of the information which the mayor may require to be submitted thereon. The mayor shall hold such hearings as he/she may deem advisable and shall review the estimates and other data pertinent to the preparation of the budgets and make such revisions in such estimates as he/she may deem proper, subject to the laws of the Commonwealth relating to obligatory expenditures for any purpose, except that in the case of the school board, he/she may recommend a revision only as permitted by § 22.1-94 of the Code of Virginia [Code of Virginia, § 22.1-94] or any other provision of general law not in conflict with this charter. (Acts 1989, Ch. 349, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 6.04. - Scope of the budget.

In respect to each utility there shall be included in the budget estimates only the net amounts estimated to be received from or to be appropriated to such utility in the budget as provided in § 6.13. The budget shall be prepared in accordance with accepted principles of municipal accounting and budgetary procedures and techniques.

The budget shall provide a complete financial plan of all city funds and activities for the ensuing fiscal year and, except as required by law or this charter, shall be in such form as the mayor deems desirable or the city council may require. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. (Acts 1986, Ch. 119, § 1; Acts 1989, Ch. 349, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 6.05. - Balanced budget required.

For any fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance. (Acts 1989, Ch. 349, § 1; Acts 1998, Ch. 711)

§ 6.06. - The budget message.

The budget message shall contain the recommendations of the mayor concerning the fiscal policy of the city, a description of the important features of the budget plan, an explanation of all salient changes in each budget submitted, as to estimated receipts and recommended expenditures as compared with the current fiscal year and the last preceding fiscal year, and a summary of the proposed budgets showing comparisons similar to those required by § 6.04 above. (Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 6.07. - Appropriation and additional tax ordinances.

At the same time that he/she submits the budget, the mayor shall introduce in the council any appropriation ordinance required. The appropriation ordinance shall be based on the budget but need not be itemized further than by departments unless required by the council. At the same time, the mayor shall also introduce any ordinance or ordinances altering the tax rate on real estate and tangible personal property or levying a new tax or altering the rate of any other tax necessary to balance the budget as hereinbefore provided. The hearing on the budget plan as a whole, as provided in § 6.09, shall constitute the hearing on all ordinances referred to in this section, and the appropriation ordinances for each utility. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 6.08. - Distribution of copies of budget message and budgets.

The mayor shall cause the budget message to be printed, mimeographed or otherwise reproduced for

general distribution at the time of its submission to the council and sufficient copies of the general fund, school and utility budgets to be made to supply copies to each member of the council and each newspaper published or in general circulation in the city and two copies to be deposited in the office of the city clerk where they shall be open to public inspection during regular business hours. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 6.09. - Public hearings on budget plan.

A public hearing on the budget plan as a whole shall be held by the Council within the time and after the notice provided for hearings on ordinances by § 4.10 of this charter, except that the notice of such hearing shall be printed in a newspaper published or in general circulation in the city. (Acts 1993, Ch. 613, § 1; Acts 1998, Ch. 711)

§ 6.10. - Action by council on budget generally.

After the conclusion of the public hearing, the council may insert new items of expenditure or may increase, decrease or strike out items of expenditure in the budget, except that no item of expenditure for debt service or required to be included by this charter or other provision of law shall be reduced or stricken out. The council shall not alter the estimates of receipts contained in the said budget except to correct omissions or mathematical errors, and it shall not cause the total of expenditures as recommended by the mayor to be increased without a public hearing on such increase, which shall be held not less than five days after notice thereof has been printed in a newspaper published or in general circulation in the city. The council shall in no event adopt a budget in which the total of expenditures exceeds the receipts, estimated as provided in § 6.04, unless at the same time it adopts measures for providing additional revenue in the ensuing fiscal year sufficient to make up this difference. (Acts 1982, Ch. 658, § 1; Acts 1998, Ch. 711; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 6.11. - Adoption of budget, appropriation ordinance and ordinances for additional revenue; mayor's veto.

Not later than the thirty-first day of May in each year the council shall adopt the budget, the appropriation ordinances and such ordinances providing for additional revenue as may be necessary to put the budget in balance. If for any reason the council fails to adopt the budget on or before such day, the budget as submitted by the mayor shall be the budget for the ensuing year and the appropriation ordinance and the ordinances providing additional revenue, if any, as recommended by the mayor shall have full force and effect to the same extent as if the same had been adopted by the council, notwithstanding anything to the contrary in this charter.

The mayor shall have the power to veto any particular item or items of any city budget ordinance, by written notice of veto delivered to the city clerk within 14 calendar days of council's action. Council may thereafter override the mayor's veto with a vote of six or more of the currently filled seats on council at any regular or special meeting held within 14 calendar days of the city clerk's receipt of the notice of veto. Vetoes of any one or more items shall not affect other items not vetoed.

(Acts 1958, Ch. 185, § 2; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 6.12. - Effective date of budget; certification and availability of copies thereof.

Upon final adoption, the budget shall be in effect for the ensuing fiscal year. A copy of such budget as finally adopted shall be certified by the city clerk. Copies of the budget, capital program and appropriation and revenue ordinances shall be public records and shall be made available to the public at suitable places in the city. (Acts 1998, Ch. 711; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 6.13. - Utility budgets and related ordinances.

Separate budget estimates for each of the utilities as defined in Chapter 13 of this charter shall be submitted to the mayor at the same time as the budgets of other departments and in the form prescribed by the mayor, subject, however, to the provisions of Chapter 13 which shall also control the action of the mayor and council thereon. The mayor shall submit with the budget of each utility an ordinance making appropriations for the operation of such utility during the ensuing fiscal year. He/she shall also at the same time submit any ordinance changing the rates to be charged by the utility, used in estimating receipts. The council shall have the same powers and be subject to the same limitations with regard to the adoption of such utility budgets and accompanying appropriation and rate ordinances, subject to the provisions of the said Chapter 13, as are conferred or imposed on it by § 6.10 with regard to the budget and its accompanying appropriation and revenue ordinances. If for any reason the council fails to adopt the utility budgets or any of them before the expiration of the time set for the adoption of the budget, such budget or budgets and the accompanying appropriation ordinance or ordinances and the ordinances changing rates, if any, shall have full force and effect to the same extent as if the same had been adopted by the council, notwithstanding anything to the contrary in this charter.

(Acts 1954, Ch. 64, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 6.14. - School budget.

It shall be the duty of the school board to submit its budget estimates to the mayor at the same time as other departments and in the form prescribed by the mayor. The mayor and council may take any action on the school budget permitted by § 22.1-94 of the Code of Virginia [Code of Virginia, § 22.1-94] or any other provision of general law not in conflict with this charter. The school board shall before the beginning of the fiscal year file with the director of finance its budget as finally revised and its appropriations based thereon. It shall have power to order during the course of the fiscal year transfers from one item of appropriation to another, notice of which shall be immediately transmitted to the director of finance. The director of finance shall have the same authority to require expenditures to be

made by school officers in accordance with the school budget as he/she is given by this charter to require expenditures by other city officers to be made in accordance with the general fund or utility budgets. (Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1)

§§ 6.15—6.15.2. - Reserved.

Editor's note— Acts 1998, Ch. 711, repealed §§ 6.15—6.15.2, which pertained to work programs and allotments, coliseum renewal fund, and Richmond Centre renewal fund, and which derived from Acts 1983, Ch. 164, § 1; Acts 1985, Ch. 22, § 1; and Acts 1987, Ch. 230, § 1.

§ 6.15.3. - School buildings and infrastructure modernization.

- (a) Not later than January 1, 2019, the mayor shall formally present to the city council a fully funded plan to modernize the city's K-12 educational infrastructure consistent with national standards or inform city council such a plan is not feasible. In fulfilling the duties herein, the mayor shall consult with the school board and city council, consider cost savings available in state or federal law, and further provide an opportunity for public participation.
- (b) Such fully funded plan required in subsection (a) shall not be based on the passage of new or increased taxes for that purpose.
- (c) Nothing herein shall alter powers previously given to the school board.
- (d) Once the mayor has complied with subsection (a), the city council shall have 90 days to take such action as it deems appropriate.

(Acts 2018, Ch. 664, § 1)

§ 6.16. - Amendments after adoption.

- (a) At any time within the fiscal year, upon the recommendation of the mayor and certification of the director of finance that there remain sufficient funds not theretofore allotted for a specific purpose, the council may, by not less than six affirmative votes, allot all or part of the funds appropriated to an account designated "Reserve for Contingencies" as authorized in § 15.2-2505 of the Code of Virginia [Code of Virginia, § 15.2-2505] for a designated program or project and authorize expenditure of the funds so allotted.
- (b) If at any time during the fiscal year the mayor certifies that there are available for appropriation revenues in excess of those estimated in the budget, the city council may by not less than six affirmative votes, and only upon the recommendation of the mayor, make supplemental appropriations for the year up to the amount of such excess.
- (c) If at any time during the fiscal year it appears probable to the mayor that the revenue or fund balances available will be insufficient to finance the expenditures for which appropriations have been authorized, the mayor shall report to the city council without delay, indicating the estimated amount of the deficit, any remedial action taken by the mayor and recommendations as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or reduce any deficit, and for that purpose it may by ordinance reduce one or more appropriations.
- (d) At any time during the fiscal year, at the request of the mayor, the city council may by ordinance adopted by not less than six affirmative votes transfer part of or all of the unencumbered appropriation balance from one department or major organizational unit to the appropriation for other departments or major organizational units.
- (e) No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

(Acts 1982, Ch. 658, § 1; Acts 1985, Ch. 22, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§§ 6.17, 6.17.1. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed §§ 6.17 and 6.17.1, which pertained to additional appropriations and participation in state and federal grants, and which derived from the following:

Acts	Chapter	Section
1970	226	1
1972	336	2
1973	348	1
1974	19	1
1982	658	1
1987	230	1
1993	613	1
1995	165	1

§ 6.18. - Lapsing of appropriations.

Every appropriation, except an appropriation designated for special revenue or for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. Appropriations designated special revenue (funding provided beyond 12 months or extends beyond the end of the city's fiscal year) shall not lapse at the close of the fiscal year but shall remain in force for the life of the multiyear project, until expended, revised, or repealed. The purpose of any such multiyear appropriation should be restricted based on grant award instructions. An appropriation for a capital expenditure shall continue in force until expended, revised or repealed; the purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation. (Acts 1998, Ch. 711; Acts 2004, Ch. 514, § 1)

§ 6.19. - Capital budget.

At the same time he/she submits the current expense budgets, the mayor shall submit to the council a program which he/she shall previously have submitted to the city planning commission of proposed capital improvement projects for the ensuing fiscal year and for the four fiscal years thereafter, with his/her recommendations as to the means of financing the improvements proposed for the ensuing fiscal year. The council shall have power to accept with or without amendments or reject the proposed program and proposed means of financing for the ensuing fiscal year; and may from time to time during the fiscal year amend by ordinance adopted by at least six affirmative votes the program previously adopted by it or the means of financing the whole or any part thereof or both, provided that the amendment shall have been recommended by the mayor and shall have been submitted to the city planning commission for review and such additional funds as may be required to finance the cost of the improvements are available. The council shall adopt a capital budget prior to the beginning of the fiscal year in which the budget is to take effect. No appropriation provided for a capital improvement purpose defined in the capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided the council shall have the power to transfer at any time any appropriation or any unencumbered part thereof from one purpose to another on the recommendation of the mayor. The mayor may transfer the balance remaining to the credit of any completed project to an incompleting project for the purpose of completing such project, provided the projects have been approved in the adoption of a capital budget or budgets. If no such transfers are made, the balances remaining to the credit of completed or abandoned purposes and projects shall be available for appropriation and allocation in a subsequent capital budget or budgets. Any project shall be deemed to have been abandoned if three fiscal years elapse without any expenditure from or encumbrance of the funds provided therefor. The council shall have the power at any time to abandon or to reduce the scope of any project in a capital budget to the extent that funds appropriated therefor are unexpended and unencumbered. (Acts 1950, Ch. 251, § 1; Acts 1954, Ch. 64, § 1; Acts 1964, Ch. 120, § 2; Acts 1973, Ch. 348, § 1; Acts 1977, Ch. 513, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 6.20. - Certification of funds; penalties for violation.

Except as otherwise provided in § 13.06 of this charter, no payment shall be made and no obligation incurred by or on behalf of the city or the school board except in accordance with an appropriation duly made and no payment shall be made from or obligation incurred against any allotment or appropriation unless the director of finance or his designee shall first certify that there is a sufficient unexpended and unencumbered balance in such allotment or appropriation to meet the same. Every expenditure or obligation authorized or incurred in violation of the provisions of this charter shall be void. Every payment made in violation of the provisions of this charter shall be deemed illegal and every official who shall knowingly authorize or make such payment or knowingly take part therein and every person who shall knowingly receive such payment or any part thereof shall be jointly and severally liable to the city for the full amount so paid or received. If any officer, member of a board or commission, or employee of the city or of the school board, shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this charter or knowingly take part therein such action may be cause for his/her removal. Nothing in this section contained, however, shall prevent the making of contracts of lease or for services providing for the payment of funds at a time beyond the fiscal year in which such contracts are made, provided the nature of such transactions will reasonably require, in the opinion of the council, the making of such contracts. (Acts 1950, Ch. 251, § 1; Acts 1954, Ch. 64, § 1; Acts 1991, Ch. 396, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 514, § 1)

§ 6.21. - Reserve fund for permanent public improvements.

The council may by ordinance establish a reserve fund for permanent public improvements and may appropriate thereto any portion of the general fund cash surplus not otherwise appropriated at the close of any fiscal year. It may likewise assign to the said fund a specified portion of the ad valorem tax on real estate and tangible personal property or other source of revenue. Appropriations from the said fund shall be made only to finance improvements included in the capital budget. (Acts 1954, Ch. 64, § 1; Acts 1998, Ch. 711)

Chapter 7. Borrowing- Reserved.

Editor's note— Chapter 7. Borrowing. (Repealed); § 7.01. (1948, c. 116; 1989, c. 349; repealed 1992, c. 850); § 7.02. (1948, c. 116; 1968, c. 644; 1972, c. 336; 1989, c. 349; repealed 1992, c. 850); § 7.03. (1948, c. 116; 1989, c. 349; repealed 1992, c. 850); § 7.04. (1948, c. 116; 1970, c. 226; 1989, c. 349; repealed 1992, c. 850); § 7.05. (1948, c. 116; 1950, c. 251; 1983, c. 164; 1989, c. 349; repealed 1992, c. 850); § 7.06. (1948, c. 116; 1964, c. 120; 1976, c. 633; 1978, c. 78; repealed 1992, c. 850); § 7.07. (1948, c. 116; 1975, c. 112; 1976, c. 633; repealed 1992, c. 850); § 7.08. (1948, c. 116; 1988, c. 269; 1989, c. 349; repealed 1992, c. 850); §§ 7.09 through 7.12. (1948, c. 116; repealed 1982, c. 658); § 7.13. (1948, c. 116; 1982, c. 658; 1989, c. 349; repealed 1992, c. 850)

Chapter 7A. Borrowing. (Repealed)

§§ 7A.01 through 7A.13. (1992, c. 850; repealed 1998, c. [711](#))

Chapter 7B. - Borrowing

§ 7B.01. - General borrowing power of city council.

The council may, in the name of and for the use of the city, incur indebtedness by issuing its bonds, notes or other obligations for the purposes, in the manner and to the extent provided by the general law of the Commonwealth of Virginia, as supplemented by the provisions of this chapter. Bonds, notes or other obligations authorized in compliance with the provisions of the charter as in effect at the time of such authorization may be issued whether or not such authorization complied with provisions of general law in effect at the time of their authorization. (Acts 1998, Ch. 711)

§ 7B.02. - Limitations on indebtedness.

In the issuance of bonds, notes and other obligations the city shall be subject to the limitations as to amount contained in Article VII, Section 10, of the Constitution of Virginia. (Acts 1998, Ch. 711)

§ 7B.03. - Emergency expenditures.

The city may authorize by ordinance the issuance of bonds, notes or other obligations to provide for emergency expenditures. Bonds, notes or other obligations may be issued to finance an appropriation to meet a public emergency, as provided in § 2.02(d) of this charter, when authorized by the ordinance making such appropriation. (Acts 1998, Ch. 711)

§ 7B.04. - Procedures for adopting ordinances authorizing the issuance of bonds or notes.

- (a) The procedure for the adoption of an ordinance authorizing the issuance of bonds shall be the same as for the adoption of any other ordinance, except that six affirmative votes shall be necessary for its adoption. No such ordinance shall take effect until the 31st day after publication of notice of its adoption as hereinafter provided.
- (b) Within ten days after the adoption of an ordinance authorizing the issuance of bonds, the city clerk shall cause notice of the adoption of such ordinance to be printed in a newspaper published or in general circulation in the city. Such notice shall include a statement that the 30-day period of limitation within which to file a petition for referendum on the ordinance authorizing the issuance of bonds shall have commenced as of the date of such publication.
- (c) The procedure for the adoption of an ordinance authorizing the issuance of notes shall be the same as for the adoption of any other ordinance, except that no such ordinance shall be passed as an emergency ordinance and that six affirmative votes shall be necessary for its adoption. An ordinance authorizing the issuance of notes shall not be subject to the requirement of publication of notice of adoption as hereinabove provided, nor shall such ordinance be subject to the provisions of § 7B.05 of this charter concerning petition for referendum. Such ordinance shall be effective immediately unless otherwise provided by the city council in such ordinance.

(Acts 1998, Ch. 711)

§ 7B.05. - Optional referendum on ordinance authorizing the issuance of bonds.

If, within 30 days after publication of notice of adoption as required by § 7B.04(a) of this charter, a petition, signed and verified as hereinafter provided and requesting the submission to the qualified voters of the city of an ordinance authorizing the issuance of bonds, shall be filed with the clerk of the Circuit Court of the City of Richmond, such ordinance shall be so submitted at an election called for such purpose. The provisions of § 3.06.1 of this charter as to the qualifications of the persons who sign the petition, the number of signatures to be required, the verification thereof, the filing of the petition and the request for the election shall apply equally to the petition and election provided for in this section. The election shall be ordered, conducted, and the results ascertained and certified in accordance with general law. If a majority of those voting thereon at such election shall fail to approve the ordinance, such ordinance shall be void. If a majority of those voting thereon at such election shall approve the ordinance, such ordinance shall be effective immediately. (Acts 1998, Ch. 711)

§ 7B.06. - Procedures for sale and terms of bonds and notes.

All bonds and notes shall be sold in such manner, either at public or private sale, for such price and upon such terms, including without limitation amounts, principal maturities, sinking fund requirements, maturity dates, interest rates and redemption features, as the council may determine by ordinance or resolution, or as the director of finance, with the approval of the chief administrative officer, may determine, when authorized to do so by ordinance or resolution. Furthermore, interest rates may be determined by reference to indices or formulas or agents designated by the council under guidelines established by it, or, when authorized to do so by ordinance or resolution, such determination and designation may be made by the director of finance, with the approval of the chief administrative officer.

(Acts 1998, Ch. 711; Acts 2005, Ch. 844, § 1)

Chapter 8. - Financial Administration

§ 8.01. - Establishment and composition of department of finance.

There shall be a department of finance for the administration of the financial affairs of the city, including exercise of the powers conferred and duties imposed by law upon commissioners of the revenue, collectors of taxes, license inspectors, city treasurers, and similar officers. (Acts 1982, Ch. 658, § 1; Acts 1989, Ch. 349, § 1; Acts 1998, Ch. 711)

§ 8.02. - Reserved.

Editor's note— Section 8.02 of the Charter, providing that the director of finance be finance department head and setting out his/her qualifications, was repealed by Acts 1998, Ch. 711.

§ 8.03. - General powers and duties of director of finance.

The director of finance, under the supervision of the chief administrative officer, shall have charge of the administration of the financial affairs of the city and to that end he/she shall have authority and shall be responsible for the department of finance in order to discharge the following functions:

- (a) Manage the city's finances in a professionally accountable and responsible manner.
- (b) Provide for regular reporting of the city's financial condition in conformance with generally accepted accounting principles.

- (c) Receive, deposit in legal depositories, maintain custody of and disburse all funds of the city or in the possession of the city, and prudently invest such funds as they are available for investment. The director shall not be liable for any loss sustained of funds so deposited.
- (d) Protect the interests of the city by withholding the payment of any claim or demand by any person, firm or corporation against the city until any indebtedness or other liability due from such person, firm or corporation shall first have been settled and adjusted.
- (e) Administer all debt of the city to include its issue, registration, transfer and retirement or redemption.
- (f) Enforce the provisions of this charter and the ordinances of the city with regard to any financial matters of the city.

(Acts 1950, Ch. 251, § 1; Acts 1975, Ch. 112, § 1; Acts 1982, Ch. 658, § 1; Acts 1988, Ch. 269, § 1; Acts 1989, Ch. 349, § 1; Acts 1990, Ch. 401, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1)

§ 8.03.1. - Reserved.

Editor's note— Section 2 of Acts 1989, Ch. 349, repealed former § 8.03.1, transfer of duties of commissioner of revenue to Director of Finance, which derived from Acts 1978, Ch. 78, § 1.

§ 8.04. - Reserved.

Editor's note— Section 2 of Acts 1989, Ch. 349, repealed former § 8.04 which pertained to the bureau of accounting and control and derived from Acts 1948, Ch. 116, as amended through 1982.

§ 8.05. - Reserved.

Editor's note— Section 8.05, pertaining to the division of collection, tax liens and collection of delinquent taxes, was repealed by Acts 1988, Ch. 269, § 2. The repealed provisions derived from Acts 1976, Ch. 633, § 1, and Acts 1982, Ch. 658, § 1.

§ 8.05.1. - Reserved.

Editor's note— Section 8.05.1, relating to the consolidation of functions of the bureau of collection and the office of collector of taxes and derived from Acts 1966, Ch. 243, was repealed by Acts 1982, Ch. 658, § 2.

§§ 8.06, 8.07. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed §§ 8.06 and 8.07, which pertained to the sale of property for taxes and the correction of assessments and exoneration of taxes, and which derived from Acts 1974, Ch. 19, § 1; Acts 1976, Ch. 633, § 1; and Acts 1986, Ch. 119, § 1.

