

Report on Reports (Rd. 1)

Government Operations Committee

4.23.25

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Methodology

- Reviewed City Code & Legistar for words like “report” or “present”
- Assigned reports to agencies based on experience & City Code
- Assigned agencies to committees by experience & Res. 2023-R047
- *Data are still preliminary (see “Next Steps”) for plans to refine and improve dataset in later presentations ...*

Big Picture Findings (Round 1)

Identified **78 reports** required to be submitted to Council:

- 37 from Boards & Commissions
- 25 from City Departments
- 14 from Affiliate Organizations (ex: Airport Commission, RAA, etc.)
- 2 from Council agencies (Audit Committee & Auditor)

By frequency, **most are annual reports**:

- 1 quadrennial (every 4 years)
- 2 biennial (every 2 years)
- 65 annual reports
- 2 every six months
- 6 quarterly reports
- 2 monthly reports

- **One ordinance** accounts for nearly half of all report requirements (37 of 78 total)
 - Ord. 2005-260-252; Sec. 2-773 (c)(1) *“Each board or commission classified as ‘advisory’ shall annually submit a written report or make an annual presentation ...”*
 - 23 Boards and Commissions reports
 - 14 (a//) Affiliate Organizations or Governments reports

Annual Strategic Action Plans

Sec. 12-23 & 12-24

Ord. 2018-030

[Office of Performance Mgmt Link](#)

“Each agency of the City shall prepare a written strategic action plan consisting of a summary and analysis of the duties, goals, and resources of such agency to be submitted to the Council no later than September 1 of each year. Strategic action plans shall incorporate and align with performance review or audit criteria established according to the City's strategic goals and objectives. If any performance review or audit criteria recommendations are not identified according to the City's strategic goals and objectives, each agency shall incorporate such review or audit recommendations critical to the agency's functions into such agency's strategic action plan. For purposes of this section and Section 12-24, the term "agency" means a department or office of the City, the head of which is appointed by either the City Council or the Chief Administrative Officer, and the Richmond Retirement System.”

Reports by Committee

	EHS	Finance	Gov. Ops.	LUHT	Public Safety	Grand Total
Board or Commission	10	4	10	10	3	37
City Department	2	13	4	5	1	25
Affiliate Organizations or Governments	4	5	1	3	1	14
Council Office		1	1			2
Grand Total	16	23	16	18	5	78

City Departments – responsible for 25 reports

Education & Human Services (2)	LUHT (5)	Finance & Econ. Development (13)	Public Safety (1)	Gov Ops (4)
DCAO HS (1)	PDR (2)	Finance (6)	ONSE (1)	DIT (2)
OCWB (1)	DGS (2)	HR (2)		HR (1)
	DPW (1)	DCAO F&A (2)		DCAO HS (1)
		MBD (1)		
		Procurement (1)		
		Econ. Dev (1)		

Education & Human Services (16)

Affiliate Orgs & Govts	Boards or Commissions
City Departments	Council Offices

Report Topic	Who should present?	Entity Type	Frequency	Required Dates	Ordinance Number	Code Section
Annual Report	Lewis Ginter Botanical Garden, Inc., Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Maymont Foundation Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Reynolds Community College Board	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Richmond Behavioral Health Authority Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Advisory Board of Recreation and Parks	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Capital Area Alcohol Safety Action Program Policy Advisory Board	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Capital Area Partnership Uplifting People, Inc., Board of Directors	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Community Policy and Management Team	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Future of Workforce Development Commission	Board or Commission	Annual	December 31	Ord. 2023-148	Sec. 2-851.
Annual Report	Human Rights Commission	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Maggie L. Walker Initiative Citizens Advisory Board	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Richmond Public Library Board	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Social Services Advisory Board	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Quadrennial Aging & Disabilities Needs Assessment	Aging and Disabilities Advisory Board	Board or Commission	Every 4 years	September 30	Ord. 2017-176	Sec. 2-1106. (a)
Annual Poverty Reduction Initiative Report	Office of Community Wealth Building	City Department	Annual	October 31	Ord. 2024-047	Sec. 2-744
Biennial Homeless Strategic Plan	DCAO Human Services	City Department	Every 2 years	October 1	Ord. 2018-241	Sec. 16-2. (a)

