



CITY OF RICHMOND


INTRACITY CORRESPONDENCE

O&R

REQUEST

DATE: August 30, 2021 **EDITION:** 1

TO: The Honorable Members of City Council

FROM: The Honorable Levar M. Stoney, Mayor 

RE: Appointment of Lincoln Saunders as Chief Administrative Officer

ORD. OR RES. No. _____

PURPOSE: A resolution to express the Council’s consent to the Mayor’s appointment of J. E. Lincoln Saunders to the position of Chief Administrative Officer.

REASON: Section 5.01.1 of the City Charter requires that the Mayor’s appointment of a Chief Administrative Officer be “subject to the advice and consent of a majority of the members of city council.”

RECOMMENDATION: Approval is recommended by the City Administration.

BACKGROUND: The City Council consented to the Mayor’s designation of Mr. Saunders as Acting Chief Administrative Officer by adopting Resolution No. 2020-R065 on December 7, 2020. The intent of this designation was to temporarily provide for the continuity of City administration while the previously designated Acting Chief Administrative Officer recovered from a medical emergency. The previously designated Acting Chief Administrative Officer has elected to take City retirement. This resolution would consent to the Mayor’s appointment of Mr. Saunders as the permanent Chief Administrative Officer.

FISCAL IMPACT / COST: No fiscal impact as the budget of the CAO’s Office already covers this expense.

FISCAL IMPLICATIONS: N/A

BUDGET AMENDMENT NECESSARY: N/A

REVENUE TO CITY: N/A

DESIRED EFFECTIVE DATE: Upon adoption.

REQUESTED INTRODUCTION DATE: September 13, 2021

CITY COUNCIL PUBLIC HEARING DATE: September 27, 2021

REQUESTED AGENDA: Consent agenda.

RECOMMENDED COUNCIL COMMITTEE: *Requests that committee referral be waived.*

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None.

AFFECTED AGENCIES: The CAO oversees all administrative departments and agencies within the City of Richmond government.

RELATIONSHIP TO EXISTING ORD. OR RES.: N/A

REQUIRED CHANGES TO WORK PROGRAM(S): N/A

ATTACHMENTS: None.

STAFF: Maggie Anderson, Acting Chief of Staff, Office of Mayor Levar Stoney