§ 8.08. - Reserved.

Editor's note— Section 2 of Acts 1989, Ch. 349, repealed former § 8.08, which pertained to the division of license inspection and derived from Acts 1982, Ch. 658, § 1.

§ 8.09. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed § 8.09, which pertained to the City Auditor and derived from Acts 1954, Ch. 64, § 1; Acts 1973, Ch. 348, § 1; Acts 1974, Ch. 19, § 1; Acts 1982, Ch. 658, § 1.

§ 8.10. - Annual audit.

The council shall cause to be made annually an independent financial audit of all accounts, books, records and financial transactions of the city by the auditor of public accounts of the Commonwealth or by a firm of independent certified public accountants to be selected by the council. The audit shall be of sufficient scope to express an opinion as to whether the books and records and the financial statements prepared therefrom as contained in the annual financial report of the city present fairly the fiscal affairs of the city in accordance with generally accepted accounting principles of municipal accounting and applicable governing laws. The report of such audit shall be filed within such time as the council shall specify and one copy thereof shall be always available for public inspection in the office of the city clerk during regular business hours. (Acts 1977, Ch. 513, § 1; Acts 1982, Ch. 658, § 1; Acts 1998, Ch. 711)

Chapter 9. - Reserved.

Editor's note— Chapter 9. Department of Personnel. (Repealed); § 9.01. (1948, c. 116; repealed 1998, c. 711); § 9.02. (1948, c. 116; repealed 1998, c. 711); § 9.03. (1948, c. 116; 1958, c. 185; 1968, c. 644; 1970, c. 226; 1972, c. 336; 1977, c. 513; 1978, c. 78; 1981, c. 199; 1983, c. 164; repealed 1998, c. 711); § 9.04. (1948, c. 116; 1975, c. 112; 1977, c. 513; 1983, c. 164; 1985, c. 22; 1993, c. 613; repealed 1998, c. 711); § 9.05. (1948, c. 116; 1972, c. 336; 1982, c. 658; 1983, c. 164; 1986, c. 119; repealed 1998, c. 711); § 9.06. (1948, c. 116; 1982, c. 658; 1983, c. 164; repealed 1998, c. 711); § 9.07. (1948, c. 116; 1958, c. 185; 1968, c. 644; 1972, c. 336; 1974, c. 19; 1975, c. 112; 1983, c. 164; 1984, c. 163; 1986, c. 119; 1989, c. 349; 1990, c. 401; repealed 1998, c. 711); § 9.08. (1948, c. 116; 1968, c. 644; 1983, c. 164; 1987, c. 230; repealed 1998, c. 711); § 9.09. (1948, c. 116; 1958, c. 185; repealed 1983, c. 164); § 9.10. (1948, c. 116; 1981, c. 199; 1983, c. 164; 1986, c. 119; repealed 1998, c. 711); § 9.11. (1948, c. 116; 1970, c. 226; 1983, c. 164; repealed 1998, c. 711); § 9.12. (1948, c. 116; repealed 1983, c. 164); § 9.13. (1948, c. 116; 1987, c. 230; repealed 1998, c. 711); § 9.14. (1948, c. 116; 1950, c. 251; 1952, c. 182; repealed 1998, c. 711); § 9.15. (1948, c. 116; 1950, c. 251; repealed 1998, c. 711); § 9.15.1. (1987, c. 230; repealed 1998, c. 711); § 9.15.2. (1987, c. 230; repealed 1998, c. 711); § 9.16. (1948, c. 116; 1974, c. 19; 1978, c. 78; 1982, c. 658; repealed 1998, c. 711); § 9.17. (1971, c. 130; 1982, c. 658; repealed 1998, c. 711)

Chapter 10. - Reserved.

Editor's note— Chapter 10. Department of Law. (Repealed); § 10.01. (1948, c. 116; repealed 1998, c. 711); § 10.02. (1948, c. 116; repealed 1998, c. 711); § 10.03. (1948, c. 116; repealed 1998, c. 711); § 10.04. 1948, c. 116; 1964, c. 120; repealed 1998, c. 711) Chapter 11. Department of Public Safety. (Repealed); § 11.01. (1948, c. 116; 1988, c. 269; repealed 1992, c. 850); §§ 11.02 through 11.09. (1948, c. 116; repealed 1992, c. 850); § 11.10. (1948, c. 116; 1956, c. 130; 1988, c. 269; repealed 1992, c. 850); § 11.11. (1958, c. 185; repealed 1992, c. 850)

Chapter 11A. - Reserved.

Editor's note— Chapter 11A. Department of Police. (Repealed); §§ 11A.01 through 11A.05. (1992, c. 850; repealed 1998, c. 711) Chapter 11B. Department of Fire and Emergency Services. (Repealed); § 11B.01. (1992, c. 850; repealed 1998, c. 711); § 11B.02. (1992, c. 850; repealed 1998, c. 711); § 11B.03. (1992, c. 850; repealed 1998, c. 711)

Chapter 11C. - Reserved.

Editor's note— Chapter 11C. Traffic Control. (Repealed); § 11C.01. (1992, c. 850; repealed 1998, c. 711); § 11C.02. (1992, c. 850; repealed 1998, c. 711)

Chapter 12. - Reserved.

Editor's note— Chapter 12. Department of Public Works. (Repealed); § 12.01. (1948, c. 116; repealed 1998, c. 711); § 12.02. (1948, c. 116; 1985, c. 22; 1994, c. 215; repealed 1998, c. 711); § 12.03. (1948, c. 116; 1954, c. 64; repealed 1998, c. 711); § 12.04. (1948, c. 116; repealed 1998, c. 711); § 12.05. (1948, c. 116; 1950, c. 251; 1975, c. 112; repealed 1998, c. 711); § 12.06. (1948, c. 116; 1950, c. 251; 1975, c. 112; repealed 1998, c. 711); § 12.07. (1948, c. 116; 1956, c. 130; 1958, c. 185; 1964, c. 120; 1970, c. 226; 1972, c. 336; 1974, c. 19; 1981, c. 199; 1985, c. 22; repealed 1998, c. 711); § 12.08. (1948, c. 116; 1956, c. 130; 1958, c. 185; repealed 1998, c. 711)

Chapter 13. - Department of Public Utilities

§ 13.01. - Department of public utilities; created; composition.

There shall be a department of public utilities which shall consist of the director of public utilities and such other officers and employees organized into such bureaus, divisions and other units as may be provided by ordinance or by the orders of the director consistent therewith. The director shall have power to make rules and regulations consistent with this charter and the ordinances of the city for the conduct of its business. (Acts 1998, Ch. 711)

§ 13.02. - Functions.

The department of public utilities shall be responsible for:

- (a) The operation of the water, wastewater, stormwater, gas and electric utilities of the city, including street lighting;
- (b) The collection of all charges for the services of such utilities; and
- (c) Such other powers and duties as may be assigned to the department by ordinance.

(Acts 1982, Ch. 658, § 1; Acts 1994, Ch. 215, § 1)

§§ 13.03, 13.04. - Reserved.

Editor's note— Sections 13.03 and 13.04, pertaining to the qualifications, powers and duties of the director of public utilities, and derived from Acts 1948, Ch. 116 and Acts 1988, Ch. 269, § 1, were repealed by Acts 1998, Ch. 711.

§ 13.05. - Collection of bills.

The collection of unpaid bills may be enforced in the manner now or hereafter prescribed by law or ordinance, and water service may be disconnected for nonpayment of landfill refuse fees. (Acts 1982, Ch. 658, § 1; Acts 1988, Ch. 269, § 1; Acts 1993, Ch. 613, § 1; Acts 1998, Ch. 711)

§ 13.06. - Each utility a separate enterprise.

The water, wastewater, stormwater, gas and electric utilities shall each be conducted as a separate enterprise, provided that nothing herein shall prevent the transfer of employees from one utility to another or the division of the time of any officer or employee between two or more of such utilities. To facilitate accurate analysis of the financial results of the operation of each utility:

- (a) The customer service division shall, as directed by ordinance, bill for and collect on behalf of each utility not only the charges due from domestic, commercial and industrial users of its services but similar charges against the city and each department, board, commission, office and agency thereof, including the school board and each other utility. The rates to be charged for street lighting and for electric current furnished to the city and its departments, boards, commissions, offices and agencies, as well as any political subdivision, shall be fixed by the director of public utilities to generate such revenue as shall enable the utility to make a reasonable return on investment and meet retirement schedules and other debt service requirements in accordance with the provisions of any bond ordinance pursuant to which bonds have been issued to finance capital improvements of such utility and to comply with the terms and conditions of any documents securing any such bonds.
- (b) Separate budgets shall be prepared for each utility annually at the time and in the manner prescribed in Chapter 6 of this charter, which shall include estimates of revenue and expense for the ensuing fiscal year. After the budget of a utility has been adopted, should it appear that substantial sales of the unit product of the utility can be made in excess of the sales of the unit product contemplated by the budget which were not reasonably foreseen at the time the estimates of revenue and expense were made, additional expenditures may be authorized by the chief administrative officer from the funds of the utility in an amount not exceeding the estimated cost of producing or purchasing additional units of the product of the utility to be sold upon the justification of such expenditure by and recommendation of the director of public utilities. The chief administrative officer shall report to the council as soon as practicable any such additional expenditures authorized by him/her and shall also report any such additional expenditures to the director of finance, who shall adjust the appropriation accounts accordingly. The expenditure of any other funds of any utility shall be authorized only when an additional appropriation thereof is made in accordance with § 6.16 of this charter. The budget estimates of each department of the city shall include items for gas, water, wastewater, stormwater, and electric current to be used by them. An item for street lighting shall be included in the general fund budget and shall be disbursed by the director of finance on the basis of bills rendered by the customer service division.
- (c) The accounting system of each utility shall conform to generally accepted principles of public utility accounting and shall be kept on an accrual basis. Expenditures shall be authorized and made in accordance with appropriations made by the council and in accordance with the provisions of Chapters 6, 8 and 13 of this charter. The records of revenues of each utility shall be kept so that the services rendered to each class of customer according to the rate schedules adopted by the council for each utility can be obtained. After the close of each fiscal year there shall be submitted to the chief administrative officer and the council a report as to the operation of each utility containing at least the following financial statements: (1) a comparative balance sheet showing the financial condition of the utility as of the beginning and close of the fiscal year and an analysis of the surplus account showing the factors of change in the account as reflected by the comparative balance sheet; and (2) a comparative profit and loss statement of the last two fiscal years; and a comparative detailed analysis of operating expense for the last two fiscal years

according to functional grouping. The expense of operating each utility shall include: (1) taxes, if any, lawfully accruing during the fiscal year; and (2) except for the stormwater utility, taxes not actually accruing but which would have accrued had the utility not been municipally owned, and such taxes shall be paid annually into the general fund. For the purposes of this chapter all indebtedness of the city incurred on account of each utility shall be considered as the indebtedness of such utility.

(Acts 1954, Ch. 64, § 1; Acts 1982, Ch. 658, § 1; Acts 1988, Ch. 269, § 1; Acts 1993, Ch. 613, § 1; Acts 1994, Ch. 215, § 1; Acts 1998, Ch. 711; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 13.06.1. - Payments by utilities for city services.

The amount charged to and to be paid for any city services provided to a city utility by any other department or agency of the city shall be computed upon and limited to the actual cost incurred by such city department or agency in providing such service. (Acts 1989, Ch. 349, § 1)

§ 13.06.2. - Investment of utility funds.

The cash of any utility may be invested for the utility with other city funds, provided, however, that the investment earnings from such cash be credited to the utility. The excess cash not required as working capital for any such utility, for renewal fund transfer, or for other legal obligations of a utility may be utilized for capital projects in accordance with industry standards as determined by and directed by the director of public utilities. (Acts 1989, Ch. 349, § 1)

§ 13.07. - Utility renewal funds.

A renewal fund for each utility shall be established to be known as the "water utility renewal fund", the "wastewater utility renewal fund", the "stormwater utility renewal fund", the "gas utility renewal fund" and the "electric utility renewal fund", respectively. Simultaneously with the introduction of budgets for each city owned and operated utility there shall be introduced renewal fund budgets for each of the utilities utilizing operating cash of the respective utilities for appropriations to finance such budgets. Funds received from the federal and state governments, representing grants in aid of construction, shall be deposited into the respective utility renewal funds. Appropriations may be made by the council from the renewal fund of any utility, on the recommendation of the mayor, only for renewing, rebuilding or extending the plant and distribution system of such utility. (Acts 1954, Ch. 64, § 1; Acts 1973, Ch. 348, § 1; Acts 1989, Ch. 349, § 1; Acts 1994, Ch. 215, § 1; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 13.07.1. - Transfer of utility retained earnings.

Transfers of retained earnings of any utility of the city shall be made only after retention of sufficient funds to meet all bond covenant requirements, working capital requirements, and other legal requirements, and any such transfer shall be limited to 30 percent of any year's net income of such utility with such transfer to be made in the second succeeding fiscal year and provided further that in no case shall cash transfers be made to the general fund if a utility does not have a minimum of 45 days working capital requirements. (Acts 1954, Ch. 64, § 1; Acts 1960, Ch. 7, § 1; Acts 1973, Ch. 348, § 1; Acts 1989, Ch. 349, § 1)

§ 13.07.2. - Amendment of the capital budget adopted pursuant to provisions of § 6.19 of the charter; increase in appropriation for utility purposes.

The capital budget ordinance for a fiscal year adopted by the city council pursuant to § 6.19 of the charter may be amended to allow for an increase in a public utility capital budget within the fiscal year if such additional appropriation is a result of and warranted by a demand for new services, changes in conditions, including emergencies and acts of God occurring after the capital budget goes into effect, necessity for complying with regulatory requirements, or the capital budget needs could not have been reasonably anticipated and estimated at the time of adoption of the capital budget. (Acts 1989, Ch. 349, § 1)

§ 13.08. - Valuation of utilities.

At such times as it shall determine, the council shall cause to be made a valuation of each of the utilities, in accordance with accepted valuation principles, by a competent firm of engineers to be selected by the council on the recommendation of the chief administrative officer, showing in the case of the water utility the proportion of its valuation properly allocable to fire protection. (Acts 1994, Ch. 215, § 1; Acts 1998, Ch. 711; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 13.09. - Changes in rates.

The rates to be charged for the respective services of the water, wastewater, stormwater, and gas utilities and for the sale of any excess of electric current beyond the needs of the city and its departments, boards, commissions and agencies, as well as any political subdivisions, shall be fixed from time to time by the council on the recommendation of the director of public utilities and the mayor. If for any fiscal year any utility other than the stormwater utility shall operate at a net loss as shown by its annual statement of profit and loss, it shall be the duty of the director of public utilities and the mayor to recommend and the council to adopt for that utility a schedule of rates which in its judgment will produce revenue at least equal to expense. (Acts 1954, Ch. 64, § 1; Acts 1982, Ch. 658, § 10; Acts 1994, Ch. 215; Acts 2006, Ch. 650, § 1; Acts 2006, Ch. 712, § 1)

§ 13.10. - No sale or lease of utilities except when approved by referendum.

There shall be no sale or lease of the water, wastewater, gas or electric utilities unless the proposal for such sale or lease shall first be submitted to the qualified voters of the city at a general election and be approved by a majority of all votes cast at such election. (Acts 1998, Ch. 711)

§ 13.11. - Implementation of stormwater utility.

The stormwater utility shall be implemented by ordinance, and shall be effective as of the effective date of that ordinance. Notwithstanding other provisions of this charter, the stormwater utility program may be administered by either the Department of Public Works or the Department of Public Utilities. Stormwater utility charges shall be assessed to all property owners and shall be based upon their contributions to stormwater runoff. Procedures and guidelines may be established to provide for full or partial waivers of charges to any person who develops, redevelops, or retrofits outfalls, discharges or property so that there is a permanent reduction in post-development stormwater flow and pollutant loading. Federal and state government agencies shall receive a full waiver of stormwater utility charges when the agency owns and provides for maintenance of storm drainage and stormwater control facilities. If stormwater utility charges are not paid when due, interest thereon shall at that time accrue at the rate determined by council, not to exceed any maximum allowed by law. The city may collect charges and interest by action at law or suit in equity, and such unpaid charges and interest shall constitute a lien against the property, of equal stature with liens for unpaid real estate taxes. (Acts of 1948, Ch. 116, § 1; Acts 1994, Ch. 215, § 1; Acts 2004, Ch. 514, § 1; Acts 2010, Chs. 218, 476)

Chapter 14. - Reserved.

Editor's note— Chapter 14. Department of Public Health. (Repealed); § 14.01. (1948, c. 116; 1966, c. 109; 1991, c. 396; repealed 1998, c. 711); § 14.02. (1948, c. 116; 1958, c. 185; repealed 1998, c. 711); § 14.03. (1948, c. 116; 1984, c. 163; repealed 1998, c. 711); § 14.04. (1948, c. 116; repealed 1998, c. 711); § 14.05. (1948, c. 116; 1991, c. 396; repealed 1998, c. 711); § 14.06. (1948, c. 116; repealed 1991, c. 396)

Chapter 15. - Reserved.

Editor's note— Chapter 15. Department of Social Services. (Repealed); § 15.01. (1948, c. 116; 1985, c. 22; repealed 1998, c. 711); § 15.02. (1948, c. 116; 1958, c. 185; 1985, c. 22; repealed 1998, c. 711); § 15.03. (1948, c. 116; 1985, c. 22; repealed 1998, c. 711); § 15.04. (1948, c. 116; 1985, c. 22; repealed 1998, c. 711)

Chapter 16. - Reserved.

Editor's note— Chapter 16. Department of Recreation and Parks. (Repealed); §§ 16.01 through 16.05. (1948, c. 116; repealed 1998, c. 711); § 16.06. (1948, c. 116; 1958, c. 185; 1986, c. 119; repealed 1998, c. 711)

Chapter 17. - Planning, Zoning and Subdivision Control

State Law reference— Planning, subdivision of land and zoning, Code of Virginia, § 15.2-2200 et seq.

§ 17.01. - Power to adopt master plan.

In addition to the powers granted elsewhere in this charter the council shall have the power to adopt by ordinance a master plan for the physical development of the city to promote health, safety, morals, comfort, prosperity and general welfare. The master plan may include but shall not be limited to the following:

- (a) The general location, character and extent of all streets, highways, superhighways, freeways, avenues, boulevards, roads, lanes, alleys, walks, walkways, parks, parkways, squares, playfields, playgrounds, recreational facilities, stadia, arenas, swimming pools, waterways, harbors, water fronts, landings, wharves, docks, terminals, canals, airports and other public places or ways, and the removal, relocation, widening, narrowing, vacating, abandonment, change or use or extension thereof.
- (b) The general location, character and extent of all public buildings, schools and other public property and of utilities whether publicly or privately owned, off-street parking facilities, and the removal, relocation, vacating, abandonment, change of use, alteration or extension thereof.
- (c) The general location, character and extent of slum clearance, housing and neighborhood rehabilitation projects, including the demolition, repair or vacation of substandard, unsafe or unsanitary buildings.
- (d) A general plan for the control and routing of railways, streetcar lines, bus lines and all other vehicular traffic.
- (e) The general location, character and extent of areas beyond the corporate limits of the city to be annexed thereto.

§ 17.02. - City planning commission, generally.

There shall be a city planning commission which shall consist of nine members. One member shall be a member of the council who shall be appointed by the council for a term coincident with his/her term in the council; one member shall be a member of the board of zoning appeals appointed by the board of zoning appeals for a term coincident with his/her term on such board; one member shall be the chief administrative officer or an officer or employee of the city designated from time to time by him/her; six citizen members shall be qualified voters of the city who hold no office of profit under the city government, appointed for terms of three years, one of whom shall be appointed by the mayor, five of whom shall be appointed by the council. Vacancies shall be filled by the authority making the appointment, for the unexpired portion of the term. Members of the city planning commission, other than the member of council appointed to the commission and the chief administrative officer, or such officer or employee of the city as the chief administrative officer may designate to serve on the commission, shall be entitled to receive such compensation as may be fixed from time to time by ordinance adopted by the council. (Acts 1968, Ch. 644, § 1; Acts 1976, Ch. 633, § 1; Acts 1985, Ch. 22, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1; Acts 2005, Ch. 844, § 1)

§ 17.03. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed § 17.03, which pertained to the election and terms of Office of the City Planning Commission, its meetings, rules, records, etc., and derived from Acts 1958, Ch. 185, § 2; Acts 1968, Ch. 644, § 1; Acts 1972, Ch. 336, § 1; Acts 1993, Ch. 613, § 1.

§ 17.04. - Duty to adopt master plan.

It shall be the duty of the commission to make and adopt a master plan which with accompanying maps, plats, charts and descriptive matter shall show the commission's recommendations for the development of the territory covered by the plan. In the preparation of such plan the commission shall make careful and comprehensive surveys and studies of existing conditions and future growth. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the city and its environs which will in accordance with existing and future needs best promote health, safety, morals, comfort, prosperity and general welfare, as well as efficiency and economy in the process of development.

§ 17.05. - Duties with respect to historical landmarks, works of art, harbors, etc.

It shall be the further duty and function of the commission to preserve historical landmarks and to control the design and location of statuary and other works of art which are or may become the property of the city, and the removal, relocation and alteration of any such work; and to consider and suggest the design of harbors, bridges, viaducts, airports, stadia, arenas, swimming pools, street fixtures and other public structures and appurtenances.

§ 17.06. - Adoption of master plan by commission and approval by council.