Land Use, Housing, & Transportation (18)

					Affiliate Orgs & Govts	Boards or Commissions
					City Departments	Council Offices
Report Topic	Who should present?	Entity Type	Frequency	Required Dates	Ordinance Number	Code Section
Annual Report	Capital Region Airport Commission	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Community Transportation Advisory Board (to the MPO)	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Greater Richmond Transit Company Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Affordable Housing Trust Fund Report	Affordable Housing Trust Fund Commission Chair	Board or Commission	Annual	October 31	Ord. 2021-285	Sec. 16-84 (e)
Annual Report	Board of Building Code Appeals	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Board of Fire Appeals	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Commission of Architectural Review	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	History and Culture Commission Commission Chair	Board or Commission	Annual	October 31	Ord. 2023-085	Sec. 2-1192. (d)
Annual Report	Maggie L. Walker Community Land Trust - Citizens' Advisory Panel	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	PlanRVA (Richmond Regional Planning District Commission)	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Richmond Area Metropolitan Planning Organization	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Richmond Redevelopment and Housing Authority Board of Commissioners	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Safe and Healthy Streets Commission	Board or Commission	Annual	March 30	Ord. 2017-024	Sec. 2-872 (d)
Biannual Acquisition of City-Owned Real Estate Report	Department of General Services	City Department	6 Months	January 1 July 1	Ord. 2005-282-270	Sec. 8-1
Annual Real Estate Sales Transactions Report	Department of General Services	City Department	Annual	September 1	Ord. 2017-170	Sec. 8-56. (d)
Annual City Parking Performance Report	Department of Public Works	City Department	Annual	September 1	Ord. 2020-201	Sec. 27-283
Annual Derelict Building Program Report	Planning and Development Review	City Department	Annual	January 31	Ord. 2013-015-18	Sec. 5-147
Annual Refuse, Litter, Weed Control & Abatement Report	Planning and Development Review	City Department	Annual	December 1	Ord. 2015-191	Sec. 11-108. (h)

Finance & Economic Development (23)					Affiliate Orgs & Govts	Boards or Commissions
					City Departments	Council Offices
Report Topic	Who should present?	Entity Type	Frequency	Required Dates	Ordinance Number	Code Section
Annual Report	Greater Richmond Convention Center Authority Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Greater Richmond Partnership, Inc., Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Richmond Metropolitan Transportation Authority Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Richmond Region Tourism (Richmond Metropolitan Convention and Visitors Bureau Board of Directors)	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Richmond Retirement System Board of Trustees	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Economic Development Authority	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Local Finance Board for Other Post-Employment Benefits (OPEB) Trust	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Minority Business Enterprise and Emerging Small Business Advisory Board	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Participatory Budgeting Steering Commission	Board or Commission	Annual	June 30	Ord. 2021-200	Sec. 2-1199. (a)(1)
Annual 5-year City Finance Plan	DCAO Finance & Administration	City Department	Annual	January 31	Ord. 2017-120	Sec. 12-18
Annual Non-Departmental Funding Report	DCAO Finance & Administration	City Department	Annual	February 25	Ord. 2023-239	Sec. 12-15 (d)
Annual Progress Report on Economic Impact Statements for Econ. Dev. Projects	Department of Economic Development	City Department	Annual	December 31	Ord. 2015-144-154	Sec. 2-304(h)
Annual Audited Financial Report	Finance Department	City Department	Annual	December 15	Ord. 2015-089-70	§ 8.10
Annual General Fund Surplus Report	Finance Department	City Department	Annual	November 15	Ord. 2024-168	Sec. 12-242 (b)
Annual Notification of Anticipated Audited Financial Report Delay	Finance Department	City Department	Annual	November 15	Ord. 2015-089-70	Sec. 12-17
Monthly Financial Synopses	Finance Department	City Department	Monthly	15th of each Month	Ord. 2018-100	Sec. 12-21. (7)
Quarterly Acceptance of Gifts Report	Finance Department	City Department	Quarterly	June 30 September 30 December 30 March 30	Ord. 2009-159-167	Sec. 2-89. (b)
Quarterly Capital Projects Report	Finance Department	City Department	Quarterly	October 15 January 15 April 15 July 15	Ord. 2018-197	Sec. 12-20.
Biennial Employee Compensation Review	Human Resources Department	City Department	Every 2 years	November 1	Ord. 2014-229-2015-1	Sec. 2-331
Quarterly Vacancy and Turnover Report	Human Resources Department	City Department	Quarterly	October 15 January 15 April 15 July 15	Ord. 2016-260	Sec. 2-332
Annual Minority, Emerging Small, & Women Businesses Enterprise Report	Minority Business Development	City Department	Annual	June 30	Ord. 2004-360-330	Sec. 21-253. (b)
Annual Efficiencies in Procurement of Architectural and Professional Engineering Services	Procurement Services	City Department	Annual	December 31	Ord. 2015-102-202	Sec. 21-68. (d)
Annual Projected Amount of Real Estate Taxes Report	City Assessor	Council Office	Annual	May 1	Ord. 2024-130	Sec. 26-104. (b)

