

FY23 COUNCIL PROPOSED BUDGET

Presentation to
Richmond City Council

January 3, 2022

5:00 PM

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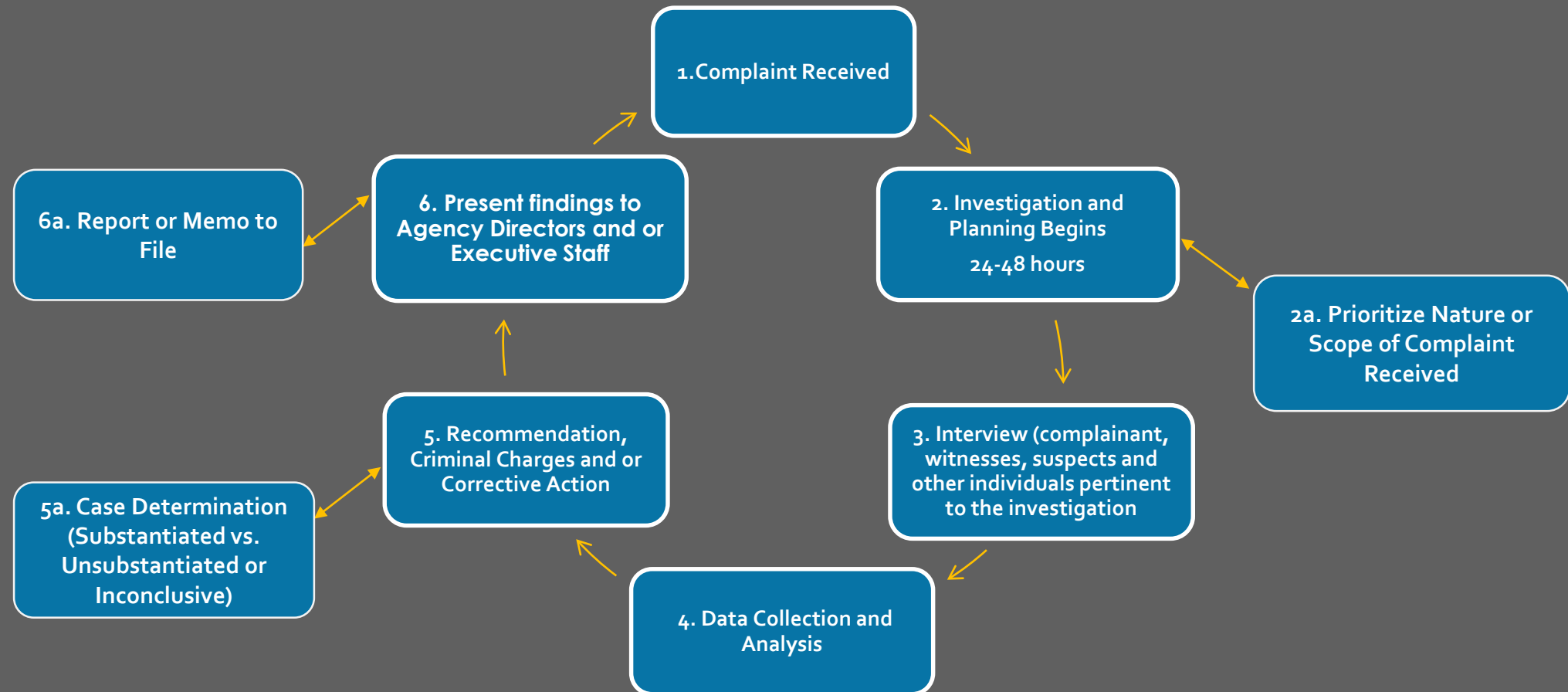
DEPARTMENT OBJECTIVES

- Increase transparency and timeliness of information
- Foster a culture of organizational excellence citywide
- Provide professional investigations and inspections that will have positive effects to promote change and policy efficiency
- Provide assistance to all Departments and the citizens of Richmond Virginia

OIG FUNCTIONS AND OPERATIONS

- All agencies within the City of Richmond rely on the services provided by the Office of the Inspector General. OIG investigates a variety of matters to include; allegations of fraud involving contracts, employee misconduct, improprieties in administration, abuse of city funds, abuse of authority and operations and issues concerning ethics and compliance as well as departmental programs and operations.
- Reports findings and makes recommendations regarding complaints and investigations received.
- Our staff provides training to various City agencies about fraud, waste, and abuse issues. There is a need to enhance this training to educate supervisors to be more vigilant and prevent fraud.
- Perform Fraud Risk Assessments in order to identify potential fraud issues and develop mitigating procedures to prevent fraud from occurring. This is not being done at this present time. However, this task could contribute significant value to the City.

INVESTIGATIVE PROCESS



FY23 OPERATIONAL ENHANCEMENT#1

- Personnel Request: Office of the Inspector General, currently has two employees that are responsible for conducting all investigations. Each investigation is time sensitive, if they are not conducted timely, it can/will severely reduce the effectiveness of the investigation, thus compromising the outcome. For example; we recently conducted an investigation with DSS which required split time between this case and other cases. This investigation took priority over other cases that needed to be investigated. During this time, the effectiveness of the other investigations diminished substantially. The department request an estimated amount of \$233,206.00 in additional personnel funds for additional staff. The amount of each salary would be contingent upon each candidates knowledge, skills and ability to perform the job functions and duties.

Position Title	Rank	Notes/Justification	Est. Salary/Benefits
Contract Investigator	1	<ul style="list-style-type: none">• Proactively monitor the procurement process• Asses contract performance• Assist with other investigations	<ul style="list-style-type: none">• \$88113.00
Deputy Inspector General	2	<ul style="list-style-type: none">• Oversee the investigations division• Monitor contract compliance inspections to ensure quality of work and performance.	<ul style="list-style-type: none">• \$145093.00

FY23 OPERATIONAL ENHANCEMENT #2

- Adequate staffing is essential for the Office of the Inspector General to be fully operational, the department request \$250,000 in CIP funds for office expansion with the increase of employees additional space is needed.
- Furniture to accommodate current and new employees.
- Funding is also needed to secure an interview room. Maintaining confidentiality is important in encouraging employees or citizens to cooperate in an investigation, as they may not be forthcoming if they believe that other individuals will learn of their discussions with the investigator.

FY23 OPERATIONAL ENHANCEMENT #3

- Funding of \$15,000.00 each year requested for FY23– FY27 for the OIG Conferences and Training budget . This will allow each employee the ability to participate in various trainings and conferences each year to keep the office in compliance. This will also allow current and new OIG Staff the ability to obtain new skills, techniques and practices from industry experts in the areas such as interrogation, investigation, fraud, contract management and audit training. Approval of this will help staff acquire and maintain certifications needed for OIG Accreditation.
- Funding will be used to attend the following: Association of Inspector General - Certified Inspector General (CIG) Institute, Association of Certified Fraud Examiners (ACFE), National Contract Management Association (NCMA) and John E. Reid & Associates Inc. Each organization includes; conferences, training and conventions with in-person and virtual learning selections.
- Funds requested will also include registration cost, hotel accommodations, transportation to/from the location, hotel., uber/taxi services (if needed) and mileage.

THANK YOU