The commission may adopt the master plan as a whole by a single resolution or may by successive resolutions adopt successive parts of the plan, said parts corresponding to major geographical sections or geographical or topographical divisions of the city or with functional subdivisions of the subject matter of the plan, and may adopt any amendment or extension thereof or addition thereto. Before the adoption of the plan or any such part, amendment, extension, or addition, the commission shall hold at least one public hearing thereon. Notice of the time and place of such hearing shall be given in accordance with general law. The adoption of the plan or of any such part, amendment, extension or addition shall be by resolution of the commission carried by the affirmative vote of not less than a majority of the entire membership of the commission. The resolution shall refer expressly to the maps and descriptive matter and other matter intended by the commission to form the whole or part of the plan adopted, which resolution shall be signed by the chairman of the commission and attested by its secretary. An attested copy of the resolution, accompanied by a copy of so much of the plan in whole or in part as was adopted thereby, and each amendment, alteration, extension or addition thereto adopted thereby shall be certified to the council, and at least one public hearing shall be held thereon in accordance with general law. Neither the master plan nor any part, amendment, extension or addition thereto shall become effective until the action of the commission with respect thereto set out in the resolution shall have been approved by the council by ordinance or resolution. Upon the approval of the action of the commission by the council, an attested copy of the resolution adopted by the commission accompanied by a copy of so much of the plan in whole or in part as was adopted thereby, and each amendment, alteration, extension or addition thereto thereby adopted, together with the ordinance or resolution adopted by the council shall be certified to the clerk of the Circuit Court, Division I and Division II, of the city, who shall file the same in his/her respective offices, and shall index the same in the deed index book in the name of the city and under the title: master plan of the City. (Acts 1958, Ch. 185, § 2; Acts 1975, Ch. 112, § 1; Acts 1998, Ch. 711)

State Law reference— Comprehensive plan, Code of Virginia, § 15.2-2223 et seq.

§ 17.07. - Effect of adoption and approval of master plan.

Whenever the commission shall have adopted a master plan for the city or one or more parts thereof, geographical, topographical or functional, and the master plan or such part or parts thereof and any amendment or extension of the plan or part thereof or addition thereto shall have been approved by the council and it has been certified and filed as provided in the preceding section, then and thereafter no street, square, park or other public way, ground, open space, public building or structure, shall be constructed or authorized in the city or in the planned section or division thereof until and unless the general location, character and extent thereof has been submitted to and approved by the commission; and no public utility, whether publicly or privately owned, shall be constructed or authorized in the city or in the planned section or division thereof until and unless its general location but not its character and extent, has been submitted to and approved by the commission, but such submission and approval shall not be necessary in the case of pipes or conduits in any existing street or proposed street, square, park or other public way, ground or open space, the location of which has been approved by the commission; and no ordinance giving effect to or amending the comprehensive zoning plan as provided in § 17.10 shall be adopted until it has been submitted to and approved by the commission. In case of disapproval in any of the instances enumerated above the commission shall communicate its reason to the council which shall have the power to overrule such action by a recorded vote of not less than two-thirds of its entire membership. The failure of the commission to act within 60 days from the date of the official submission to it shall be deemed approval. The widening, extension, narrowing, enlargement, vacation or change in the use of streets and other public ways, grounds and places within the city as well as the acquisition by the city of any land within or without the city for public purposes or the sale of any land then held by the city shall be subject to similar approval and in case the same is disapproved such disapproval may be similarly overruled. The foregoing provisions of this section shall not be deemed to apply to the pavement, repavement, reconstruction, improvement, drainage or other work in or upon any existing street or other existing public way. (Acts 1958, Ch. 185, § 2)

State Law reference— Comprehensive plan, Code of Virginia, § 15.2-2223 et seq.

§ 17.08. - Reserved.

Editor's note— Section 17.08, pertaining to Planning Commission action on capital budget, derived from Acts 1948, Ch. 116, and Acts 1972, Ch. 336, § 1, and was repealed by Acts 1998, Ch. 711.

§ 17.09. - Further powers and duties of planning commission.

The commission shall have power to promote public interest in and understanding of the plan and to that end may publish and distribute copies of the plan or any report relating thereto, and may employ such other means of publicity and education as it may determine. The commission shall consult and advise with public officials and agencies, public utility companies, civic, educational, professional or other organizations, and with citizens, with relation to the protection or carrying out of the plan. All public officials shall upon request furnish to the commission within a reasonable time such available information as it may require for its work. The commission, its members, officers and employees in the performance of their duties may enter upon any land in the city and make examinations and surveys and place and maintain necessary monuments and markers thereon. In general the commission shall have such powers as may be necessary to enable it to fulfill its function, promote planning and carry out the purposes of this charter. The commission shall make an annual report to the council concerning its activities. **State Law reference—** Comprehensive plan, Code of Virginia, § 15.2-2223 et seq.

§ 17.10. - Zoning powers.

In addition to the powers granted elsewhere in this charter the council shall have the power to adopt by ordinance a comprehensive zoning plan designed to lessen congestion in streets, secure safety from fire, panic and other danger, promote health, sanitation and general welfare, provide adequate light and air, prevent the overcrowding of land, avoid undue concentration of population, facilitate public and private transportation and the supplying of public utility services and sewage disposal, and facilitate provision for schools, parks, playgrounds, and other improvements and requirements. The comprehensive zoning plan shall include the division of the city into districts with such boundaries as the council deems necessary to carry out the purposes of this charter and shall provide for the regulation and restriction of the use of land, buildings and structures in the respective districts and may include but shall not be limited to the following:

- (a) It may permit specified uses of land, buildings and structures in the districts and prohibit all other uses.
- (b) It may restrict the height, area and bulk of buildings and structures in the districts.
- (c) It may establish setback building lines and prescribe the area of land that may be used as front, rear and side yards and courts and open spaces.
- (d) It may restrict the portion of the area of lots that may be occupied by buildings and structures.
- (e) It may prescribe the area of lots and the space in buildings that may be occupied by families.
- (f) It may require that spaces and facilities deemed adequate by the council shall be provided on lots for parking of vehicles in conjunction with permitted uses of land and that spaces and facilities deemed adequate by the council shall be provided on lots for off-street loading or unloading of vehicles.
- (g) It may permit the use and development of land not less than ten acres in extent in a manner that does not conform in all respects with the regulations and restrictions prescribed for the district or districts in which such land is situated; provided, that such use shall be approved by the city planning commission and the council.
- (h) It may provide that land, buildings and structures and the uses thereof which do not conform to the regulations and restrictions prescribed for the district in which they are situated may be continued so long as the then existing or more restricted use continues and so long as the buildings or structures are maintained in their then structural condition; and may require that such buildings or structures and the use thereof shall conform to the regulations and restrictions prescribed for the district or districts in which they are situated whenever they are enlarged, extended, reconstructed or structurally altered; and may require that such buildings or structures and the use thereof shall conform to the regulations and restrictions prescribed for the district or districts in which they are situated, in any event within a reasonable period of time to be specified in the ordinance.

State Law reference— Zoning, Code of Virginia, § 15.2-2280 et seq.

§ 17.11. - Uniformity of regulations within a district; special use permits.

- (a) The regulations and restrictions shall be uniform and shall apply equally to all land, buildings, and structures and to the use and to each class or kind thereof throughout each district; however, the regulations and restrictions applicable in one district may differ from those provided for other districts.
- (a1) The council may, by ordinance adopted after holding one or more public hearings concerning same, establish design overlay districts, providing for such design overlay districts, a design review process applicable to exterior changes within view from public rights-of-way in order to protect developed areas of the city which are characterized by uniqueness of established neighborhood character, architectural coherence and harmony, or vulnerability to deterioration, and council may assess a reasonable fee, not exceeding the actual cost of the review process, for a determination if proposed new construction, alterations, rehabilitation, or demolition conforms to general guidelines for a particular design overlay district established by the planning commission and urban design committee after holding a public hearing.

- (b) The council shall have the power to authorize by ordinance adopted by not less than six affirmative votes the use of land, buildings, and structures in a district that does not conform to the regulations and restrictions prescribed for that district and to authorize the issuance of special use permits therefor, whenever it is made to appear that such special use will not be detrimental to the safety, health, morals and general welfare of the community involved, will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, will not create hazards from fire, panic or other dangers, will not tend to overcrowding of land and cause an undue concentration of population, will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, and will not interfere with adequate light and air. No such special use permit shall be adopted until (1) the city planning commission has conducted a public hearing to investigate the circumstances and conditions upon which the council is empowered to authorize such use and until the commission has reported to the council the results of such public hearing and investigation and its recommendations with respect thereto, and (2) the council has conducted a public hearing on an ordinance to authorize such special use permit at which the person in interest and all other persons shall have an opportunity to be heard. Notice of the time and place of such public hearings shall be given in accordance with general law. The council shall have the power to require greater notice as it may deem expedient. The city planning commission may recommend and the council may impose such conditions upon the use of the land, buildings and structures as will, in its opinion, protect the community and area involved and the public from adverse effects and detriments that may result therefrom.

(Acts 1960, Ch. 7, § 1; Acts 1968, Ch. 644, § 1; Acts 1987, Ch. 230, § 1; Acts 1998, Ch. 711) **State Law reference**— Zoning, Code of Virginia, § 15.2-2280 et seq.

§ 17.12. - Considerations to be observed in adoption and alteration of zoning regulations.

The regulations and restrictions shall be enacted with reasonable consideration, among other things, of the character of each district and its peculiar suitability for particular uses and with a view of conserving the value of land, buildings and structures and encouraging the most appropriate use thereof throughout the city. Upon the enactment of the ordinance dividing the city into districts and regulating and restricting the use of land, buildings and structures therein in accordance with a comprehensive zoning plan no land, building or structure shall be changed from one district to another unless the change is in accord with the interest and purpose of this section and will not be contrary to the comprehensive zoning plan and the enumerated factors upon which it is based and the regulations and restrictions applicable to the districts involved in the change. (Acts 1950, Ch. 251, § 1; Acts 1960, Ch. 7, § 1) **State Law reference**— Zoning, Code of Virginia, § 15.2-2280 et seq.

§ 17.13. - Duties of planning commission with relation to zoning.

It shall be the duty of the city planning commission to prepare and submit to the council a comprehensive zoning plan as referred to in § 17.10 and from time to time prepare and submit such changes in or revisions of the said plan as changing conditions may make necessary. **State Law reference**— Zoning, Code of Virginia, § 15.2-2280 et seq.

§ 17.14. - Adoption and amendment of zoning regulations and restrictions and establishment of district boundaries.

Subject to the other provisions of this chapter and general law, the council shall have power by ordinance to adopt the regulations and restrictions hereinbefore described and establish the boundaries of the districts in which they shall apply, provide for their enforcement, and from time to time amend, supplement or repeal the same. The council shall also have authority to provide for the collection of fees to cover costs involved in the consideration of any request for amendment, supplement or repeal of any such regulation, restriction or establishment of boundaries, to be paid to the department of planning and community development by the applicant upon filing such request. No such regulation, restriction or establishment of boundaries shall be adopted until:

- (a) The city planning commission has conducted a public hearing to investigate the circumstances and conditions upon which the council is empowered to authorize such regulation, restriction or establishment of boundaries, and until the commission has reported to the council the results of such public hearing and investigation and its recommendations with respect thereto; and
- (b) The council has conducted a public hearing on an ordinance to authorize such regulation, restriction or establishment of boundaries at which the person in interest and other persons shall have an opportunity to be heard.

Notice of the time and place of such public hearings shall be given in accordance with general law.

The procedures set forth in this section shall also apply to the adoption, amendment and repeal of historic district boundaries. All historic districts previously adopted by city council, except for the Church Hill North district adopted by Ordinance No. 90-197-194 and repealed by Ordinance No. 90-242-314, shall remain in full force and effect, shall be deemed to have been in continuous existence, and shall not henceforth be declared invalid by reason of a failure to follow the procedures set forth herein applicable to zoning districts.

(Acts 1984, Ch. 163, § 1; Acts 1992, Ch. 850, § 1; Acts 1998, Ch. 711) **State Law reference**— Zoning, Code of Virginia, § 15.2-2280 et seq.

§ 17.15. - Effect of protest by 20 percent of the owners of property.

If a protest is filed with the city clerk against such amendment, supplement or repeal, signed and acknowledged before a person authorized to administer oaths, by the owners of 20 percent or more of

the total area of the lots included in such proposed change or of the total area of the lots outside of the proposed change any point in which is within 150 feet of the boundary of such area, the council shall not adopt the ordinance making such amendment, supplement or repeal, by less than seven affirmative votes. **State Law reference**— Zoning, Code of Virginia, § 15.2-2280 et seq.

§ 17.16. - Board of zoning appeals; composition.

- (a) There shall be a board of zoning appeals which shall consist of five regular members and two alternates. They shall be qualified voters of the city, shall hold no office of profit under the city government and shall be appointed by the chief judge of the Circuit Court of the City of Richmond for terms of four years. Vacancies shall be filled by the chief judge of such court for the unexpired portion of the term. A regular or alternate member may be removed by the chief judge of the said court for neglect of duty or malfeasance in office, upon written charges and after public hearing. Members of the board of appeals shall serve without compensation.
- (b) The city may by ordinance create a separate division of the board which shall be empowered only to hear appeals concerning interpretations of sections of the zoning ordinance dealing expressly with preservation of the Chesapeake Bay. This division shall consist of five regular members and two alternates appointed as provided in paragraph (a) of this section and subject to the same conditions of office. This division shall have only the powers set forth in § 17.20(a). In all other respects, it shall be governed by those sections of this charter and of law which are generally applicable to the Board of Zoning Appeals.

(Acts 1960, Ch. 7, § 1; Acts 1975, Ch. 112, § 1; Acts 1992, Ch. 850, § 1) **State Law reference**— Board of zoning appeals, Code of Virginia, § 15.2-2309 et seq.

§§ 17.17, 17.18. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed §§ 17.17 and 17.18, which pertained to the organization and meetings, etc., of the board of zoning appeals, and which derived from Acts 1948, Ch. 116 and Acts 1960, Ch. 7, § 1.

§ 17.19. - Appeals to board of zoning appeals.

Appeals to the board may be taken by any person aggrieved, or by any officer, department, board, commission or agency of the city affected, by any decision of the administrative officer designated by the council to administer and enforce the ordinance dividing the city into districts and regulating and restricting the use of land, buildings and structures therein. Appeals shall be taken within such reasonable time as shall be prescribed by the board by general rule, by filing with the said administrative officer and with the board a notice of appeal specifying the grounds thereof. The administrative officer shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken. An appeal stays all proceedings in furtherance of the action appealed from unless the administrative officer from whose decision the appeal is taken certifies to the board that by reason of the facts stated in the certificate a stay would in his/her opinion cause imminent peril to life or property. In such case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board or by a court of record on application and on notice to the administrative officer and on due cause shown.

The board shall fix a reasonable time for the hearing of the appeal, give public notice thereof as well as due notice to the parties in interest and decide the issue within a reasonable time. At the hearing any party may appear in person, by agent or by attorney and shall be given an opportunity to be heard. The board may prescribe a fee to be paid whenever an appeal is taken which shall be paid into the city treasury. (Acts 1998, Ch. 711) **State Law reference**— Board of zoning appeals, Code of Virginia, § 15.2-2309 et seq.

§ 17.20. - Powers of board of zoning appeals.

The board shall have the following powers and it shall be its duty:

- (a) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination by the administrative officer in the administration and enforcement of the provisions of the ordinance.
- (b) To grant variations in the regulations when a property owner can show that his property was acquired in good faith and where by reason of the exceptional narrowness, shallowness or shape of a specific piece of property at the time of the effective date of the ordinance or where by reason of the exceptional topographical conditions or other extraordinary or exceptional situation the strict application of the terms of the ordinance actually prohibit or unreasonably restrict the use of the property, or where the board is satisfied, upon the evidence heard by it, the granting of such variations will alleviate a clearly demonstrable hardship approaching confiscation as distinguished from a special privilege or convenience sought by the owner, provided, however, that all variations granted shall be in harmony with the intended spirit and purpose of this chapter and the ordinance.
- (c) To permit, when reasonably necessary in the public interest, the use of land, or the construction or use of buildings or structures, in any district in which they are prohibited by the ordinance, by any agency of the city, county or Commonwealth or the United States, provided such construction or use shall adequately safeguard the health, safety and welfare of the occupants of the adjoining and surrounding property, shall not unreasonably impair an adequate supply of light and air to adjacent property, shall not increase congestion in streets and shall not increase public danger from fire or otherwise affect public safety.
- (d) To permit the following exceptions to the district regulations and restrictions, provided such exceptions shall by their design, construction and operation adequately safeguard the health,

safety and welfare of the occupants of the adjoining and surrounding property, shall not unreasonably impair an adequate supply of light and air to adjacent property, shall not increase congestion in streets and shall not increase public danger from fire or otherwise unreasonably affect public safety and shall not diminish or impair the established property values in surrounding areas:

- (1) Use of land or erection or use of a building or structure by a public service corporation for public utility purposes exclusively which the board finds to be reasonably necessary for the public convenience and welfare.
- (2) Use of land or construction or use of buildings and structures in any district in which they are prohibited by the ordinance, for cemetery purposes, airports or landing fields, greenhouses and nurseries and the extraction of raw materials from land, such as rock, gravel, sand and similar products.
- (3) Use of land in dwelling districts immediately adjoining or separated from business, commercial or industrial districts by alleys, or widths to be specified in the ordinance, for parking of vehicles of customers of business, commercial or industrial establishments, provided such use shall not extend more than the distance specified in the ordinance from the business, commercial or industrial district.
- (4) Use of buildings for dwelling purposes in districts specified in the ordinance for use for other purposes, where it can be shown that conditions in the specified districts are not detrimental to the health, safety, or welfare of the inhabitants of such buildings and on condition that the buildings will be removed within a time specified in the ordinance.
- (5) Reconstruction of buildings or structures that do not conform to the comprehensive zoning plan and regulations and restrictions prescribed for the district in which they are located, which have been damaged by explosion, fire, act of God or the public enemy, to the extent of more than 60 percent of their assessed taxable value, when the board finds some compelling public necessity for a continuance of the use and such continuance is not primarily to continue a monopoly, provided that nothing herein shall relieve the owner of any such building or structure from obtaining the approval of such reconstruction by the council or any department or officer of the city when such approval is required by any law or ordinance.
- (e) To modify the interpretation and application of the provisions of the ordinance where the street layout actually on the ground varies from the street layout as shown on the map fixing the districts and their boundaries adopted with and as a part of the ordinance.

(Acts 1954, Ch. 64, § 1; Acts 1962, Ch. 65, § 1; Acts 1981, Ch. 199, § 1; Acts 1998, Ch. 711) **State Law reference**— Board of zoning appeals, Code of Virginia, § 15.2-2309 et seq.

§ 17.21. - Form and scope of decisions by board of zoning appeals.

In exercising the powers conferred upon it the board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and may make such order, requirement, decision or determination as should be made, and to that end shall have all the powers of the administrative officer charged by the ordinance with enforcement. The concurring affirmative vote of three members of the board shall be necessary to reverse any order, requirement, decision or determination of the administrative officer or to decide in favor of the applicant in any matter of which it has jurisdiction. The board shall act by formal resolution which shall set forth the reason for its decision and the vote of each member participating therein which shall be spread upon its records and shall be open to public inspection. The board may, upon the affirmative vote of three members, reconsider any decision made and, upon such consideration, render a decision by formal resolution. Every decision of the board shall be based upon a finding of fact based on sworn testimony which finding of fact shall be reduced to writing and preserved among its records. **State Law reference**— Board of zoning appeals, Code of Virginia, § 15.2-2309 et seq.

§ 17.22. - Appeals from boards.

Any person, firm or corporation, jointly or severally aggrieved or in fact affected by any decision of the board of zoning appeals, or any officer, department, board or agency of the city government charged with the enforcement of any order, requirement or decision of said board, may appeal from such decision by filing a petition in the Circuit Court of the City of Richmond, Division I, verified by affidavit, setting forth the alleged illegality of the action of the board and the grounds thereof. The petition shall be filed within 30 days from the date of the decision of the board. No appeal from the decision of the board shall be allowed in any case involving the same petitioner, principles, property and conditions previously passed upon by such court. (Acts 1954, Ch. 73, § 1; Acts 1975, Ch. 112, § 1; Acts 1976, Ch. 633, § 1) **State Law reference**— Board of zoning appeals, Code of Virginia, § 15.2-2309 et seq.

§ 17.23. - Procedure on appeal.

Upon filing of the petition the court may cause a writ of certiorari to issue directed to the board, ordering it to produce within the time prescribed by the court, not less than ten days, the record of its action and documents considered by it in making the decision appealed from, which writ shall be served upon any member of the board. The issuance of the writ shall not stay proceedings upon the decision appealed from but the court may, on application, notice to the board and due cause shown, issue a restraining order. The board shall not be required to produce the original record and documents but it shall be sufficient to produce certified or sworn copies thereof or of such portions thereof as may be required by the writ. With the record and documents the board may concisely set forth in writing such other facts as may be pertinent and material to show the grounds of the decision appealed from, verified by affidavit. **State Law reference**— Board of zoning appeals, Code of Virginia, § 15.2-2309 et seq.

§ 17.24. - Powers and duties of the court.

The court shall review the record, documents and other matters produced by the board pursuant to the issuance of the writ and may reverse or modify the decision reviewed, in whole or in part, when it is satisfied that the decision of the board is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion. Unless it is made to appear that the decision is contrary to law or is arbitrary and constitutes an abuse of discretion the court shall affirm the decision. If the court finds that the testimony of witnesses is necessary for a proper disposition of the matter it may hear evidence. **State Law reference—** Board of zoning appeals, Code of Virginia, § 15.2-2309 et seq.

§ 17.25. - Proceedings against violators of zoning ordinance.

Whenever any building or structure is erected, constructed, reconstructed, altered, repaired or converted, or whenever any land, building or structure is used in violation of any ordinance adopted in accordance with § 17.14, the city may institute and prosecute appropriate action or proceedings to prevent such unlawful act and to restrain, correct or abate such violation or to prevent any unlawful act, conduct or use of such property.

§ 17.26. - Penalties for violation of zoning ordinance.

The council may in such ordinance provide that fines and jail sentences, either or both, shall be imposed for violations of the ordinance by owners of land, buildings or structures, their agents having possession or control of such property, lessees, tenants, architects, builders, contractors or any other persons, firm or corporations who take part in or assist in any such violations or who maintain any land, building or structure in which such violations exist, which penalties shall not exceed those prescribed in § 2.06 of this charter. **State Law reference—** Penalty for violation, Code of Virginia, § 15.2-2209.

§§ 17.27—17.29. - Reserved.