Public Safety (5)

Affiliate Orgs & Govts	Boards or Commissions
City Departments	Council Offices

Report Topic	Who should present?	Entity Type	Frequency	Required Dates	Ordinance Number	Code Section
Annual Report	Richmond Ambulance Authority Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Civilian Review Board	Board or Commission	Annual	October 1	Ord. 2022-261	Sec. 2-1202.4. (g)
Annual Report	Community Criminal Justice Board	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Quarterly Neighborhood Safety Districts Stabilization Report	Office of Neighborhood Safety and Engagement	City Department	Quarterly	June 30 September 30 December 30 March 30	Ord. 2004-143-143	Sec. 19-493. (c)

Government Operations (16)

Affiliate Orgs & Govts	Boards or Commissions
City Departments	Council Offices

Report Topic	Who should present?	Entity Type	Frequency	Required Dates	Ordinance Number	Code Section
Annual Report	Central Virginia Waste Management Authority Board of Directors	Affiliate Organizations or Governments	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Biannual Actions of the Inspector General Report	Audit Committee	Board or Commission	6 Months	January 1 July 1	Ord. 2018-139	Sec. 2-1081. (b) (10)
Annual Report	City Personnel Board	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Clean City Commission	Board or Commission	Annual	December 31	Ord. 2024-026	Sec. 2-1160. (c)
Annual Report	Ethics Reform Commission Chair	Board or Commission	Annual	December 31	Ord. 2019-264	Sec. 2-1005
Quarterly Report	Ethics Reform Commission Chair	Board or Commission	Quarterly	October 15 January 15 April 15 July 15	Ord. 2019-264	Sec. 2-1006. (d)
Annual Report	Metropolitan Richmond Air Quality Committee	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Report	Public Utilities and Services Commission	Board or Commission	Annual	October 31	Ord. 2023-315	Sec. 2-1202.7. (b)
Annual Report	Sister Cities Commission	Board or Commission	Annual	December 31	Ord. 2005-260-252	Sec. 2-773. (c)(1)
Annual Sustainability Efforts	Sustainability & Resilience Commission	Board or Commission	Annual	December 31	Ord. 2024-046	Sec. 2-1146. (c) (7)
Annual Report	Urban Forestry Commission	Board or Commission	Annual	November 30	Ord. 2023-331	Sec. 8-544
Annual Progress Report on Biennial Homeless Strategic Plan	DCAO Human Services	City Department	Annual	October 1	Ord. 2018-241	Sec. 16-2. (b)
Annual Open Data Report	Department of Information Technology	City Department	Annual	December 31	Ord. 2017-146	Sec. 2-1358
Quarterly Open Data Report	Department of Information Technology	City Department	Quarterly	June 30 September 30 December 30 March 30	Ord. 2017-146	Sec. 2-1355(d)(10)
Monthly Overtime Report	Human Resources Department	City Department	Monthly	n/a	Res. 2021-046	n/a (Resolution only)
Annual Service Efforts & Accomplishments Report	City Auditor	Council Office	Annual	December 31	Ord. 2006-324-2007-28	Sec. 2-185. (d)

