

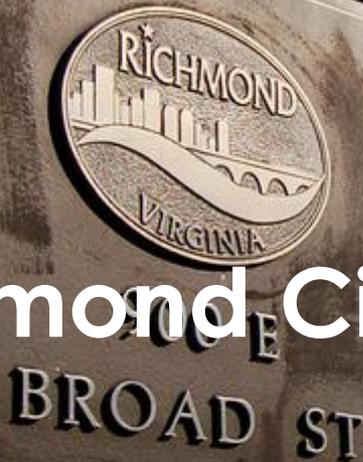


Richmond City Council

The Voice of the People

Richmond, Virginia

Richmond City Government Structure



CITY
HALL

Presented

February 6, 2017

Richmond City Council
Organizational Development Committee

Richmond Residents' Government Organizational Chart

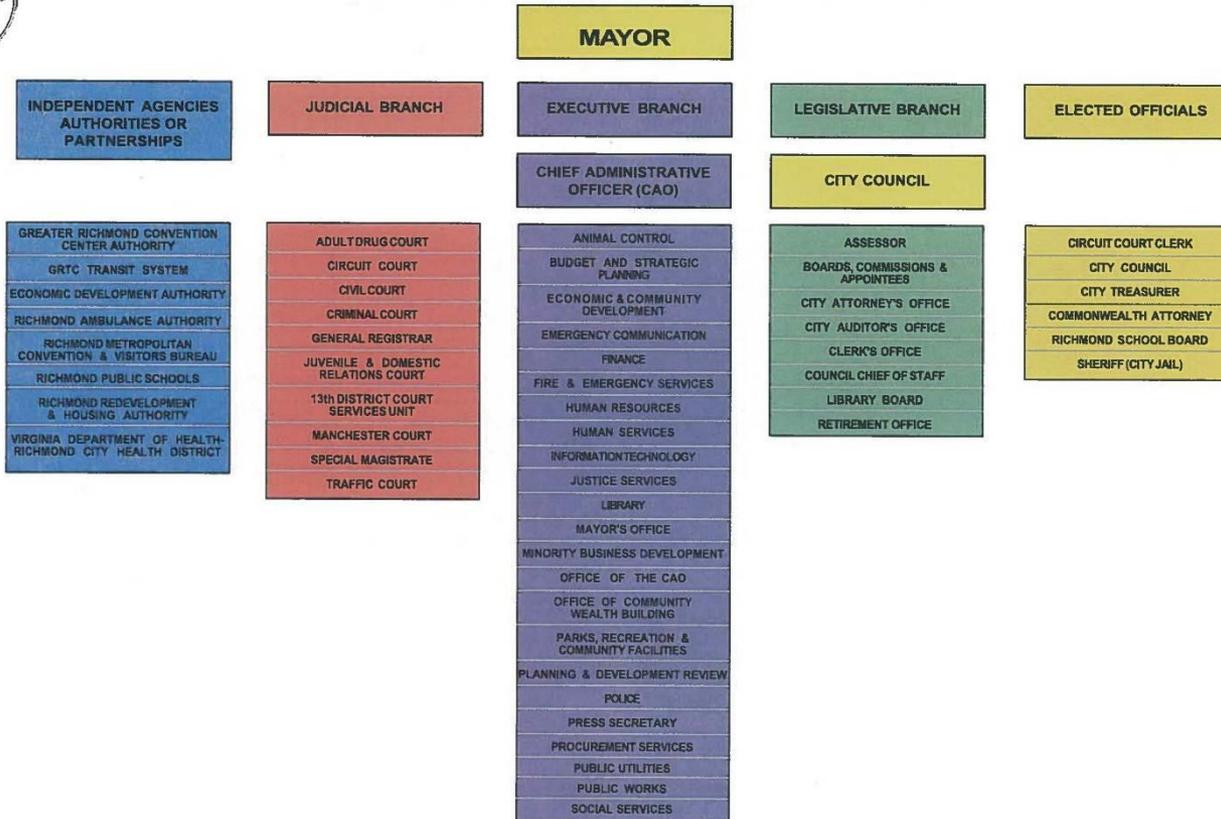
Richmond, Virginia, U.S.A.