Editor's note— Sections 17.27—17.29 were repealed by Acts 1998, Ch. 711. Said sections derived from Acts 1948, Ch. 116; Acts 1975, Ch. 112, § 1; Acts 1982, Ch. 658, § 1; Acts 1994, Ch. 215, § 1 and pertained to subdivision regulations generally, hearings on subdivision ordinances, and adoption and recordation of subdivision regulations and restrictions applicable within the City limits.

§ 17.30. - Reserved.

Editor's note— Section 3 of Acts 1994, Ch. 215 repealed § 17.30 which pertained to adoption of subdivision regulations applicable beyond City limits and derived from Acts 1948, Ch. 116.

§§ 17.31—17.35. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed provisions formerly set out as §§ 17.31—17.35. These provisions derived from:

Acts	Chapter	Section
1975	112	1
1976	633	1
1981	199	1
1982	658	1
1994	215	1

§ 17.36. - Use of streets for five years; dedication.

Whenever any piece, parcel or strip of land shall have been opened to and used by the public as a street, alley, lane or other public place or part thereof for the period of five years, the same shall thereby become a street, alley, lane, public place or part thereof for all purposes and the city shall have the same authority and jurisdiction over and right and interest therein that it has by law over the streets, alleys, lanes and public places laid out by it and thereafter no action shall be brought to recover such piece, parcel or strip of land so opened to and used by the public as aforesaid. Any street, alley, lane or other public place reserved in the division or subdivision into lots by a plat or plan of record shall be deemed and held to be dedicated to the public use and the council shall have authority upon the petition of any person or corporation interested therein to open such street, alley, lane or other public place or any portion of the same. No agreement between, or release of interest by, persons or corporations owning the lands immediately contiguous to any such street, alley, lane or other public place, whether the same has been opened or used by the public or not, shall avail or operate to abolish such street, alley, lane or other public place or to divest the interest of the public therein or the authority of the council over the same. (Acts 1994, Ch. 215, § 1)

§ 17.37. - Present master plan and comprehensive zoning plan.

The master plan and the comprehensive zoning plan as heretofore adopted, approved and filed, with all amendments, additions and extensions thereto, in force and effect at the effective date of this charter, are hereby validated and confirmed as if the same had been prepared, adopted, approved and filed in accordance with the provisions of this chapter. Every amendment or addition thereto or extension thereof and every other master plan or comprehensive zoning ordinance henceforth adopted shall be in accordance with the provisions of this chapter. Where existing ordinances are at variance with the provisions of this chapter they shall be deemed to be amended in accordance with the provisions of this chapter.

§§ 17.37.1—17.37.4. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed §§ 17.37.1—17.37.4, which pertained to the department of planning and community development and which derived from Acts 1968, Ch. 644, § 1; and Acts 1987, Ch. 230, § 1.

Chapter 18. - Acquisition of Property for Public Purposes

§ 18.01. - Acquisition, ownership and use of property.

The city shall have, for the purpose of carrying out any of its powers and duties, power to acquire by gift, bequest, purchase or lease, and to own and make use of, within and without the city, lands, buildings, other structures and personal property, including any interest, right, easement or estate therein, and in acquiring such property to exercise, within and without the city, the right of eminent domain as hereinafter provided in this chapter.

§ 18.02. - Eminent domain.

The city is hereby authorized to acquire by condemnation proceedings lands, buildings, structures and personal property or any interest, right, easement or estate therein, of any person or corporation, whenever in the opinion of the council a public necessity exists therefor, which shall be expressed in the resolution or ordinance directing such acquisition, whether or not any corporation owning the same be authorized to exercise the power of eminent domain or whether or not such lands, buildings, structures or personal property or interest, right, easement or estate has already been devoted to a public use, and whenever the city cannot agree on terms of purchase or settlement with the owners of the subject of such acquisition because of incapacity of such owner, or because of the inability to agree on the compensation to be paid or other terms of settlement or purchase, or because the owner or some one of the owners is a nonresident of the Commonwealth and cannot with reasonable diligence be found in the Commonwealth or is unknown.

Such proceedings may be instituted in the Circuit Court of the City of Richmond, Divisions I or II, if the subject to be acquired is located within the city, or, if it is not located within the city, in the circuit court of the county in which it is located. If the subject is situated partly within the city and partly within any county the circuit court of such county shall have concurrent jurisdiction in such condemnation proceedings with the circuit court of the city. The judge or the court exercising such concurrent jurisdiction shall appoint five disinterested freeholders any or all of whom reside either in the county or city, any three of whom may act as commissioners, as provided by law. (Acts 1975, Ch. 112, § 1)

§ 18.03. - Alternative procedures in condemnation.

The city may, in exercising the right of eminent domain conferred by the preceding section, make use of the procedure prescribed by the general law as modified by said section or may elect to proceed as hereinafter provided. In the latter event the resolution or ordinance directing acquisition of any property, as set forth in the preceding section, shall provide therein in a lump sum the total funds necessary to compensate the owners thereof for such property to be acquired or damaged. Upon the adoption of such resolution or ordinance the city may file a petition in the clerk's office of a court enumerated in the preceding section, having jurisdiction of the subject, which shall be signed by the chief administrative officer and set forth the interest or estate to be taken in the property and the uses and purposes for which the property or the interest or estate therein is wanted, or when property is not to be taken but is likely to be damaged, the necessity for the work or improvement which will cause or is likely to cause such damage. There shall also be filed with the petition a plat of a survey of the property with a profile showing cuts and fills, trestles and bridges, if any, and a description of the property which, or an interest or estate in which, is sought to be taken or likely to be damaged and a memorandum showing names and residences of the owners of the property, if known, and showing also the quantity of property which, or an interest or estate in which, is sought to be taken or which will be or is likely to be damaged. There shall be filed also with said petition a notice directed to the owners of the property, if known, copies of which shall be served on such owners or tenants of the freehold of such property, if known. If the owner or tenant of the freehold be unknown or a nonresident of the Commonwealth or cannot with reasonable diligence be found in the Commonwealth, or if the residence of the owner or tenant be unknown, he/she may be proceeded against by order of publication which order, however, need not be published more than once a week for two successive weeks and shall be posted at a main entrance to the courthouse. The publication shall in all other respects conform to §§ 8.01-316, 8.01-317 and 8.01-319 of the Code of Virginia [Code of Virginia, §§ 8.01-316, 8.01-317 and 8.01-319].

Upon the filing of said petition and the deposit of the funds provided by the council for the purpose in a bank to the credit of the court in such proceedings and the filing of a certificate of deposit therefor the interest or estate of the owner of such property shall terminate and the title to such property or the interest or estate to be taken in such property shall be vested absolutely in the city and such owner shall have such interest or estate in the funds so deposited as he/she had in the property taken or damaged and all liens by deed of trust, judgment or otherwise upon said property or estate shall be transferred to such funds and the city shall have the right to enter upon and take possession of such property for its uses and purposes and to construct its works or improvements. The clerk of the court in which such proceeding is instituted shall make and certify a copy of the petition, exhibits filed therewith, and orders, and deliver or transmit the same to the clerk of the court in which deeds are admitted to record, who shall record the same in his/her deed book and index them in the name of the person or persons who had the property before and in the name of the city, for which he/she shall receive the same fees prescribed for recording a deed, which shall be paid by the city.

If the city and the owner of property so taken or damaged agree upon compensation therefor, upon filing such agreement in writing in the clerk's office of such court, the court shall make such distribution of such funds as to it may seem right, having due regard to the interest of all persons therein whether such interest be vested, contingent or otherwise, and to enable the court or judge to make a proper distribution of such money it may in its discretion direct inquiries to be taken by a special commissioner in order to ascertain what persons are entitled to such funds and in what proportions and may direct what notice shall be given to the making of such inquiries by such special commissioner. If the city and the owner cannot agree upon the compensation for the property taken or damaged, if any, upon the filing of a memorandum in the clerk's office of said court to that effect, signed by either the city or the owner, the court shall appoint commissioners provided for in §§ 25.1-220 and 25.1-226 through 25.1-230 of the Code of Virginia or as provided for in § 18.02, and all proceedings thereafter shall be had as provided in Chapter 2 (§ 25.1-200 et seq.) of Title 25.1 of the Code of Virginia [Code of Virginia, § 25.1-200 et seq.] insofar as they are then applicable and are not inconsistent with the provisions of this and the preceding section, and the court shall order the deposit in bank to the credit of the court of such additional funds as appear to be necessary to cover the award of the commissioners or shall order the return to the city of such funds deposited that are not necessary to compensate such owners for property taken or damaged. The commissioners so appointed shall not consider improvements placed upon the property by the city subsequent to its taking nor the value thereof nor the enhancement of the value of said property by said improvements in making their award. (Acts 1968, Ch. 644, § 1; Acts 1998, Ch. 711; Acts 2004, Ch. 877, § 1; Acts 2004, Ch. 898, § 1) **Editor's note—** Acts 2006, Ch. 586, § 2 repealed Code of Virginia, §§ 25.1-226 and 25.1-227, and Acts 2010, Ch. 835 added Code of Virginia, §§ 25.1-227.1 and 25.1-227.2.

§ 18.04. - Enhancement in value when considered.

In all cases under the provisions of § 18.02 and 18.03, the enhancement, if any, in value of the remaining property of the owner by reason of the construction or improvement contemplated or made by the city, shall be offset against the damage, if any, resulting to such remaining property of such owner by reason of such construction or improvement; provided, such enhancement in value shall not be offset against the value of the property taken, and provided further, that if such enhancement in value shall exceed the damage there shall be no recovery over against the owner for such excess.

§ 18.05. - Unclaimed funds in condemnation cases.

Whenever any money shall have remained for five years in the custody or under the control of any of the courts enumerated in § 18.02, in any condemnation proceeding instituted therein by the city, without any claim having been asserted thereto such court shall direct the same to be paid into the treasury of the city, and a proper receipt for the payment taken and filed among the records of the proceeding. The director of finance shall, in a book provided for the purpose, keep an account of all money thus paid into the city treasury, showing the amount thereof, when, by whom, and under what order it was paid, and the name of the court and, as far as practicable, a description of the suit or proceeding in which the order was made and, as far as known, the names of the parties entitled to said funds. Money thus paid into the treasury of the city shall be paid out on the order of the court having jurisdiction of the proceeding, to any person entitled thereto who had not asserted a claim therefor in the proceeding in which it was held, upon satisfactory proof that he/she is entitled to such money. If such claim is established the net amount thereof, after deducting costs and other proper charges, shall be paid to the claimant out of the treasury of the city on the warrant of the director of finance. No claim to such money shall be asserted after ten years from the time when such court obtained control thereof; provided, however, if the person having such claim was an infant, insane, or imprisoned at the time the claim might have been presented or asserted by such person, claim to such money may be asserted within five years after the removal of such disability. (Acts 1970, Ch. 226, § 1; Acts 1998, Ch. 711)

Chapter 19. - Reserved.

Editor's note— Chapter 19, Municipal Courts. (Repealed); § 19.01. (1948, c. 116; 1970, c. 226; repealed 1975, c. 112); § 19.02. (1948, c. 116; 1968, c. 644; 1970, c. 226; repealed 1975, c. 112); § 19.03. (1948, c. 116; 1970, c. 226; repealed 1975, c. 112); § 19.04. (1948, c. 116; 1968, c. 644; repealed 1975, c. 112); § 19.05. (1948, c. 116; repealed 1975, c. 112); § 19.06. (1948, c. 116; repealed 1975, c. 112); § 19.07. (1948, c. 116; repealed 1975, c. 112); § 19.08. (1948, c. 116; 1970, c. 226; repealed 1975, c. 112); § 19.09. (1948, c. 116; 1970, c. 226; repealed 1975, c. 112); § 19.10. (1948, c. 116; 1950, c. 251; repealed 1975, c. 112); § 19.11. (1948, c. 116; repealed 1975, c. 112); § 19.12. (1948, c. 116; 1970, c. 226; repealed 1975, c. 112); § 19.13. (1948, c. 116; repealed 1970, c. 226); § 19.13.1. (1970, c. 226; repealed 1975, c. 112); § 19.14. (1948, c. 116; 1970, c. 226; repealed 1975, c. 112); § 19.15. (1948, c. 116; 1970, c. 226; repealed 1975, c. 112); § 19.16. (1948, c. 116; repealed 1975, c. 112); § 19.17. (1948, c. 116; repealed 1975, c. 112); § 19.18. (1948, c. 116; 1970, c. 226; repealed 1975, c. 112); § 19.19. (1948, c. 116; 1954, c. 42; 1973, c. 348; repealed 1975, c. 112); § 19.20. (1948, c. 116; repealed 1975, c. 112); § 19.21. (1948, c. 116; repealed 1975, c. 112); § 19.22. (1948, c. 116; 1950, c. 241; 1964, c. 120; repealed 1975, c. 112)

Chapter 20. - Miscellaneous Provisions

§ 20.01. - School board.

The school board shall consist of nine trustees. One trustee shall be elected from each of the nine council districts and shall be a qualified voter of that district.

The time of election and terms of members of the school board shall be the same as the time of election and terms of the members of the council.

Trustees shall take office July 1 following their election.

Except as provided in this charter the school board shall have all the powers and duties relating to the management and control of the public schools of the city provided by the general laws of the Commonwealth.

None of the provisions of this charter shall be interpreted to refer to or include the school board unless the intention so to do is expressly stated or is clearly apparent from the context.

(Acts 1973, Ch. 348, § 1; Acts 1976, Ch. 633, § 1; Acts 1994, Ch. 215, § 1; Acts 1995, Ch. 165, § 1) **Editor's note**— Pursuant to Code of Virginia, § 24.2-222.1 and Ordinance No. 2001-208-202, adopted June 25, 2001, the City Council changed the election of council members to the first Tuesday in November beginning with November 2002 and every second year thereafter. **State Law reference**— School board, Va. Const. art. VIII, § 7; Code of Virginia, § 22.1-28 et seq.

§§ 20.02—20.05. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed §§ 20.02—20.05, which pertained to the Richmond Public Library Board, the transfer of books and papers, surety bonds, and rules and regulations to be filed, and which derived from Acts 1968, Ch. 116; Acts 1978, Ch. 78, § 1; Acts 1993, Ch. 613, § 1; Acts 1995, Ch. 165, § 1.

§ 20.06. - Reserved.

Editor's note— Section 2 of Acts 1992, Ch. 850, repealed former § 20.06, conflicts of interest, which derived from Acts 1948, Ch. 116, and Acts 1950, Ch. 251, § 1.

§§ 20.07—20.09. - Reserved.

Editor's note— Acts 1998, Ch. 711 repealed §§ 20.07—20.09, which pertained to reprinting of Charter after amendment, officers to hold over until successors are appointed and qualified, and the ministerial officer for the Circuit County, Division II, and which derived from Acts 1948, Ch. 116, and Acts 1975, Ch. 112, § 1.

§ 20.10. - Courtrooms for courts of record and office space for constitutional officers.

It shall be the duty of the city to provide suitable courtrooms for the courts of record of the city and suitable offices for the city treasurer and attorney for the Commonwealth. (Acts 1978, Ch. 78, § 1; Acts 1981, Ch. 199, § 1; Acts 1998, Ch. 711)

§ 20.11. - Posting of bonds by city unnecessary.

Whenever the general law requires the posting of a bond, with or without surety, as a condition precedent to the exercise of any right, the city, without giving such bond, may exercise such right, provided all other conditions precedent are complied with, and no officer shall fail or refuse to act because the city has not filed or executed the bond that might otherwise be required, and the city shall be bound to the same extent that it would have been bound had the bond been given. This exemption from the requirement of posting a bond shall also apply in cases involving a city employee and to whom liability coverage has been granted by the city. (Acts 1993, Ch. 613, § 1; Acts 1998, Ch. 711)

§ 20.12. - Code references.

All references in this charter to the Code of Virginia are to such code as amended to May 1, 1947.

Editor's note— The references are now translated to the Code of Virginia, as amended through 2014.

§ 20.13. - Severability.

If any provisions of this charter or the applicability thereof to any person or circumstance is held invalid, the remainder of this charter and the applicability thereof and of such provisions to other persons or circumstances shall not be affected thereby.

§ 20.14. - Meaning of "at the effective date of this charter."

As used in this charter, the term "at the effective date of this charter" shall be interpreted to refer to a period immediately preceding the taking effect thereof.

Chapter 21. - Transitional Provisions

§ 21.01. - Acts repealed.

There are hereby repealed: The act of the General Assembly of Virginia, approved March 24, 1926, entitled "An Act to Provide a New Charter for the City of Richmond," constituting Chapter 318 of the Acts of the Assembly of 1926, and all acts amendatory thereof; § 5931 of the Code of Virginia; Chapter 90 of the Acts of the Assembly of 1926; and all other acts and parts of acts in conflict with this charter.

Editor's note— Section 5931 of the 1919 Code of Virginia was omitted from the 1950 Code of Virginia.

§ 21.02. - Present ordinances, rules, etc., continued in effect.

All ordinances of the city and all rules, regulations and orders legally made by any department, board, commission or officer of the city, in force at the effective date of this charter, insofar as they or any portion thereof are not inconsistent therewith, shall remain in force until amended or repealed in accordance with the provisions of this charter.

§§ 21.03—21.07. - Reserved.

Editor's note— Sections 21.03—21.07 were repealed by Acts 1974, Ch. 19.



Richmond City Council

The Voice of the People

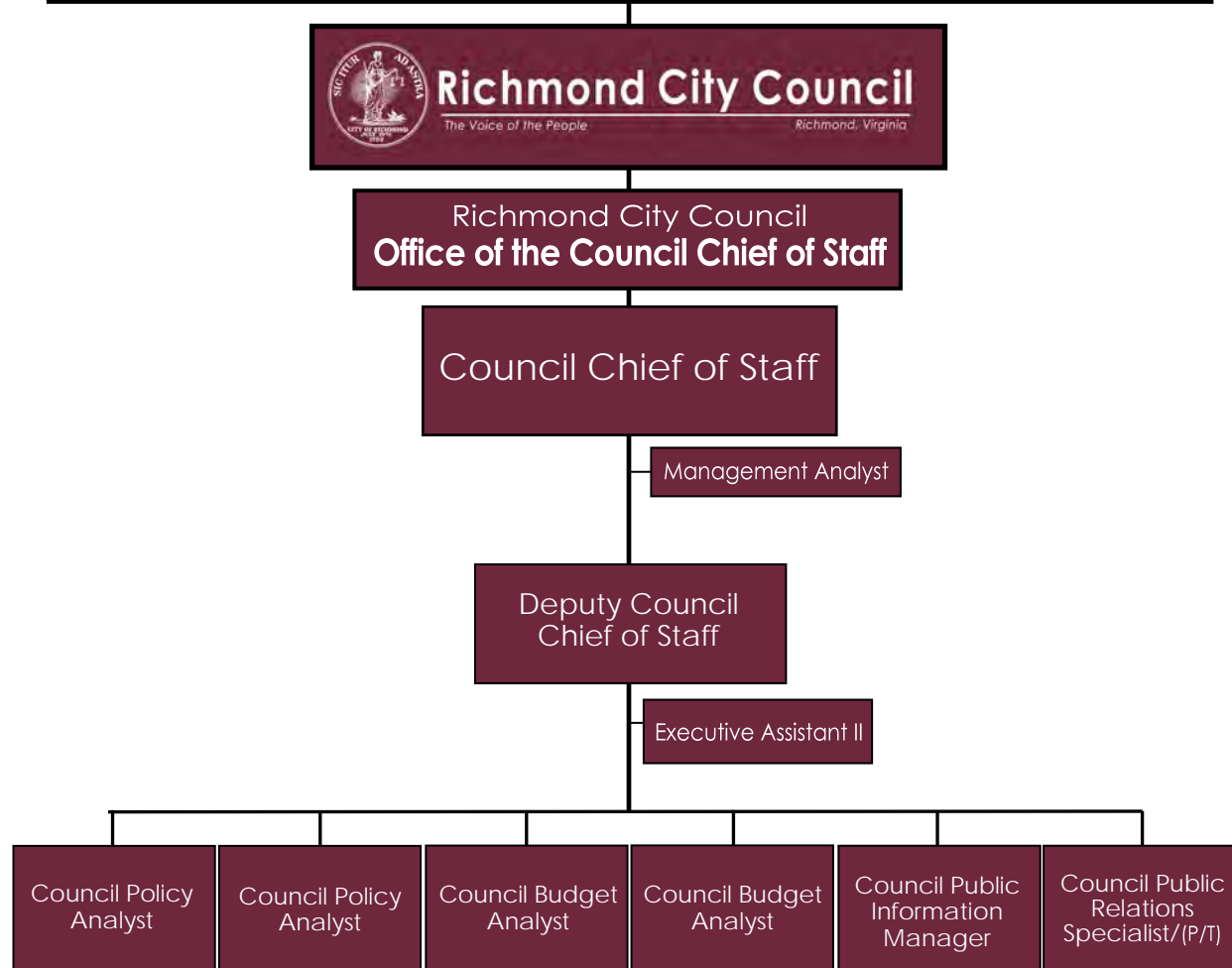
Richmond, Virginia

Richmond City Council

Richmond City Council Executive Offices
Richmond City Hall
900 E. Broad Street, Suite 305
Richmond, Virginia 23219 U.S.A.
804.646.2778 (tel); 646.5468 (fax)

Richmond City Council - Office of the Council Chief of Staff

ORGANIZATIONAL CHART



Richmond Administration

Organizational Structure

- Chief Administrative Office – Lincoln Saunders (Acting)
 - Police – Chief Gerald Smith
 - Fire – Chief Melvin Carter
 - Office of Emergency Management – Anthony McLean
 - Emergency Communications – Steve Willoughby
 - Citizen Service and Response – Peter Breil
 - Operations – Robert Steidel
 - Department of Public Works – Bobby Vincent
 - Office of Equitable Transit and Mobility – Dironna Clarke
 - Department of Public Utilities – Calvin Farr
 - Department of Animal Care and Control – Christie Peters
 - Office of Sustainability – Alicia Zatcoff
 - Finance and Administration – (vacant)
 - Department of Human Resources – Mona Adkins-Easley (Interim)
 - Department of Procurement – Betty Burrell
 - Department of Finance – John Wack
 - Department of Budget and Strategic Planning – Jay Brown
 - Department of Information Technology – Charles Todd
 - Economic and Community Development – Sharon Ebert
 - Department of Housing and Community Development – Sharon Ebert (Acting)
 - Department of Economic Development – Leonard Sledge
 - Department of Planning and Development Review – Kevin Vonck (Acting)
 - Office of Minority Business Development – Patricia Foster
 - Human Services – Reginald Gordon
 - Department of Social Services – Shunda Giles
 - Department of Justice Services – Dawn Barber
 - Department of Parks, Recreation, and Community Facilities – Christopher Frelke
 - Office of Community Wealth Building – Valaryee Mitchell
 - Office of Multicultural Affairs – Karla Almendarez-Ramos
 - Office of Aging and Disability – E. Yvette Jones

Richmond City Council - Fiscal Year 2022 Richmond Government Budget Establishment Meetings Schedule

NOTE: Schedule subject to updates. (rev. 2.16.2021/srs)

Meetings held Virtual/<https://richmondva.legistar.com/Calendar.aspx/>
Richmond City Council Chambers; Richmond City Hall; 900 E. Broad Street, 2nd Floor; Richmond, Virginia 23219.