Ed. & Hum. Svcs.	Finance	Public Safety	Gov. Operations	L.U.H.T.	Org. Dev.
17	17	5	14	16	9
Advisory board of recreation and parks	Audited Financial Report	Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles	2022 City Charter Review Commission	Affordable Housing Trust Fund	5 year city finance plan
Aging and Disabilities Advisory Board	Audited Financial Report delay	Civilian Review Board	Acquisition of City-Owned Real Estate	Board of Building Code Appeals	Acceptance of Gifts
Capital Area Alcohol Safety Action Program Policy Advisory Board	Biennial Employee Compensation Review	Community Criminal Justice Board	Actions of the Inspector General	Board of Fire Appeals	Capital Projects
Capital Area Partnership Uplifting People, Inc., Board of Directors	Collective Bargaining	Neighborhood Safety Stabilization	Central Virginia Waste Management Authority Board of Directors	Capital Region Airport Commission	City Auditor efforts and accomplishments
Community Policy and Management Team	Economic Development Authority Board of Directors	Richmond Ambulance Authority Board of Directors	City Personnel Board	City Derelict Building Program	City Contract Management
Homeless strategic plan	Economic Impact Statements		Clean City Commission	City Parking Performance	General Fund Surplus
Human Rights Commission	Financial Synopses		Ethics Reform Commission	Community Transportation Advisory Board (to the MPO)	Monthly Overtime (no mandate)
Lewis Ginter Botanical Garden, Inc., Board of Directors	Greater Richmond Convention Center Authority Board of Directors		Metropolitan Richmond Air Quality Committee	Greater Richmond Transit Company Board of Directors	Quarterly vacancy and turnover
Maggie L. Walker Initiative Citizens Advisory Board	Greater Richmond Partnership, Inc., Board of Directors		Public Utilities & Services	History and Culture Commission	Real Estate sales transactions
Maymont Foundation Board of Directors	Local Finance Board for Other Post-Employment Benefits (OPEB) Trust		RVA Open Data	Maggie L. Walker Community Land Trust – Citizens' Advisory Panel	
Non-Departmental funding	Minority & Emerging Small Businesses		Sister Cities Commission	Old & Historic Districts	
Poverty Reduction Initiative	Minority Business Enterprise and Emerging Small Business Advisory Boar		sustainability efforts	PlanRVA (Richmond Regional Planning District Commission)	
Reynolds Community College Board	Participatory Budgeting		Urban Forestry	Refuse, Litter, Weed Control & Abatement	
Richmond Behavioral Health Authority Board of Directors	projected amount of real estate taxes			Richmond Area Metropolitan Planning Organization	
Richmond Public Library Board	Richmond Metropolitan Transportation Authority Board of Directors			Richmond Redevelopment and Housing Authority Board of Commissioners	
Social Services Advisory Board	Richmond Region Tourism (Richmond Metropolitan Convention and Visitors Bureau Board of Directors)			Safe and Healthy Streets	
Workforce Development	Richmond Retirement System Board of Trustees				

Next Steps – Propose 2nd and 3rd Rounds

- **2nd Round** = Review current list with Clerk, agencies and others to verify and complete list of reports. Gather other relevant data like ...
 - Confirm if reports have been completed recently,
 - Determine # of hours needed to complete each report,
 - Review submitted reports for quality & fidelity to Code requirements
- **3rd Round** = Return to Council with recommendations for the future ...
 - Consider changing or eliminating report requirements
 - Improve process for sharing and reviewing reports (both publicly & within Council)
 - Review which commissions pay stipends or honorariums to members