Fri., March 5, 2021; 3 p.m.

Council Special Meeting: DEADLINE: Mayor submits to Richmond City Council a proposed Richmond Govt. Budget

Mon., March 22, 2021; 1-3 p.m.

Council Budget Work Session 1

Mon., March 29, 2021; 1-3 p.m.

Council Budget Work Session 2

Mon., April 5, 2021; 1-3 p.m.

Council Budget Work Session 3

Mon., April 12, 2021; 1-3 p.m.

Council Budget Work Session 4

Mon., April 12, 2021; 6-8 p.m.

Council Budget Public Hearing

Fiscal Year 2022 Richmond Government Budget

Mon., April 19, 2021; 1-3 p.m.

Council Budget Work Session 5

Wed., April 21, 2021; 1-3 p.m.

Council Amendment Work Session 1

Mon., April 26, 2021; 1-3 p.m.

Council Amendment Work Session 2

Wed., April 28, 2021; 1-3 p.m.

Council Amendment Work Session 3

Mon., May 3, 2021; TBA

Council Special Meeting – Budget Amendments Introduction

Mon., May 10, 2021; 6-8 p.m.

Council Budget Public Hearing

Richmond City Council Establishes Official

Fiscal Year 2022 Richmond Government Budget

Richmond Government Budget includes amendments; Operating Budget: General Fund, Special Funds, Enterprise Funds, Internal Service Funds, Federal, and State funds; Richmond Capital Improvement Plan; and, funds provided to Richmond Public Schools.

Sat., May 15, 2021

DEADLINE: Council must adopt Schools budget by May 15, or within 30 days of receipt of state school funding estimates to localities (whichever later), per Virginia Code of Laws: Title 22.1. Education; Chapter 8. Article 1; §22.1-93.

Mon., May 31, 2021

DEADLINE: Council must establish the Richmond Government Budget by May 31 each year, per Richmond City Charter: Chapter 6. Budgets; §6.11

Thurs., July 1, 2021

Fiscal Year 2022 Richmond Government Budget begins

INTRODUCED: January 4, 2021

Expedited Consideration

A RESOLUTION No. 2021-R005

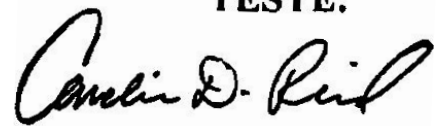
To adopt Rules of Procedure pursuant to Richmond City Charter § 4.06.

Patron – President Newbille

Approved as to form and legality
by the City Attorney

A TRUE COPY:

TESTE:



City Clerk

PUBLIC HEARING: JAN 4 2021 AT 4:00 P.M.

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

That the Rules of Procedure, a copy of which are attached to this resolution, are hereby adopted pursuant to section 4.06 of the Charter of the City of Richmond (2020), as amended.

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 4 2021 REJECTED: _____ STRICKEN: _____

**RULES OF PROCEDURE
CITY COUNCIL - CITY OF RICHMOND, VIRGINIA**

January 4, 2021

**Approved as to form and legality
by the City Attorney**

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**RULES OF PROCEDURE
CITY COUNCIL - CITY OF RICHMOND, VIRGINIA**

I. OFFICERS AND COMMITTEES

- A. President of the Council.** The President of the Council shall preside over the meetings of the Council and shall rule on interpretations of the rules of parliamentary procedure and these rules, subject to an appeal thereof to Council. The President of the Council shall have the same powers and duties as the other Members, with a vote, but no veto power. The President of the Council shall act as the presiding officer of Council and shall perform such other duties not inconsistent with the President's office as may be imposed by the Council or these Rules. The President of the Council shall serve for a term of two years as required by section 4.03 of the Charter.
- B. Vice President of the Council.** The Council shall elect, by a majority vote, a Member as Vice President of the Council for a term of two years. The Vice President of the Council, in the absence or disability of the President of the Council or upon request by the President of the Council, shall be invested with all the rights and duties of the President of the Council.
- C. Acting President of the Council.** In the absence of both the President of the Council and Vice President of the Council, the Council shall elect, by a majority vote, a Member as acting President of the Council, who shall preside over the meeting and shall, while acting as President of the Council, be invested with all the rights and duties of the President of the Council.
- D. Standing Committees.**
- 1. Purpose.** The Council shall create Standing Committees whose primary purpose shall be to consider and recommend to the Council action on ordinances and resolutions referred to such Standing Committees.
 - 2. Composition and Officers.** Each Standing Committee shall consist of at least three regular Council Members as well as one alternate Council Member. In addition, the President of the Council may serve as an ex officio member of each Standing Committee of which the President is not a regular or alternate member, with full voting rights, whenever fewer than three of the Committee's regular and alternate Council Members are present. Each Standing Committee shall have one Chairperson and one Vice-Chairperson selected from among the three regular Council Members. The Council shall appoint by resolution the Chairpersons,

Vice-Chairpersons and other regular or alternate members of all Standing Committees.

3. **Committee Staff and Limitations.** Standing Committees shall have the power, if desired, to request citizens and representatives of the appropriate Council appointees and the Chief Administrative Officer to assist in their responsibilities. The Council, its members and Standing Committees shall deal with the administrative staff of any of its appointed officers or the Chief Administrative Officer solely through such appointed officers or the Chief Administrative Officer, respectively. Neither the Council nor any of its members or committees thereof shall give orders publicly or privately to any subordinate of the appointed officers of Council or the Chief Administrative Officer.
4. **Meetings.**
 - a. Standing Committees shall hold such meetings and hearings as they deem necessary in order to carry out their functions. However, each Standing Committee shall hold at least one regular meeting, if practicable, during every month in which there is scheduled a regular meeting of the Council. Standing Committees should endeavor to schedule these required monthly meetings so that they meet regularly on the same date and at the same time every month.
 - b. The presiding officer at each Standing Committee meeting may apply any provision of these Rules to the conduct of the meeting, and for such purposes “Council” will be construed to mean the Standing Committee, “President of the Council” will be construed to mean the Chairperson of the Standing Committee, and “Council Member” will be construed to mean a member of the Standing Committee able to vote at that meeting of the Standing Committee.
 - c. Presentations or reports from the City Administration, the staff of the Council and its appointees, and any other parties not related to legislation pending at the Standing Committee meeting may be made during Standing Committee meetings, provided that the presenter, or the designee thereof, submits the presentation and any related materials to the City Clerk in an electronic format technologically suitable for uploading to the City’s computer network at least three working days prior to the date of the Standing Committee meeting at which the presentation is to be made. If, at least three working days prior to the Standing

Committee meeting at which the presentation is to be made, the presenter, or the designee thereof, fails to submit to the City Clerk the presentation or any related materials, either or both, or fails to submit such presentation or any related materials in an electronic format technologically suitable for uploading to the City's computer network, no such presentation shall be made at the Standing Committee meeting for which it has been scheduled, and the City Clerk shall schedule such the presentation for the next appropriate Standing Committee meeting.

5. **Terms and Removals.** Terms of office for all Chairpersons, Vice-Chairpersons, regular members and alternate members shall be for a term not to exceed one term of Council. So long as they remain Council Members, Chairpersons, Vice-Chairpersons, regular members and alternate members shall continue in office unless and until their successors are appointed. However, should any regular member of a Standing Committee fail to attend three regular meetings of the member's Standing Committee as described in Rule I(D)(4) above without attempting to ensure that the alternate member attends and votes in the regular member's stead, the Chairperson shall report such unexcused absences to the President of the Council, who may introduce a resolution for the Council's action to remove such member from such Standing Committee.
6. **Investigations.** In accordance with section 4.16(a) of the Charter of the City of Richmond, each Standing Committee shall be authorized to make such investigations relating to those municipal affairs of the city as it may deem necessary and to investigate any or all departments, boards, commissions, offices and agencies of the City government and any officer or employee of the city concerning the performance of their duties and the use of property of the City; provided, however, that such investigations shall fall within the subject matter area of such Standing Committee. In addition, each Standing Committee shall conduct such investigations pursuant to section 4.16(a) of the Charter of the City of Richmond as the Council may require of such Standing Committee. However, no Standing Committee shall order the attendance of any person as a witness or the production by any person of books and papers relevant to such investigation under the penalty of summons before the general district court, criminal division, for trial pursuant to section 4.16(c) of the Charter of the City of Richmond unless such order shall have been approved by adopted motion of the Council. In the case of such an order necessary to an investigation that the Council requires a Standing Committee to conduct, the Council may prospectively authorize by adopted motion such orders at the time it assigns the investigation to the Standing Committee.

7. **Organizational Development Standing Committee.** The Council shall establish and maintain an Organizational Development Standing Committee. All nine members of the Council shall be members of the Organizational Development Standing Committee. The President of the Council shall serve as the Chairperson, and the Vice President of the Council shall serve as the Vice-Chairperson. The Organizational Development Standing Committee shall meet once each month on the first Monday of the month or on a different day fixed by the Organizational Development Standing Committee. When the day fixed for a regular meeting in any month is a legal holiday, as prescribed by the rules of the Personnel Board, such meeting shall be held on the following day. No meeting of the Organizational Development Standing Committee shall be held in August unless five members of the Organizational Development Standing Committee notify the City Clerk in writing of their desire to hold a meeting in August no later than seven days before the first Monday in August, in which case the Organizational Development Standing Committee shall meet on the first Monday in August. The purposes of the Organizational Development Standing Committee are (i) to serve as a forum for discussion by the full Council of issues relevant to the Council not related to pending legislation, (ii) to receive any presentations or reports from the City Administration, the staff of the Council and its appointees, and any other parties not related to pending legislation, and (iii) to hold closed meetings as allowed by law concerning issues relevant to the Council. The President of the Council shall refer proposed ordinances and resolutions to the Organizational Development Standing Committee only in extraordinary circumstances. The order of the agenda at meetings of the Organizational Development Standing Committee shall be as follows, provided that the Chairperson may call items on the agenda out of order on a case-by-case basis:

- a. Reports from City Administration, Council Staff, and Other Parties.
- b. Reports of Standing Committees.
- c. Discussion Items.

E. **Ad Hoc Committees, Commissions, Authorities.** The Council may establish ad hoc or other standing committees of Council and may appoint members of such committees or provide for the appointment of members of such committees by the President of the Council. Committees may hold public hearings and perform such other duties as may be prescribed. A committee may be instructed concerning the

form of any report it shall be requested to make, and a time may be fixed for submitting any such report.

II. TIME AND PLACE OF MEETINGS

- A. Regular Meetings.** Regular formal meetings of the Council shall be held at 6:00 p.m. at Council chambers or at other locations designated by Council. In the months of January, February, March, April, May, June and September, such meetings shall be held on the second and fourth Mondays of the month. In the months of October, November, and December, such meetings shall be held on the second Monday of the month. In the month of July, one such meeting shall be held on the fourth Monday of the month. In the month of August, no such meetings shall be held.
- B. Special Meetings.**
- 1. To Transact Specific Items of Business.** The time, place and agenda of special meetings of Council shall be determined by a majority vote of Council. In addition, special meetings of Council shall be held when requested by the Mayor, the President of the Council, or three or more Members. Such request shall be made to the Clerk, who shall contact each Member of Council at least twenty-four hours prior to the meeting in order to schedule it at a time which will be convenient for the largest number of Council Members. The Clerk shall deliver to each Member of Council, by hand, facsimile or electronic mail, written notice of any special meeting at least twenty-four hours before the time designated for such meeting. The notice shall contain the time, place and agenda item or items of business to be transacted at the meeting. No other business shall be transacted at such meeting except by the unanimous consent of all Members of Council. The Clerk shall notify the public of the time, place and agenda of all special meetings in advance thereof. Work sessions, public hearings and action concerning the annual budget shall be scheduled as special meetings pursuant to this Rule II(B)(1).
 - 2. For Emergency Introduction of Legislation.** The fourth Monday of October and November at 6:00 p.m. at Council chambers or at other locations designated by Council shall be reserved for any special meetings, as from time to time may be requested, for the purpose of the emergency introduction of legislation. For purposes of this Rule II(B)(2) only, the term “emergency introduction” means an ordinance or resolution that the Mayor, the President of the Council, or three or more Members determines to be too urgent to wait until the next regular meeting of the Council to introduce. No other business shall be conducted at any such

special meeting. Such special meeting shall be held when requested by the Mayor, the President of the Council or three or more Members. The Clerk shall provide each Member of Council with notice of such special meeting in the manner prescribed by Rule II(B)(1) and shall provide notice to the public in the manner required by the Virginia Freedom of Information Act.

- C. Cancellation of Meetings.** Should the day established by the Council as the regular meeting day or as the day of a special meeting of the Council scheduled in accordance with Rule II(B)(2) fall on any legal holiday, as prescribed by the rules of the Personnel Board, the regular meeting of the Council or the special meeting of the Council scheduled in accordance with Rule II(B)(2) shall be held on the next following regular business day, without action of any kind by the Council. If the President of the Council, or the Vice President of the Council if the President of the Council is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend a regular meeting, (i) such regular meeting shall be continued to the next following Monday, subject to the application of the first sentence of this subsection (C), (ii) such finding and declaration shall be communicated to the Members and to the press as promptly as possible, and (iii) all hearings and other matters previously advertised shall be conducted at such continued regular meeting and, in accordance with section 15.2-1416 of the Code of Virginia, no further advertisement is required.
- D. Open Meetings.** All meetings shall be open to the public, provided that Council may, for the purposes provided for in the Virginia Freedom of Information Act, upon motion made, seconded and duly adopted, meet in a closed meeting. Council may not take any official action in a closed meeting; and if official action is required on any matter discussed in a closed meeting, that official action may be taken only by recorded vote of Council in an open meeting.

III. QUORUM AND ACTIONS

- A. Quorum.** A majority of all the Members of Council, including the President of the Council and Vice President of the Council, shall constitute a quorum.
- B. Temporary Absence.** No action shall be taken by Council unless there shall be present at least a quorum, provided, however, that the temporary absence from the meeting room of Members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Council. The City Clerk or the President of the Council shall suggest the absence of a quorum prior to the taking of any action by Council, if appropriate. Failure of the City Clerk, the President of the Council, or any Member to suggest

the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action.

C. Actions of Council.

1. **Ordinances.** Where required by law, action shall be by the adoption of ordinances; ordinances shall be proposed for adoption, notice given, and adoption accomplished in the manner required by law.
2. **Resolutions.** Where it is not required by law or desired by Council to act by ordinance, action may be by resolution. Resolutions shall be proposed in writing, and a copy shall be delivered to the City Clerk and all Members of Council prior to proposing of adoption.
3. **Introduction Deadlines.** A Council Member who desires to patron an ordinance or resolution for introduction shall submit an O&R request, on a form and pursuant to a procedure established by the Council Chief of Staff, to the Office of the City Attorney no later than 5:00 P.M. on the second Friday preceding the formal Council meeting, and the Office of the City Clerk shall submit requests for appointment resolutions to the Office of the City Attorney by this same deadline. If that day is a holiday, then the Office of the City Attorney must receive the O&R request no later than the close of business on the last working day before that Friday. The Mayor shall submit all requests for ordinances, resolutions or amendments thereto to the Office of the City Attorney within deadlines established by agreement between the City Attorney and the Mayor. To enable the provision of copies as required by Rule V(B) for resolutions to be heard under expedited consideration and by Rule V(D) for motions to amend a pending resolution that is intended to be heard as amended on the same day that it is amended, the request for such resolution or motion must be made to the Office of the City Attorney in accordance with the deadlines established by or pursuant to this Rule III(C)(3) and the patron must indicate the patron's approval of the draft resolution or motion in writing to the Office of the City Attorney no later than 5:00 P.M. on the last working day before the day of the meeting at which such resolution is to be introduced or such motion is intended to be made.
4. **Fiscal Impact Statement Required.** A fiscal impact statement shall be required for every ordinance or resolution, except appointment resolutions, of which a Council Member is the chief patron. The fiscal impact statement shall be an assessment of the costs involved with the adoption of the ordinance or resolution and shall include, but need not be limited to, (i) the projected number of departments, boards, commissions and other

agencies to which the ordinance or resolution would apply, (ii) the identity of departments, boards, commissions and other agencies that the ordinance or resolution would particularly affect, (iii) the projected number of persons and employment positions to be affected by the ordinance or resolution, (iv) the estimated fiscal impact on the City government, and (v) sources of potential funds to implement and comply with the ordinance or resolution. The Council Chief of Staff shall prepare the fiscal impact statement prior to the introduction of the ordinance or resolution and shall establish a process for Council Members to obtain such fiscal impact statements. After the introduction of such ordinance or resolution but no later than the meeting of the standing committee at which the ordinance or resolution will be heard, the City Administration shall have the opportunity to offer such additional or conflicting fiscal impact information as it may choose to offer.

5. **Motion.** Where action of Council is desired on matters that can be simply stated, and for which neither an ordinance nor a resolution is required by law, action may be upon oral motion.
6. **Unanimous Consent.** Where no formal action is required, and no objection is heard, a request of a Member shall be deemed a request of Council without further action, when such request is made at a meeting with a quorum present, and the President of the Council states that such a request shall be deemed a request of Council.
7. **Majority Vote and Abstentions.** Unless otherwise required by law, a majority vote of the Council shall mean the affirmative votes of at least five members, except that for motions to adjourn, motions to fix the time and place of adjournment, and other motions of a purely procedural nature, a majority vote shall mean the affirmative votes of more than half of those Council members present and voting. An abstention shall not be counted as a vote.

D. Participation by Electronic Communication Means.

1. **Purpose.** The purpose of this Rule III(D) is to comply with the requirements of section 2.2-3708.2(C)(1) of the Code of Virginia to allow for and govern participation by one or more Council Members in meetings of the Council by electronic communication means, and all proceedings pursuant to this Rule III(D) shall be performed in accordance with section 2.2-3708.2 of the Code of Virginia, as that statute may hereafter be amended.

2. Application and Limitations.

- a. The policy established by this Rule III(D) shall be applied strictly and uniformly, without exception, to all Council Members and without regard to the identity of the Council member requesting remote participation or the matters that will be considered or voted on at the meeting.
- b. Participation by a Council Member in a meeting by electronic communication means due to a personal matter shall be limited each calendar year to two meetings of the Council or the particular standing committee, as applicable.
- c. The policy established by this Rule III(D) shall also apply to any standing committee of the Council. For purposes of a meeting of a standing committee of the Council, the term “Council,” when used in this Rule III(D), means the standing committee holding the meeting in which a Council Member desires to participate by electronic communication means. For purposes of any standing committee other than the Organizational Development Standing Committee, the term “President of the Council,” when used in this Rule III(D), means the Chairperson of the standing committee.

3. Electronic Communication. When used in this Rule III(D), the term “electronic communication has the meaning ascribed to it by section 2.2-3701 of the Code of Virginia, as that statute may hereafter be amended.

4. Approval Process.

- a. No Council Member may participate in a meeting by electronic communication means unless the Council Member requests and the Council approves the participation in accordance with the provisions of this Rule III(D)(4).
- b. A Council Member may request to participate in a meeting by electronic communication means if the Council Member notifies the President of the Council on or before the day of the meeting that the Council Member is unable to attend due to either (i) a personal matter, provided that the Council Member identifies with specificity the nature of the personal matter, or (ii) a temporary or permanent disability or other medical condition that prevents the Council Member’s physical attendance. The Council Member must also notify the President of the Council of the remote location

from which the Council Member would participate by electronic communication means.

- c. The Council may consider a request for participation by electronic communication means only if a quorum of the Council is physically assembled at the primary or central meeting location.
- d. At the meeting, the President of the Council shall announce the information received from the Council Member pursuant to Rule III(D)(4)(b) above. If the Council Member's request is in all other respects in compliance with this Rule III(D)'s requirements, the President of the Council shall solicit a motion to approve or disapprove the Council Member's request from the Council Members physically assembled at the primary or central meeting location. Upon adoption of a motion to approve the Council Member's participation by electronic communication means, the Council Member shall be allowed to participate in the meeting by electronic communication means.
- e. If the Council Member's participation by electronic communication means is approved, the City Clerk shall record in the meeting minutes (i) the motion, (ii) the vote thereon, (iii) either (a) the specific nature of the personal matter or (b) that a temporary or permanent disability or other medical condition prevents the Council Member's attendance, and (iv) the remote location from which the Council Member participates in the meeting.
- f. If the Council Member's participation by electronic communication means is disapproved, whether by adoption of a motion to disapprove or rejection of a motion to approve, the City Clerk shall record in the meeting minutes (i) the motion, (ii) the vote thereon, and (iii) either (a) the specific nature of the personal matter identified by the Council Member or (b) that the Council Member stated that a temporary or permanent disability or other medical condition prevents the Council Member's attendance, (iv) the remote location from which the Council Member sought to participate in the meeting, and (v) the specific aspect of the policy established by this Rule III(D) that would be violated by the Council Member's proposed participation by electronic communication means, as summarized by the President of the Council.

IV. CONDUCT OF BUSINESS

- A. Robert's Rules of Order.** The rules of parliamentary procedure set forth in the current edition of *Robert's Rules of Order* shall govern the conduct of meetings of Council, except where otherwise specified by these rules or otherwise mandated by the Charter of the City of Richmond, Virginia or state law. Any rules of parliamentary procedure may be suspended by five votes. Any standing rule set forth here (e.g. the length of time permitted for public hearings, amount of time allotted to each speaker, etc.) may be suspended or modified by five votes unless a contrary intent is manifested by these rules.
- B. Informal Meeting; Order of the Agenda.** At 4:00 p.m. on each regular meeting day, the President of the Council shall call the Informal Meeting to order. The order of the agenda at the Informal Meeting shall be as follows:
- 1. Referral of Service Delivery Issues to City Administration.** At this time, the President of the Council shall inquire of each Council Member present as to whether such Council Member has any service delivery issues to refer to the City Administration. Each Council Member shall be afforded an opportunity to state any such issues, which shall be limited to service delivery problems already reported to the City Administration to which the Council Member has not received a satisfactory response. The City Attorney shall prepare a resolution, with all Members of Council as the patrons, incorporating a list of service delivery issues and requesting the Chief Administrative Officer to address these issues with greater priority and furnish all Council Members with a written report on the Administration's response to each service delivery issue within two weeks of the date on which such resolution is adopted. In order for a Council Member's service delivery issues to be made a part of this resolution, the Council Member must submit a list of such issues, preferably in electronic format, to the City Attorney or the designee thereof no later than 12:00 p.m. on the Friday before the Council meeting at which such issues are to be included in the service delivery issues resolution. Such resolution shall be called by the City Clerk and considered for adoption by the Council during the Business Meeting portion of the Formal Meeting of the Council that night. Notwithstanding any provision of these Rules to the contrary, such resolution shall not be subject to any requirements for expedited consideration as set out in Rule V(B) or for referral of ordinances and resolutions to standing committees of the Council as set out in Rule VI.

Also during this time, the Chief Administrative Officer shall distribute the Chief Administrative Officer's written report on the Administration's response to service delivery issues referred to him at the prior regular meeting of the Council.

2. **Docket Review.** At this time, the Council will engage in a preliminary review of the agenda, including motions to amend, continue or strike ordinances or resolutions thereon and the removal of ordinances or resolutions from the consent agenda.
 3. **Other Discussion Items.** If sufficient time remains prior to the commencement of the Formal Meeting, the Council will discuss other items of business that at least five members of the Council vote to discuss.
 4. **Presentations.** Presentations or reports from the City Administration, the staff of the Council and its appointees, and any other parties not related to legislation pending at the Formal Meeting immediately following the Informal Meeting may be made during Informal Meetings, provided that the presenter, or the designee thereof, submits the presentation and any related materials to the City Clerk in an electronic format technologically suitable for uploading to the City's computer network at least three working days prior to the date of the Informal Meeting at which the presentation is to be made. If, at least three working days prior to the Informal Meeting at which the presentation is to be made, the presenter, or the designee thereof, fails to submit to the City Clerk the presentation or any related materials, either or both, or fails to submit such presentation or any related materials in an electronic format technologically suitable for uploading to the City's computer network, no such presentation shall be made at the Informal Meeting for which it has been scheduled, and the City Clerk shall schedule such presentation for the next appropriate Informal Meeting.
- C. **Commencement of Formal Meeting.** At 6:00 p.m. on each regular meeting day and at the specified hour for adjourned or special meetings, the President of the Council shall call the formal meeting to order.
- D. **The Order of the Formal Meeting Agenda.** The order of business at a regular meeting of Council shall be as follows:

Order of Business

1. Invocation.
2. Pledge of Allegiance.
3. Chamber Emergency Evacuation Plan Announcement and Citizen Speakers' Guidelines.

4. Roll Call.
5. Action on Appointments and Reappointments.
6. Awards and Presentations.
7. Citizen Comment.
8. Agenda Review and Amendments.
9. Action Items—Consent Agenda.
10. Action Items—Regular Agenda and Motions.
11. Approval of Minutes of Previous Meetings.
12. Introduction of Ordinances and Resolutions.
13. Reports or Announcements by Members of the Council.
14. Adjournment.

The President of the Council may call items in the order of business in a different order than that set forth in this section on a case-by-case basis, provided that the Council may, by adopted motion, overrule such a decision by the President of the Council. Any Council member may make a motion to act on items in the order of business in a different order than that set forth in this section.

E. Preparation of the Agenda.

1. The title and assigned number of each ordinance or resolution on which action is to be taken at that meeting shall appear on the agenda. The Agenda for each regular meeting shall (a) be prepared at least five days prior to the meeting at which the ordinances and resolutions to appear thereon are to be considered, (b) be sent by electronic mail as soon as possible after preparation to each Member of the Council, or, if so instructed by any Member of Council, be mailed to that member or placed in the repository assigned to such Council Member, and (c) be distributed to officers and employees of the city government and members of the public requesting copies thereof. The following provisions shall also apply.

2. Resolutions or ordinances may be introduced and presented to Council by any Member of Council or by the Mayor.
3. The City Clerk shall prepare the agenda and review same with the President of the Council.
4. The order and scheduling of agenda items shall be decided by the President of the Council, subject to appeal thereto to Council, in consultation with the Chief Administrative Officer and the City Clerk, taking into account strategic planning, time management, administrative and other considerations.
5. Requests by Members of Council for information or reports concerning the administration of the City or matters having to do with actions of or failure to act by the administrative staff or amenable to administrative disposition shall not be placed on the agenda of any Council Meeting until the Chief Administrative Officer shall have been given a reasonable opportunity to furnish the interested Member or Members with an explanatory statement.
6. The agenda for Special Meetings shall be prepared and distributed as provided in Rule II(B).

F. Consent Agenda. The City Clerk, with the approval of the President of the Council, is authorized to prepare a consent agenda for matters of a routine, non-controversial nature. The purpose of the consent agenda is to provide a method for the expeditious handling of items which, in the opinion of the City Clerk and the President of the Council, will not require discussion and will be approved unanimously by the Council. Prior to the consideration of a motion to approve the agenda, the President of the Council shall ask if any Member of Council would like to have an item removed from the consent agenda for discussion, for further information, or in order that there might be a separate vote on that item. The public will be able to speak on any item on the consent agenda. Matters shall be removed from the consent agenda and placed on the regular docket for debate at the request of any Council Member, with the approval of the patron, or the President of the Council. Further, the Council may, upon the motion of any Council Member, vote to remove any item from the regular agenda and place it on the consent agenda. In the discretion of the President of the Council, any item on the docket may be called out of the order as listed thereon.

G. Citizen Comment. A time shall be established during each meeting of Council for citizens to address the Council on any item which is not on the agenda for that meeting. Citizen Comment is an opportunity for citizens to present comments

and information to the Council. Council may request that the Chief Administrative Officer or a Council appointee prepare or cause to be prepared a report or take other action in response to any citizen's comments; or Council may instead decide to put the matter on a subsequent agenda for further discussion or action or both.

The hearing of citizens concerning the services, policies and affairs of the City shall not exceed thirty minutes. Each citizen desiring to present any matter concerning such services, policies and affairs shall be allotted such time within the thirty-minute period as determined and allotted by the President of the Council, but not to exceed three minutes. Every citizen desiring to present a matter to the Council as herein specified shall, no later than 12:00 noon on the date of the meeting at which such citizen desires to be heard, make request to the City Clerk for an allotment of time. No citizen shall speak on any matter of business which is the subject of an ordinance or resolution included on Council's docket for that day.

Speakers shall supply the Clerk, when requesting time, a description of what their topic will be, their full legal name and address (including street name and zip code), and home and business telephone numbers, if applicable, and then they shall speak on that subject. Failure to stay on that topic will result in forfeiture of the remaining time that had been allotted to the speaker. No person who refuses to provide any of the information required by this paragraph shall be permitted to speak during the Citizen Comment period.

An individual may appear before the Council during the Citizen Comment period no more than four times per year and no more than once within a three-month period.

- H. Awards and Presentations.** The presentation of awards, proclamations, and other recognitions, etc. will be limited to a fifteen-minute period during each Council meeting. Only Members of the Council and members of the City Administration may make awards and presentations during this period. Such presentations shall be allotted such time within the fifteen-minute period as determined and allotted by the President of the Council, but not to exceed five minutes. Awards and presentations will be scheduled if the Council Public Information Manager has received the information necessary for the preparation and production of the award or presentation by 12:00 p.m. of the seventh day before the day on which the award or presentation is to be made, and the Council Public Information Manager shall send to all Council Members by electronic mail a docket listing all awards and presentations to be made at a particular meeting by 5:00 p.m. on the Friday before the meeting.

I. Improper Comments and Conduct. Persons appearing before the Council will not be allowed to:

1. Campaign for public office,
2. Promote private business ventures, or
3. Use language of a personal nature which insults or demeans any person, or which, when directed at a public official, is not related to that official's official duties.

J. Debate of Action Items. The President of the Council may call ordinances, resolutions, motions or other matters singly or in groups. The patron of an ordinance, resolution, motion or other matter, when the same is called on the agenda of the Business Meeting, may speak to it. Such patron or the designee thereof will be allotted a period no longer than ten minutes for introductory remarks.

Following the patron's remarks, the public may speak on any ordinance or resolution or groups thereof called by the President. The maximum time allotted to persons speaking as proponents of or in opposition to any matter under consideration by the Council shall not exceed thirty minutes for the proponents and thirty minutes for the opposition. Any person speaking to one or more items on the consent agenda shall have no more than three minutes irrespective of the number of items on which the person desires to speak. Any person speaking to a matter other than the consent agenda shall be limited to three minutes per ordinance or resolution or, if the President of the Council has called for a public hearing on a group of ordinances or resolutions, per group of ordinances or resolutions. Specific questions should be resolved prior to the meeting by contacting a Council representative, the President of the Council, or the appropriate person in the administration. Persons speaking shall not be permitted to address or question the Mayor, City Attorney, City Clerk or any other staff member directly. Questions shall be presented to the President of the Council, who may, at the President's discretion, solicit the appropriate response. No individual from the public may speak for more than ten minutes total during any Business Meeting.

Any person speaking at a public hearing held by Council, as it considers action on any ordinance or resolution before it, shall identify any economic or professional relationship he or she has with the person, association, corporation, or other entity that would benefit by the subsequent adoption of the ordinance or resolution.

Citizens shall not be required to express their views on action items orally, and any citizen shall have the right to express his or her views on any action item in writing, which may be delivered to any Member of Council or to the Clerk.

Following the public hearing on an ordinance, or discussion by the public of a resolution, no Member of the Council, including the patron, may speak more than a total of five minutes concerning any such ordinance or resolution, or any motion or other matter related thereto. Each Member of Council shall be afforded an opportunity to speak before any Member of Council may speak a second time. At the conclusion of this debate the question shall be called, and no further debate or statements shall be in order.

- K. Order of Business at Special Meetings.** The order of business at a special meeting shall follow that of a regular meeting as far as possible and as applicable.
- L. Maintenance of Order.** The President of the Council shall preserve order and decorum. The President of the Council may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incite violence or disorder, subject to appeal to Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may also be barred from attendance at future meetings of Council for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion for a period not to exceed one year either by the President of the Council, subject to appeal to Council, or by motion passed by Council. In case of disturbance or disorderly conduct, the President of the Council may have the chamber cleared.

To preserve the order and decorum of the Council meeting, the audience will not be permitted to applaud in support of or in opposition to any matter during the Business Meeting. Applause will be permitted during the Awards and Presentations portion of the meeting.

V. PROCEDURAL RULES

- A. Resolutions.** No resolution shall be passed or adopted at any regular or special meeting on the day of its introduction except as provided in Rule IV(B)(1) or V(B).
- B. Expedited Resolutions.** Notwithstanding any provision of Rule VI to the contrary, a resolution may be heard on the day of its introduction only if a motion for expedited consideration is made and seconded and the motion is adopted by a vote of at least six Members of Council. As a requisite for such motion, copies of

the resolution must be provided to the City Clerk and to each Member of Council and made available for public inspection no later than the beginning of the Informal Meeting or special meeting. If a motion for expedited consideration passes, action on the resolution may be taken by a simple majority unless otherwise required by law.

C. Appointments.

1. The Council shall make appointments to Standing Committees of the Council and of Members of Council to authorities, boards, commissions and similar collegial bodies by resolutions adopted by the Council.
2. Any appointments that the President of the Council or that the Mayor is authorized to make shall be in writing and filed with the Office of the City Clerk.
3. The Council will make appointments to authorities, boards, commissions and similar collegial bodies as set forth herein.
 - a. No nomination of a person for appointment by the Council to an authority, board, commission or similar collegial body may be voted on unless (i) the nominee has first filed with the Office of the City Clerk a completed application in a form prescribed by the City Clerk and (ii) a copy of that application has been provided to all Members of Council.
 - b. The Office of the City Clerk will submit all applications for membership on a particular authority, board, commission or similar collegial body to the Standing Committee of the Council to which that authority, board, commission or similar collegial body is assigned to report.
 - c. The Standing Committee of the Council will review each application and recommend to the Council the applicant the Standing Committee deems most appropriate for each particular position on an authority, board, commission or similar collegial body.
 - d. Once the Standing Committees have made their recommendations of applicants for available positions on authorities, boards, commissions and similar collegial bodies, the Office of the City Clerk will present the recommendations to the Council at the next regular meeting of the Council.

- e. At any time after the Office of the City Clerk has presented the recommendations of the Standing Committees to the Council, any Member of Council may make a motion to appoint any or all of the recommended applicants.
- f. Once the Council has adopted this motion, the applicants whom the motion concerned are deemed appointed, provided that they take the requisite oath of office administered by a qualified member of the Office of the City Clerk no later than the next regular Council meeting following their appointment.
- g. If an appointee has not taken the requisite oath of office administered by a qualified member of the Office of the City Clerk by the next regular Council meeting following the appointee's appointment, the Council may reconsider the motion pursuant to Rule V(G), reject that appointee's appointment, and at any time thereafter, appoint a replacement in accordance with this Rule V(C)(3).

- 4. The provisions of this section shall apply both to initial appointments and to reappointments.

D. Form of Motions. When a motion is made, it shall be stated by the President of the Council and the Clerk; and, if made in writing, shall be read before being debated. Every motion to amend an ordinance or resolution shall be reduced to writing. As a requisite for a motion to amend a pending resolution that is intended to be heard as amended on the same day that it is amended, copies of the motion must be provided to the City Clerk and to each Member of Council and made available for public inspection no later than the beginning of the Informal Meeting or special meeting. Every other motion shall be reduced to writing if the President of the Council or any Member of Council so requests.

E. Motions Allowed During Debate. When a question is under debate, no motion may be made except a motion to adjourn, to table, to call for the previous question, to postpone or continue the matter to a subsequent meeting, to refer the matter to a committee, or to amend, which several motions shall take precedence in the above order.

A motion to table, if requested by a Member, shall be by roll call vote, and the ayes and noes thereon shall be recorded in the journal.

- F. Motions to Approve Agenda.** A motion to approve the agenda and/or strike from or add to the agenda any ordinance, resolution or motion shall be made at the time provided in the agenda, except as may be otherwise provided in Rule IV(F), concerning approval of the consent agenda. The motion shall be debatable and shall be determined by simple majority vote. Any ordinance or resolution struck from the agenda may be again introduced and considered at any time notwithstanding the provisions of Rule V(G), but when introduced again must be deemed and considered as a new ordinance or resolution.
- G. Reconsideration of Ordinances, Resolutions and Motions.** No ordinance, resolution or motion acted upon by the Council shall be again brought forward during the same term of Council other than for amendment or repeal. Provided, however, a motion may be made no later than the next following regular meeting for reconsideration of the vote on any ordinance, resolution or motion by a Member who voted with the prevailing side. If the motion to reconsider is adopted by the vote of at least six Members, the ordinance, motion or resolution shall be reconsidered.
- H. Journal.** The City Clerk shall prepare and maintain an adequate journal of the proceedings of the Council, the contents of which journal shall comply with all requirements of section 2.2-3707(I) of the Code of Virginia concerning the keeping of minutes of open meetings. The City Clerk shall not be required to include the text of speeches in the journal.
- I. Patrons of Papers.** Every ordinance or resolution shall identify the name or names of the patrons. The chief patron's name shall be listed first, and no other person shall be listed as a patron without both the chief patron's permission and the person's permission.
- J. Withdrawal of Paper by Chief Patron.** The chief patron of an ordinance or resolution shall have the right to withdraw such ordinance or resolution at any time after introduction but prior to a motion to adopt, reject or strike by the Council. The City Clerk shall develop a withdrawal form for chief patrons to use in withdrawing ordinances or resolutions. In order for an ordinance or resolution to be withdrawn, the chief patron (not a designee thereof) must sign a completed form, and the form must be submitted to the City Clerk. After receiving a form, the City Clerk shall (i) furnish all Council Members and the Mayor or the designee thereof with a copy of any such withdrawal forms received by electronic mail message or another method acceptable to the City Clerk, (ii) cease all future efforts to advertise the withdrawn ordinance or resolution or to place the same on any agenda of the Council or a committee thereof and (iii) take such other action as the City Clerk may deem necessary to ensure that the ordinance or resolution is withdrawn from the Council's consideration.

VI. PROCEDURES FOR COMMITTEE REFERRAL

A. Referral to Committee. Prior to the “introduction of ordinances and resolutions” portion of each Business Meeting of the Council, the President of the Council shall refer each ordinance or resolution to be introduced at that Business Meeting to a Standing Committee for consideration and recommendation as provided herein. During the “introduction of ordinances and resolutions” portion of every Business Meeting of the Council, the City Clerk shall read the heading of each ordinance and resolution introduced and announce the Standing Committee to which it has been referred along with the date and time of the public meeting at which the Standing Committee will consider the ordinance or resolution.

B. When Referral Excused.

1. Each ordinance and resolution shall be referred to the appropriate Standing Committee for consideration and recommendation by that Standing Committee prior to any vote by the Council on that ordinance or resolution.
2. However, if both the President of the Council and the Chairperson of the appropriate Standing Committee agree prior to the “introduction of ordinances and resolutions” portion of the Business Meeting, an ordinance or resolution shall not be referred to a Standing Committee as provided in this Rule VI, and the City Clerk shall instead schedule such ordinance or resolution for the next appropriate Business Meeting of the Council and announce such during the “introduction of ordinances and resolutions” portion of the Business Meeting.
3. The requirements of this Rule VI(B) shall not apply to:
 - a. appointments and reappointments to Standing Committees of Council and to authorities, boards and commissions;
 - b. resolutions authorizing the expenditure of Council Districts Funds in accordance with the City Council Expenditure and Reimbursement Guidelines or any succeeding guidelines; and
 - c. ordinances appropriating funds other than to the capital budget.

However, the Council may refer such papers to an appropriate Standing Committee of Council by adopting a motion to refer the matter to a committee.

4. Should the President of the Council indicate that an ordinance or resolution is to be referred to the City Planning Commission, such referral shall be in lieu of referral to a Standing Committee of Council. Under this paragraph, the President of the Council shall refer to the City Planning Commission only ordinances and resolutions that are appropriate for review by the City Planning Commission pursuant to other applicable law. Notwithstanding this paragraph, the Council may at any time after such referral provide by motion for the referral of such ordinances or resolutions to a Standing Committee in addition to review by the City Planning Commission.
- C. Consideration by Committee.** Each Standing Committee shall consider each ordinance and resolution referred to it, holding such public hearings as it deems appropriate, and make a recommendation to the Council as provided by Rule VI(D) within sixty (60) days of the referral of that ordinance or resolution to such Standing Committee.
- D. Recommendation by Committee.** Following its consideration of an ordinance or resolution referred to it, each Standing Committee shall vote to recommend that the Council adopt, amend or strike the ordinance or resolution. In the alternative, the Standing Committee may vote to make no recommendation. The Standing Committee shall compile a report of all such recommendations, which shall include, for each ordinance or resolution considered, (i) the recommendation, (ii) the vote and (iii) the text of any recommended amendment, if any. The Standing Committee shall issue such report to the Council, the City Clerk, the City Attorney and such other parties as may be appropriate. If a majority of the Standing Committee's members recommend that the Council strike the ordinance or resolution, a motion to strike the ordinance or resolution shall be included with the amendments to the agenda considered at the next appropriate Business Meeting of the Council. If the Standing Committee fails (i) to make a recommendation by majority vote, whether due to the absence of one or more of its members or otherwise, or (ii) to make a recommendation by any vote within the sixty-day period as required by Rule VI(C), the affected ordinance or resolution shall be scheduled for consideration by the Council at the next appropriate Business Meeting of the Council.
- E. Advertisement by City Clerk.** Upon the introduction of an ordinance or resolution, the City Clerk shall schedule the ordinance or resolution for the next Business Meeting of the Council following the meeting of the Standing Committee to which the ordinance or resolution is referred and shall publish such advertisements as section 4.10 of the Charter of the City of Richmond or other applicable law requires for such ordinance or resolution.

- F. Override of Recommendation to Strike.** Any Council Member may move to override a Standing Committee's recommendation to strike an ordinance or resolution. Such motion shall require five (5) votes to prevail. If such motion prevails, the ordinance or resolution shall not be stricken, and the Council shall consider such ordinance or resolution at the Business Meeting of the Council for which it is scheduled.

VII. AMENDMENT OF RULES

Proposed amendments to these rules shall be submitted by resolutions, and amendment shall be made by the adoption of amendatory resolutions.

VIII. PRIVATE/PUBLIC AREAS

- A. Only Members of the City Council and persons expressly invited by Council Members shall be entitled to enter the Council Lounge.
- B. No person shall be permitted to stand in the back of Council Chambers during meetings, as long as there are sufficient seats available, except police personnel assigned to cover the meetings and Media Representatives.
- C. For purposes of this Rule VIII, (i) the term "Media Identification Card" means a valid media identification card applicable to the holder of the card, signed by the Virginia State Police Superintendent, and obtained through the Virginia Association of Broadcasters, the Virginia Press Association, or the Virginia State Police, (ii) the term "Media Representative" means a person holding a Media Identification Card, (iii) the term "Press Area" means the raised, boxed area in Council Chambers on the side of the dais closest to North 9th Street, and (iv) the term "Security Officer" means a law enforcement officer or security guard contracted by the City who is assigned to provide security at a meeting. Access by Media Representatives to the Press Area will be allowed only in accordance with the following rules:
1. Seats available for Media Representatives include all but the last two seats in the Press Area. The two seats farthest from the entrance to the Press Area are reserved for personnel associated with the Council's broadcast production of Council meetings.
 2. To gain access to the Press Area, a Media Representative must present the Media Representative's Media Identification Card to the Security Officer assigned to verify the Media Representative's identification and control access to the Press Area.

3. Access to the Press Area will be limited to the number of seats available, and seats will be available only on a first-come, first-served basis. No additional seats or space will be provided in the Press Area.
4. Media Representatives will not have access to those portions of the dais outside of the Press Area or to any other restricted areas in Council Chambers.
5. Media Representatives shall not interfere with any equipment or other personnel in the Press Area or with the proceedings of any meeting occurring in Council Chambers. No person shall be permitted to stand in the Press Area.
6. The presiding officer of the meeting may
 - a. Revoke a Media Representative's access to the Press Area for a violation of any rule applicable to the meeting, for behavior that tends to disrupt the meeting, or for any act that tends to incite disorder or violence.
 - b. Order all people to leave the Press Area immediately at any time if a law enforcement officer or other person responsible for security at City Hall determines that an imminent threat to health or safety or another security concern exists.

Any Security Officer shall enforce the instructions of the presiding officer with regard to the preceding.

IX. ELECTIONS AND APPOINTMENTS

- A. The election of the President of the Council and Vice President of the Council and all appointments made by the Council shall be made upon the nomination of any Member of the Council, for which a second is not required.
- B. The President of the Council shall open the floor for nominations for any election or appointment, and the Clerk shall note the nominations in the order in which they are made. Nominations may be closed by the President of the Council only after assuring that there are no further nominations to be made. If more than one person has been nominated for any office or appointment, then the Clerk shall poll the Members of the Council by roll call on each nominee in the order of the nominations. The first nominee for a given office or appointment to receive an affirmative majority vote of the Members of Council present and voting shall be

deemed to have been elected or appointed accordingly. In case of appointments, where there is only one nominee for each of several appointments, the Council may vote on the nominations as a group.

- C. The City Clerk shall preside over any initial meeting of Council until a President of the Council has been elected.



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Council Ordinance/Resolution Request

TO Haskell Brown, Interim Richmond City Attorney
THROUGH Lawrence Anderson, Council Chief of Staff
FROM Joyce L. Davis, Council Policy Analyst
Office of the Council Chief of Staff
COPY Cynthia Newbille, Council President
Tabrica Rentz, Interim Deputy City Attorney
Candice Reid, City Clerk
Meghan Brown, Deputy Council Chief of Staff
Sam Patterson, 7th District Liaison
DATE December 22, 2020
PAGE/s 1 of 1
TITLE Amend Rules of Procedure for minor changes and corrections

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

REQUESTING COUNCILMEMBER/PATRON

Cynthia Newbille, Council President

SUGGESTED STANDING COMMITTEE

Expedited Consideration

ORDINANCE/RESOLUTION SUMMARY

Resolution to amend City Council's Rules of Procedure.

BACKGROUND

Resolution to amend City Council's Rules of Procedure for minor changes to sections of the document and technical corrections.

This paper is requested to be expedited at the January 4, 2020 meeting.

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

OPERATIONAL POLICIES & PROCEDURES MANUAL

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

Established March 24, 2014; Last Updated October 5, 2017

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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Richmond, Virginia 23219 U.S.A.
804.646.5497 tel
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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 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,



INTRODUCTION

Authority

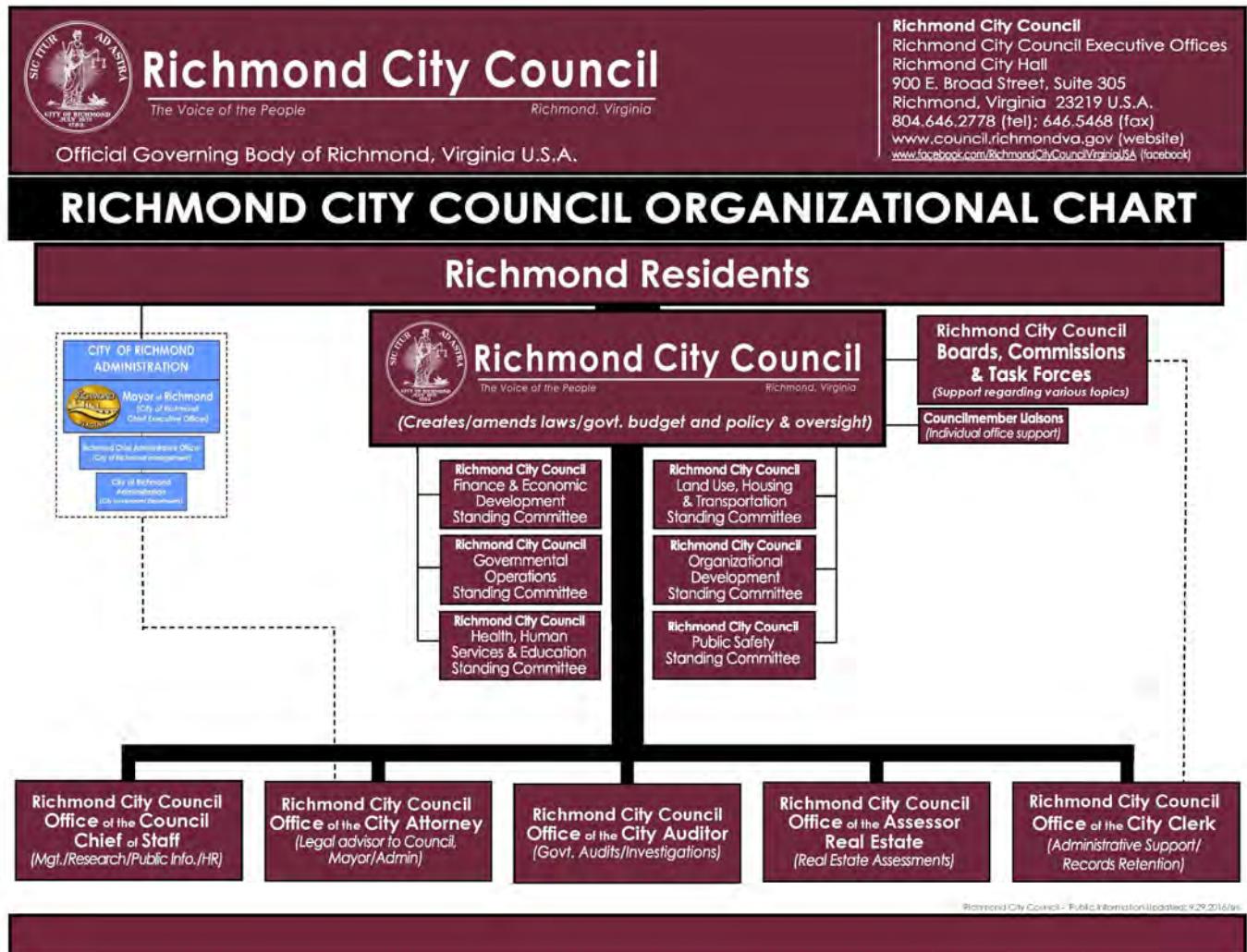
By Resolution No. 2011-R136-2012-13, adopted February 13, 2012, the City Council formally adopted for its employees the Administrative Regulations issued by the Mayor to the extent consistent with all applicable provisions of the Richmond City Charter and general law. Because the Council adopted this 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

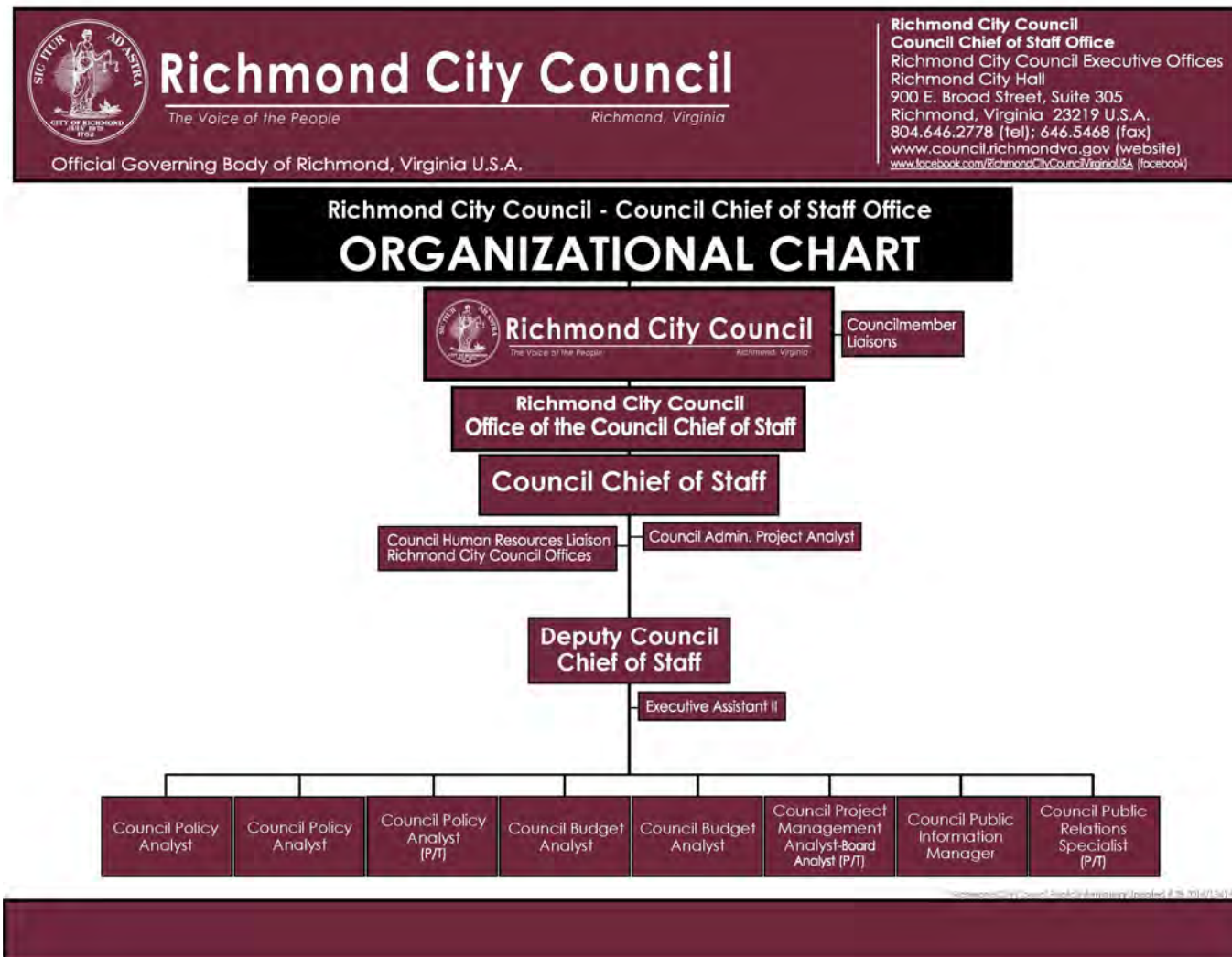
Organizational Charts

The organizational below charts depict the operational flow of Richmond City Council Offices.



ORGANIZATIONAL OVERVIEW

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





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.



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 for appointment or reappointment is completed by interested applicants and submitted to the Office of the City Clerk. The Boards and Commissions Administrator reviews the application to ensure basic requirements have been met.
2. Quarterly and as requested, the Office of the City Clerk distributes all applications to the appropriate Richmond City Council standing committees for review.
3. The Boards and Commissions Administrator compiles a report including all applications referred for appointment by standing committees to Richmond City Council. The report is distributed to all members of Council in advance of the formal Council meeting at which the appointments will be considered.
4. A member of Richmond City Council moves to appoint some or all of the applicants included on the report prepared by the Office of the City Clerk.
5. Applicants must take an oath of office, administered by a member of the Office of the City Clerk, following appointment but prior to the next Richmond City Council meeting.
6. No nomination of a person for appointment by the Council to an authority, board, commission or similar collegial body may be voted on unless (i) the nominee has first filed with the Office of the City Clerk a completed application in a form prescribed by the City Clerk and (ii) a copy of that application has been provided to all members of Council.
7. The Office of the City Clerk will submit all applications for membership on a particular authority, board, commission or similar collegial body to the standing committee of the Council to which that authority, board, commission or similar collegial body is assigned to report.
8. The standing committee of the Council will review each application and recommend to the Council the applicant the standing committee deems most appropriate for each particular position on an authority, board, commission or similar collegial body.
9. Once the standing committees have made their recommendations of applicants for available positions on authorities, boards, commissions and similar collegial bodies, the Office of the City Clerk will present the recommendations to the Council at the next regular meeting of the Council.



SECTION 1: Council Legislative Processes

1.5 Board Appointments, *Continued*

10. At any time after the Office of the City Clerk has presented the recommendations of the standing committees to the Council, any member of Council may make a motion to appoint any or all of the recommended applicants.
11. Once the Council has adopted this motion, the applicants whom the motion concerned are deemed appointed, provided that they take the requisite oath of office administered by a qualified member of the Office of the City Clerk no later than the next regular Council meeting following their appointment.
12. If an appointee has not taken the requisite oath of office administered by a qualified member of the Office of the City Clerk by the next regular Council meeting following the appointee's appointment, the Council may reconsider the motion, reject that appointee's appointment, and at any time thereafter, appoint a replacement.





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
**OPERATIONAL POLICIES
and PROCEDURES MANUAL**



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 **five entrances/exits** for the Council Suite include:
 - i. 2 Main Entrance for Council, Main Entrance for CCOS
 - ii. Coded Door to the small conference room
 - iii. Coded Door to Council Kitchen Area
 - iv. Door to Council Business Center, Door to Lounge 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



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, Liaisons 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. General Maintenance

Individuals may complete the following actions:

- a. Replacement of paper when the copier tray is empty
- b. Replacement of ink cartridges or toner as needed
- c. Clear paper jams, replace staples, etc.
- d. Send all oversize jobs to City Print Shop (500 plus copies)

5. Service/Maintenance

- a. Minor repairs should be handled and/or coordinated by Automation Coordinator
- b. When major 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.

6. 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 is provided to assist Council Members, Liaisons and Council Staff in the performance of their duties.
2. It is the responsibility of individual Council Members, Liaisons and Council Staff to report immediately any defects, malfunctions, lost, stolen, or missing equipment to the appropriate designated automation coordinator.
3. 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
4. Network user account and password will not be shared with anyone
5. The equipment is not to be used for any commercial purpose.
6. 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.
7. 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.



SECTION 3: Council General Administration

3.4 Technology Use, *Continued*

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 rooms 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 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 rooms.

D. Procedure

1. Council's A, B, C, D Conference Rooms

- a. Anyone requesting use of any of the conference rooms must contact the designated staff member in the Office of the Council Chief of Staff to determine availability and to reserve the room.
- b. 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.
- c. 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.
- d. If a requestor no longer requires a scheduled conference room, they are to contact the scheduler immediately to release the reservation.



SECTION 3: Council General Administration

3.6 Council Member Offices

A. Policy Statement

Official Council office space is provided for Council Members, Liaisons and Council Chief of Staff in Council Executive Offices, 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.

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 Members, Liaisons and Council Chief of Staff 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 Policy #3.2 in this manual when Ordering Office Supplies for Council Members, Liaisons 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.



SECTION 3: Council General Administration

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.”

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” refers to 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.



SECTION 3: Council General Administration

3.7 Confidentiality Agreement, *Continued*

3. Nondisclosure Obligation

- 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.
- 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.



SECTION 3: Council General Administration

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 applies to the office space known as the Council Executive Offices, in which Council members, Council Liaisons, the Council Chief of Staff and employees of the Council Chief of Staff have offices.

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, thorough 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.
3. The Council Office is open to the public and visitors from 8:00 a.m. to 5:00 p.m., Monday through Friday.



SECTION 4: Council Staff

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

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 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.
- 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.



SECTION 4: Council Staff

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 VII 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.



SECTION 4: Council Staff

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

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.



SECTION 4: Council Staff

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 4: Council Staff

4.9 Intern/Volunteer Worker Applicant Process

Purpose

The Intern/Volunteer program is designed to provide opportunities for individuals to become involved in City Council efforts and to assist citizens with various services and needs. The desired result is the proper use and deployment of intern/volunteer workers to assist employees in providing excellent customer service.

Requirements and Responsibilities

Once a determination has been made, and the member has approved the intern/volunteer worker, the following procedures should be adhered to:

1. An email should be sent notifying the HR Liaison of the intent to hire the intern/volunteer worker.
2. The HR Liaison will work with the Council Liaison to set up a time for the intern/volunteer worker to have a background check completed.
3. Log-On ID's will be set up by the office Account Coordinator (AC). The AC will need the following information to make sure phones and computer access will be made available:
 - Begin Date (Month, Day, Year)
 - End Date (Month, Day, Year)
 - First, Middle, and Last name
 - Date of Birth (Month, Day, Year)
4. The HR Liaison will notify the Council Liaison when the results of the completed background are received. *(Intern/volunteer workers may NOT begin working until a favorable background result has been received.)*
5. Intern/Volunteer workers are to attend new employee orientation offered by the city.
6. Intern/Volunteer workers may not engage in tasks or activities related to electioneering or member's election campaign during working hours.
7. Intern/Volunteer workers must adhere to all City Of Richmond policies and procedures which govern employees, intern/volunteer workers, including but not limited to those which relate to, health and safety, confidentiality, nondiscrimination, computer use, criminal background check, drug use and anti-violence.

Worker Status

1. Intern/Volunteer workers shall work in a temporary, unclassified, and unpaid status **(paid interns shall follow the guidelines outlined by the third party)**;
2. Intern/volunteer workers should not assume supervisory responsibilities and duties;
3. The Volunteer Protection Act of 1997 may be applicable to this regulation. (Attached)



SECTION 4: Council Staff

4.9 Intern/Volunteer Worker Applicant Process, *Continued*

City Vehicles and Other Equipment

The Intern/Volunteer workers shall be subject to the same guidelines as other Council employees as it relates to policies, regulations and departmental directives relating to the usage of city vehicles in the City's administrative Regulation #6.2-Motor Pool and City Vehicle Usage.

Note: Intern/Volunteer workers will not be covered by the City's automobile liability insurance in the event they use their personal vehicles in the performance of work assignments. Intern/Volunteer workers shall not transport clients, volunteers or employees in their personal vehicles during work hours.

The Intern/Volunteer workers shall be subject to the same guidelines as Council employees as it relates to City policies, regulations and directives relating to the use of electronic media, telephones, wireless communications and other equipment in the City Administrative Regulation #2.5-Electronic Media Systems, #2.1-Telecommunication Services and #2.2-Wireless Communications Device Usage.

Termination

Intern/Volunteer workers are to conduct themselves in a manner consistent with professional standards and behavior required of all City Of Richmond employees. Failure to do so will result in termination without cause or prior notice. Email accounts, keys, ID badges, and other city issued equipment remain the property of the City of Richmond and must be returned upon termination.

It is the sole responsibility of the supervisor to review the aforementioned policies and ensure compliance.



SECTION 5:

Authorized Expenditures/ Travel/ Reimbursements





SECTION 5: Authorized Expenditures/Travel/Reimbursements

5.1 Council District Operating Fund Expenditures

A. Policy Statements

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. Authorized expenditures include: grants, costs associated with meetings, events and constituent outreach, printed materials, specialized software and equipment, advertisements, membership dues and local mileage.

HB 1836 (See Appendix M) addresses a locality's discretionary spending. This bill was approved during the General Assembly's 2013 session and reads: "The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted regardless of whether such amendment has been recommended by the mayor of the locality."

Council Members are required to complete a spreadsheet (See Appendix N) and list contemplated expenditures for the upcoming fiscal year. The authorized expenditures must comply with terms set forth in Resolution 2010-R91-118 which governs the use of district funds by Members of Richmond City Council. (See Appendix O)

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.



SECTION 5: Authorized Expenditures/Travel/Reimbursements

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

(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 funding requests on the Council Funding Payment Request Form. A Council Member 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.



SECTION 5: Authorized Expenditures/Travel/Reimbursements

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

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.

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.



SECTION 5: Authorized Expenditures/Travel/Reimbursements

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

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.

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.

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

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



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 Councilmembers, 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

A Richmond City Council Award/Proclamation represents the will and citywide focus of the institution in conveying its highest honor regarding nonprofit community interests on behalf of the public trust.

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 Councilmembers, Liaisons, and Council Staff.



SECTION 6: Council Public Information

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

D. Procedure

Richmond City Council Awards and Proclamations shall:

Reflect and represent the will and citywide interest of the institution in reserving such high honor for only the most exemplar nonprofit interests on behalf of the public trust;

Be administered with restraint in carefully aligning such purposeful action with the highest principles, ethics, standards, policies, and practices;

Be directly Richmond-focused and require any considered for individuals/entities to have more than 25 years of extraordinary community or public service, and to proclaim activities as officially established singularly in perpetuity; and,

Respect the critical importance of providing factual information through use of the third person perspective and being inclusive of all official Council recognitions bestowed, in that no additional, extra, or separate awards, prizes, trophies, plaques, etc. are added.

Richmond City Council Awards and Proclamations shall not be produced for:

Any direct/indirect corporate, commercial, entertainment, or business related entity, purposes, concerns, events, or activities or such that could or be perceived to link to any type of public, private, political, financial, in-kind, personal, or human resources support or campaign donations involving member or political district affairs;

Such that could be perceived as relating to legislative, legal, policy, or fiscal matters; slanderous, libelous, or disparaging of Richmond City Council or its members, residents, Mayor/Administration, or entities; or promoting, representing, or subsidizing individual, political, or district/group activities or political, religious, or ideological related matters, concerns, entities, or activities;

Giving awards to individuals/entities/interests for them having received, won, or been nominated for an award, ie: "giving an award to someone for getting an award"; for re-proclaiming an already established event, activity, or interest; or, for those having already received an award during the past seven years; or

Individual, group, or entity birthdays, weddings, reunions, anniversaries, fundraising, investitures, meetings, and/or any such related types of events, activities, or matters or for Richmond City Administration employees or departments, or local Authorities, Quasi-governmental agencies, or related entities.

Process/Practices

There shall be no more than four Awards/Proclamation slots scheduled per official Council Awards Ceremony, as may be requested and information provided for by the Council President/members and approved on a first-come, first-served basis.

Awards Ceremony presentations may be allotted such time within a ten-minute period, as determined by the Council President, are not to exceed five minutes each.

An award/proclamation slot is a singular award document rather than multiple related versions and such may be presented unframed in non-padded paper award folder.

To be officially scheduled, requestor shall submit written comprehensive details (not by links/third parties) required to write/produce such directly to Council Public Information by Noon, 14 days prior, and all clarifying and completed information by Noon, seven days prior, of intended presentation date. Requests not meeting deadlines shall not be produced/scheduled.



SECTION 6: Council Public Information

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

Once a presentation date is confirmed by Council Public Information, requestor shall schedule such recipient/s to receive, as needed.

Proposed/requested Awards/Proclamations that do not meet institution standards shall require official Richmond City Council action by unanimous approval to proceed and no other entity shall present awards/promote themselves during a Council Ceremony.

Council Formal Awards/Proclamations shall bear names and electronic signatures of the Council President, Vice Pres. and, if applicable/provided, a main Council presenter.

Awards/Proclamations shall be on behalf of the institution and members may stand during presentation, with speaking being reserved for Awards Docket Main Presenter.

Richmond City Council Awards/Proclamations Policies, Rules, Standards, and Practices, shall be clarified and updated as needed by Public Information on an ongoing basis.

Council Awards/Proclamations to be presented separately in community on behalf of Council shall be at the request of the Council President and shall follow its process.

A draft Council Awards Docket is distributed prior to a meeting for which awards are scheduled to be presented and individual awards may be subsequently withdrawn but none shall be added after that time.

Only members of Richmond City Council and its appropriate staff shall be permitted on the raised podium/dais section of Richmond City Council Chambers.

At their discretion, individually elected members may choose to express individual and/or politically related statements, opinions, activities, letters, releases, speeches, social media/web content, events, etc., as prepared, maintained, and self-distributed by themselves under their name and as separate from official Council activities. Individual members are counseled in such instances to exercise the highest principles and practices and to not produce such that could be perceived as them personally representing the institution (unless authorized by official Council action to do so), the Mayor/Administration, or the City.

Your reputation is a reflection of your principled ethical behavior. Safeguarding the enduring integrity of Richmond City Council in functioning objectively as an institution is the most sacred cornerstone our democracy has in protecting the public trust placed in its hands. Only when Council as an institution, and its individual members, lead by example in adhering to the highest standards of the conduct expected of it can residents trust that its deliberations are being conducted fairly and equitably.

6.3 Public Information News Releases/Advisories

A. Policy Statement

Richmond City Council news releases represent the will and citywide focus of the institution and are produced objectively and impartially on behalf of the public trust.

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 Councilmembers, Liaisons, and Council Staff.



SECTION 6: Council Public Information

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

D. Procedure

Richmond City Council news releases represent the will and citywide focus of the institution and are produced objectively and impartially on behalf of the public trust.

Richmond City Council News Releases shall:

Represent the will and citywide interest of the institution and its role in providing objective and impartial information on behalf of the public trust:

Be managed with restraint in carefully aligning such purposeful action with the highest principles, ethics, standards, policies, and practices;

Be directly Richmond-related and require any considered for individuals/entities to have more than 30 years of extraordinary community or public service; and,

Be free from any speculating, promoting, or disparaging regarding any pending, introduced, envisioned, or adopted legislation, policies, legal, or budgetary matters, including, but not limited to, predictions, outcomes, continuances, and vote counts.

Richmond City Council News Releases shall not be issued for:

Any commercial, entertainment, or business related entity or activity or such that could be perceived involving financial, in-kind, or human resources/activities of members;

Such that could be perceived as confusing or in conflict with the institution or involving fundraising, voter districts, or as slanderous, libelous, or disparaging of Councilmembers, residents, the Mayor/Administration, or any Richmond groups, organizations, or entities;

Such that could be perceived to serve as a point of confusion or conflict on behalf of the institution or the public trust placed in it; or,

Birthdays, weddings, reunions, anniversaries, fundraising, investitures, condolences, or such types of happenings or activities not directly representing the institution, or such that could be perceived as endorsing any religious or ideological activity.

Requests for production of a Council News Releases shall be initiated by the Council President or designee for intake, clarifications, research, fact checking, writing, review, production, and dispersal, as appropriate.

Requestor shall submit comprehensive details (not by links/third parties) required to write/produce release directly to Council Public Information by Noon, 14 days prior, and clarifications by Noon, seven days prior, to intended distribution date. For special events, six to eight weeks is counseled to advance public transparency and awareness.

Emergencies are expedited, as practicable, regarding circumstances at the time, with the expectation that such are isolated and respectful of deadlines.

Council Public Information reviews request, clarifies, and fact checks, as practicable, and drafts release for review/updates/approval, as needed.

Any proposed/requested news release that does not meet institution standards shall require official Richmond City Council action by unanimous approval to proceed.

Council Public Information distributes final release via email, blogger, web, and social media channels and archives, as needed.



SECTION 6: Council Public Information

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

At their discretion, individually elected members may choose to express individual and/or politically related statements, opinions, activities, letters, releases, speeches, social media/web content, events, etc., as prepared, maintained, and self-distributed by themselves under their name and as separate from official Council activities. Individual members are counseled in such instances to exercise the highest principles and practices and to not produce such that could be perceived as them personally representing the institution (unless authorized by official Council action to do so), the Mayor/Administration, or the City.

Your reputation is a reflection of your principled ethical behavior. Safeguarding the enduring integrity of Richmond City Council in functioning objectively as an institution is the most sacred cornerstone our democracy has in protecting the public trust placed in its hands. Only when Council as an institution, and its individual members, lead by example in adhering to the highest standards of the conduct expected of it can residents trust that its deliberations are being conducted fairly and equitably.

6.4 Council Website

A. Policy Statement

The Richmond City Council website represents the will and citywide focus of the institution and provides an objective/impartial information portal and reservoir on behalf of the public trust.

B. Purpose

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

C. Scope

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

D. Procedure

The Richmond City Council Website shall:

Represent the institution as an accurate journal of record that provides an objective and impartial official public information portal and reservoir reflecting its core mission;

Be administered by Public Information with restraint and reflect the highest standards, ethics, morals, policies, principles, and practices and the important objectives of the Virginia Freedom of Information Act and the Americans with Disabilities Act.

Uphold the integrity of the institution by safeguarding individual member information as an official uniform objective non-personal/political portal comprised exclusively of name, photo, office contact, education, employment, and term history; and

Be free from speculating, promoting, endorsing, disparaging, or advocating regarding pending, introduced, envisioned, amended, or adopted legislation, policies, political issues, positions, legal, or budgetary matters, which may include, but are not limited to, predictions, outcomes, continuances, opinions, and estimated vote counts;

The Richmond City Council Website shall not be used for:

Any direct/indirect corporate, commercial, entertainment, or business related entity, purposes, concerns, events, and/or activities or such that could or be perceived to link to any type of public, private, political, financial, in-kind, personal, or human resources support involving member or political district affairs;



SECTION 6: Council Public Information

6.4 Council Website, *Continued...*

Such that could be perceived as promoting, relating to, or subsidizing any individual, political, or district/group activities; slanderous, libelous, derogatory, or disparaging of Richmond City Council or its members, residents, Mayor/Administration; or, on behalf of any groups, organizations, or entities or political, religious, or ideological related matter, concern, event, entity, or activity;

Producing or maintaining internal/external customized platforms, content, sites, or activities for boards, commissions, groups, members, authorities, or task forces; or

Content not directly representing the institution as official Council information actions that could be perceived as promoting or representing activities, fundraising, meetings, sponsorships, campaigns, or rallies of individuals, districts, or groups.

At their discretion, individually elected members may choose to express individual and/or politically related statements, opinions, activities, letters, releases, speeches, social media/web content, events, etc., as prepared, maintained, and self-distributed by themselves under their name and as separate from official Council activities. Individual members are counseled in such instances to exercise the highest principles and practices and to not produce such that could be perceived as them personally representing the institution (unless authorized by official Council action to do so), the Mayor/Administration, or the City.

Your reputation is a reflection of your principled ethical behavior. Safeguarding the enduring integrity of Richmond City Council in functioning objectively as an institution is the most sacred cornerstone our democracy has in protecting the public trust placed in its hands. Only when Council as an institution, and its individual members, lead by example in adhering to the highest standards of the conduct expected of it can residents trust that its deliberations are being conducted fairly and equitably.

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 an institution will be periodically submitted, as needed, 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.



Appendix





Richmond, Virginia



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 ☐

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

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

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/ys





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 | 900 East Broad Street, Suite 200 | Richmond, Virginia 23219 | 804.646.5345 (toll) | 804.646.5468 (fax) | council@richmondva.gov





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 8.16.09m





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 10.5.09am





**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.

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Telephone: (804) 646-7955 • Fax: (804) 646-7736
www.richmondgov.com/cityclerk





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: _____		
(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.)		

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 _____ Date _____

Signature and Date: _____

Council Chief of Staff _____ Date _____

Signature and 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 /r/s

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: _____

PRINTING SERVICES USE ONLY

Date Needed: _____ Time: _____

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: _____

☐ Graphic Services Needed

☐ New Job ☐ Revised ☐ Reprint ☐ Proof Required ☐ Business Cards ☐ 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 _____

Special Instructions:

BINDERY USE ONLY

Binders Used: _____ Date Completed (Initial): _____

Color and size: _____

Quantity: _____

Other stock used: _____

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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2013 SESSION

VIRGINIA ACTS OF ASSEMBLY -- CHAPTER

An Act to amend and reenact § 15.2-2503 of the Code of Virginia, relating to local budgets; discretionary items.

[H 1836]
Approved

Be it enacted by the General Assembly of Virginia:

1. That § 15.2-2503 of the Code of Virginia is amended and reenacted as follows:

§ 15.2-2503. Time for preparation and approval of budget; contents.

All officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality shall, on or before the first day of April of each year, prepare and submit to the governing body an estimate of the amount of money needed during the ensuing fiscal year for his department, office, division, board, commission or agency. If such person does not submit an estimate in accordance with this section, the clerk of the governing body or other designated person or persons shall prepare and submit an estimate for that department, office, division, board, commission or agency.

The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. *The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted regardless of whether such amendment has been recommended by the mayor of the locality.* The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.



District Expense Register Proposed FY 2016 and FY 2017

[illegible]

INTRODUCED: March 9, 2015

A RESOLUTION No. 2015-R18-23

To amend Res. No. 2007-R162-2008-29, adopted Feb. 11, 2008, as previously amended by Res. No. 2010-R91-118, adopted Jul. 26, 2010, which adopted City Council Expenditure and Reimbursement Guidelines governing the use of Council District Funds and Council Operations Funds, for the purpose of making revisions to the Guidelines.

Patrons – All Members of Council

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAR 23 2015 AT 6 P.M.

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

I. That Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as previously amended by Resolution No. 2010-R91-118, adopted July 26, 2010, be and hereby is amended as follows:

WHEREAS, the City's annual budget may make available from year to year monies designated for use as Council District Funds and Council Operations Funds; and

WHEREAS, it is in the best interests of the City of Richmond that the Council adopt guidelines to govern the use of Council District Funds and Council Operations Funds.

NOW, THEREFORE,

AYES: 9 NOES: 0 ABSTAIN:

ADOPTED: MAR 23 2015 REJECTED: STRICKEN:



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

1. That the document entitled “City Council Expenditure and Reimbursement Guidelines,” as ~~[further]~~ revised, a copy of which is attached hereto, is hereby adopted for the purpose of governing the use of Council District Funds and Council Operations Funds.

2. That Resolution No. 2005-R203-204, adopted September 26, 2005, is hereby repealed and superseded by this resolution, except to the extent that Resolution No. 2005-R203-204 expressly repeals earlier resolutions on this subject.

II. This amendatory resolution 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

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

COPY Michelle Mosby, 9th District Council member
Haskell Brown, Deputy City Attorney
Vincent Jones, Deputy Council Chief of Staff
Jennifer Jackson, Senior Legal Secretary

DATE March 3, 2015

PAGE/s 2

TITLE: Amend Council's Rules of Procedure to change the commencement time of the Informal Meeting from 5 p.m. to 4 p.m. and amend Council's Rules of Procedure to allow payments over the \$1000 threshold be paid to City departments and negate Council approval via Resolution before payments are made.

RECEIVED

MAR 04 2015

OFFICE OF CITY ATTORNEY

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

REQUESTING COUNCILMEMBER/PATRON

All Members of Council

SUGGESTED STANDING COMMITTEE

Waiver Committee

ORDINANCE/RESOLUTION SUMMARY

Amend Council's Rules of Procedure to change the commencement time of the Informal Meeting from 5 p.m. to 4 p.m. and amend Council's Rules of Procedure to allow payments over the \$1000 threshold be paid to City departments and negate Council approval via Resolution before payments are made.

BACKGROUND

The requested legislation is to amend, Res. No. 2014-R253-240 adopted December 18, 2014 governing Council's Rules of Procedure to change the commencement time of the Informal Meeting to 4 p.m. This resolution would change Rule IV (B) Conduct of Business, Informal Meeting; Order of the Agenda by amending the current language as follows: "At 4 p.m. on each regular meeting day, the President of the Council shall call the Informal Meeting to order". The purpose of this change would be to help with the efficiency of City Council meetings.



The second amendment to Council Rules of Procedure is to amend Resolution 2010-R91-118, which governs Council District funds to negate the need for Council approval via Resolution in instances where such payments are over the \$1,000 threshold when made payable to any City department or to Richmond Public Schools.

This change will increase efficiency by reducing the processing time and number of Resolutions needed for small payments.

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/ux



City Council Expenditure and Reimbursement Guidelines

As Revised, 2015

General Guidelines

Specific guidance is provided for those operating expenses associated with City Council members and City Council Office operations and have been distinguished as two separate funds:

I. Council District Funds

Funds to support individual district operations for each Council member. The district amount is established by Council annually and funds unexpended at the end of the fiscal year lapse in accordance with the City's generally accepted accounting rules and procedures and City Charter requirements. The Chief of Staff is responsible for instituting processes to track the use of these funds, by district, and providing monthly expenditure status reports to each Council member of spending in his/her respective district. Each Council member has some discretion in deciding how best to represent and support his/her constituency in terms of allocating funds to the different categories. District funds support the following expenditures:

The following general guidelines are applicable to all categories of Council District expenditures:

- a. All persons and entities receiving payment must complete the W-9 and vendor payment form.
- b. Recurring purchases from the same vendor are subject to the City's competitive procurement requirements.
- c. Any person or entity to whom cumulative payments from Council district funds during the course of a fiscal year exceed \$1,000 shall be submitted to the City Council for approval via resolution. Additional payments over \$1,000 shall require additional approval by resolution. The requirement for City Council approval via resolution shall not apply to payments from Council district funds made to City agencies or the School Board.
- d. Only City purchasing, grant and contract documents may be used for purchases and grants with district or operating funds.

A. Grants

A monetary grant to a civic, cultural, charitable, community, public school organization or association may be made, provided that the City is authorized to make a grant to such an organization or association by the City Charter or the Code of Virginia (e.g., City Charter § 2.03(f) or (g) or Va. Code § 15.2-953). The organization or association must either be located within the city limits or provide services to City of Richmond residents. Grants shall not be authorized for religious or political purposes. Organizations receiving grants must acknowledge that any organization receiving funding from the City may be subject to an audit review per Ordinance No. 2007-80-116. Council members shall not authorize grants to any organization within a 90 day period prior to City Council Elections.



B. Meetings and Events

Meetings or events prepared or conducted by a Council member in the representation of the Council member's district. Includes cost of any expenses incurred for providing refreshments for constituents in meetings and events open to the public.

C. Constituent Outreach

Communications with constituents to promote civic involvement and public awareness of City operations, services, programs, policies, and matters pending before the City Council and to elicit input from constituents regarding such matters.

D. Printed and Electronic Materials - Communications and Distribution

Includes the mailing, publication or distribution, whether by electronic means or otherwise, of newsletters, posters, door hangers, signs, advertisements, notices, trinkets or similar items containing an individual Council member's name, picture, photograph or likeness. Distribution of this communication is subject to the provisions of section 2-36 of the Code of the City of Richmond (2004), as amended, which prohibits issuance of such communication within 90 days of an election. An exception to this guideline will be permitted in the occurrence of any catastrophic event as determined and approved by the Council President (or Council Vice President in President's absence) and subsequently reported to Council as expeditiously as possible.

E. Specialized Software and Equipment

Includes specialized software, specialized computer equipment or additional equipment to support a Council member's effective representation of his/her district beyond what is consistently made available for individual Council members.

F. Advertisements

Any placement of a message in any newspaper, magazine or on any broadcast system or electronic medium promoting a Council member sponsored event primarily for district participation.

G. Membership Dues

Any membership in a governmental association or organization outside of those budgeted elsewhere. Membership dues budgeted elsewhere shall include the National League of Cities, Virginia Municipal League, Virginia First Cities, International City Managers Association, Sister Cities Commission.

H. Local Mileage

Mileage that is incurred by a Council member or his/her liaison that is attributable to district work, excluding mileage for attendance at regular council meetings.

II. Council Operations Funds

Funds to support costs generally associated with office operations on behalf of the legislative body. The Chief of Staff or designee thereof is granted authority to use discretion in providing



oversight and signoff on expenditures of these funds, including, but not limited to those listed below.

The following general guidelines are applicable to all categories of Council Operations expenditures:

- a. All persons and entities receiving payment must complete the W-9 and vendor payment form.
- b. Recurring purchases from the same vendor are subject to the City's competitive procurement requirements.
- c. Only City purchasing, grant and contract documents may be used for purchases and grants with district or operating funds.

A. Office Supplies, Services and Equipment

Routine duplicating, copier costs, and paper; routine computer equipment, repair and maintenance; supplies for awards and presentations at City Council meetings.

B. Council-Sanctioned Activities

Includes, but is not limited to the following activities: lobbyist contract, public broadcasting contract, studies.

C. Travel Associated with Specific Organizations

Includes travel related to a Council member's participation in the National Convention and/or the Congressional Cities Conference of the National League of Cities, the annual convention of the Virginia Municipal League or annual meeting of Virginia First Cities, or the United States Conference of Mayors. All Council member travel authorizations must be approved by the Council President, Council Vice President, or Finance Committee Chair in advance.

D. Publication Subscriptions

Includes any publication as part of a membership in an organization; a publication specific to government, land use, finance, economics, public safety, parks and recreation services, or other area of municipal governance; and any local publication containing information of general interest to the community.

E. Educational Seminars/Conferences/Training

Attendance of Council members in educational seminars, conferences, and/or training that specifically improves or enhances skills or helps to better inform them of issues impacting City operations, services, and programs.

F. Council Gifts for Visiting Dignitaries and Guests of the City and City Council

Council President and Vice President may approve gift(s) purchased on behalf of City Council for certain official visitors and dignitaries to the City. Such expenditures must be within current budget appropriation and will be administered in accordance with Council's public information guidelines. The maximum purchase is not to exceed \$500 per incident.

G. Liaison Costs



The following individual liaison costs may be included when approved by the respective Council member and when adequate funds are available:

1. Liaison training
2. Liaison educational seminars, conferences, and conventions
3. Liaison professional membership dues

III. Unauthorized Expenditure of Public Funds

Certain expenditures are considered unauthorized and will not be paid for with City funds. They include, but are not limited to:

1. Campaign-related expenses,
2. Political or religious contributions or events,
3. Personal portions of any travel,
4. Personal automobile expenses, i.e., traffic citations, insurance, repairs,
5. Personal losses incurred while on City business, and
6. Training or other educational endeavor undertaken by the Council member or his/her staff to ensure compliance with campaign financing laws; or other laws, rules or regulations associated with the Council member's activities as a political candidate.





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Richmond City Council Boards and Commission

Critical to the foundation of our citizen-run government, Richmond City Council, as an institution, establishes and/or appoints members to serve on local and regional government and non-government boards, commissions, committees and task forces, which range from advisory to policy to governing. Richmond City Council makes appointments throughout the year as vacancies occur and new entities are created. There are an average of about 50 entities Richmond City Council appoints members. Most appointed positions are volunteer/non-paid.

Local and regional government and non-government boards, commissions, committees and task forces provide important additional intellectual assistance on behalf of subjects and undertakings that help shape the quality of our lives, neighborhoods and community. Membership and service on these entities offers and provides individuals with additional opportunities to participate with and learn more about local and regional government and other non-government entities. Service on an entity enables individuals to use their education, experience, skills and abilities on behalf of their community and all interested individuals are invited and encouraged to apply to serve.

Each entity has individual membership terms that range from a few months for project-oriented ones to a few years for more long-term ones. Subject to an individual entity's governing, incumbents may also be considered for reappointment at the conclusion of their terms and generally may serve up to two successive full terms unless otherwise prohibited. (Note: It is also possible for a person to be appointed to serve to fill a remainder of a partial unexpired term then be appointed to serve subsequent successive terms. Also, unless otherwise specified, service on an entity also may be longer if a new appointment has not been made and an incumbent is willing to continue service until that time.

The amount of time commitments vary from entity to entity and could range from a few to 20 or more hours a month. Meeting times, dates, locations and frequency are scheduled as required.

Oversight of appointments to Boards, Commissions and Task Forces on behalf is the institution of Council is assisted by one of the six Richmond City Council Standing Committees that an entity is assigned to, which is assisted by a Richmond City Council Boards and Commissions Administrator.