Richmond Residents





CITY OF RICHMOND ORGANIZATION OF LOCAL GOVERNMENT 2017



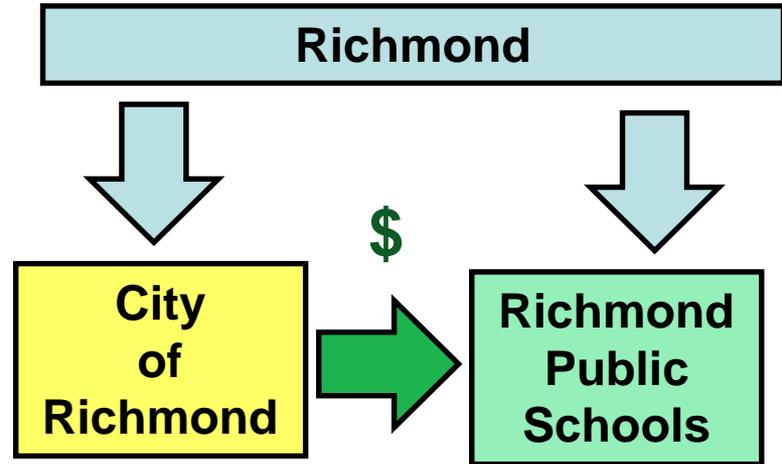
FISCAL YEAR 2017



Richmond City Government

- Richmond is served by two separate political subdivisions:

- The City of Richmond
- Richmond Public Schools

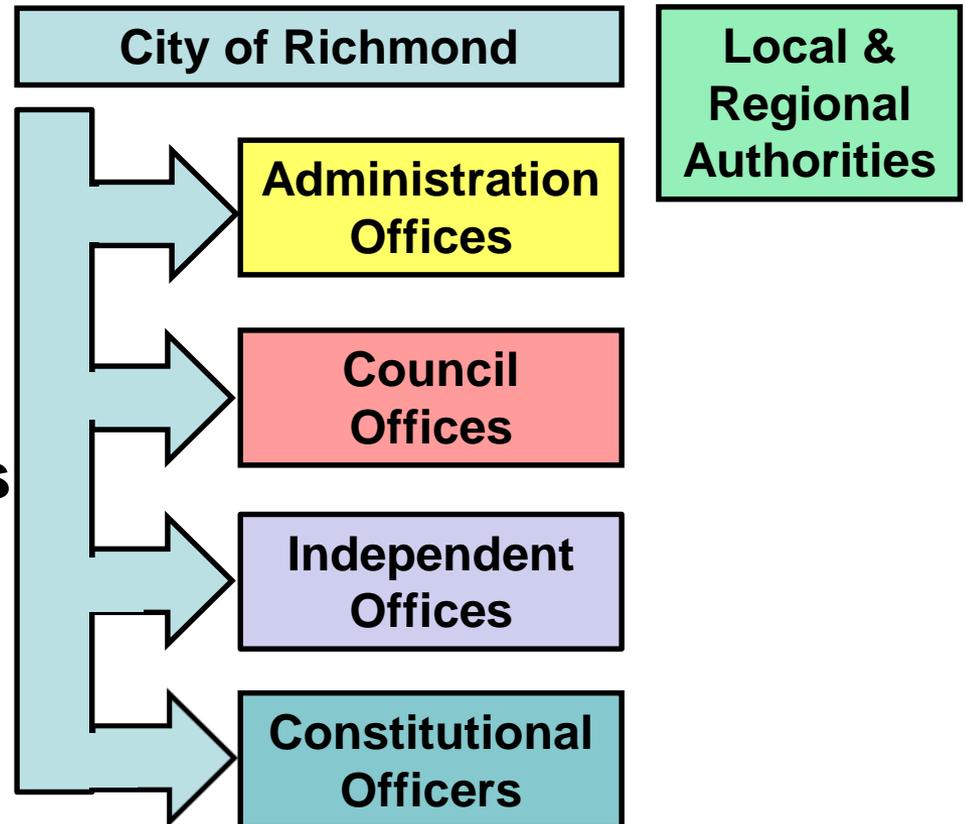


- The City of Richmond:

- provides local funding for Richmond Public Schools
- Has no management authority for Richmond Public Schools

Richmond City Government

- Administration of Government is distributed among:
 - Administration Offices
 - Council Offices
 - Independent Offices
 - Constitutional Officers
- There are also a number of local and regional authorities



Administration Offices

- The Mayor provides overall direction of the Administration Offices and Departments
- Direct management of operations is provided by the Chief Administrative Officer

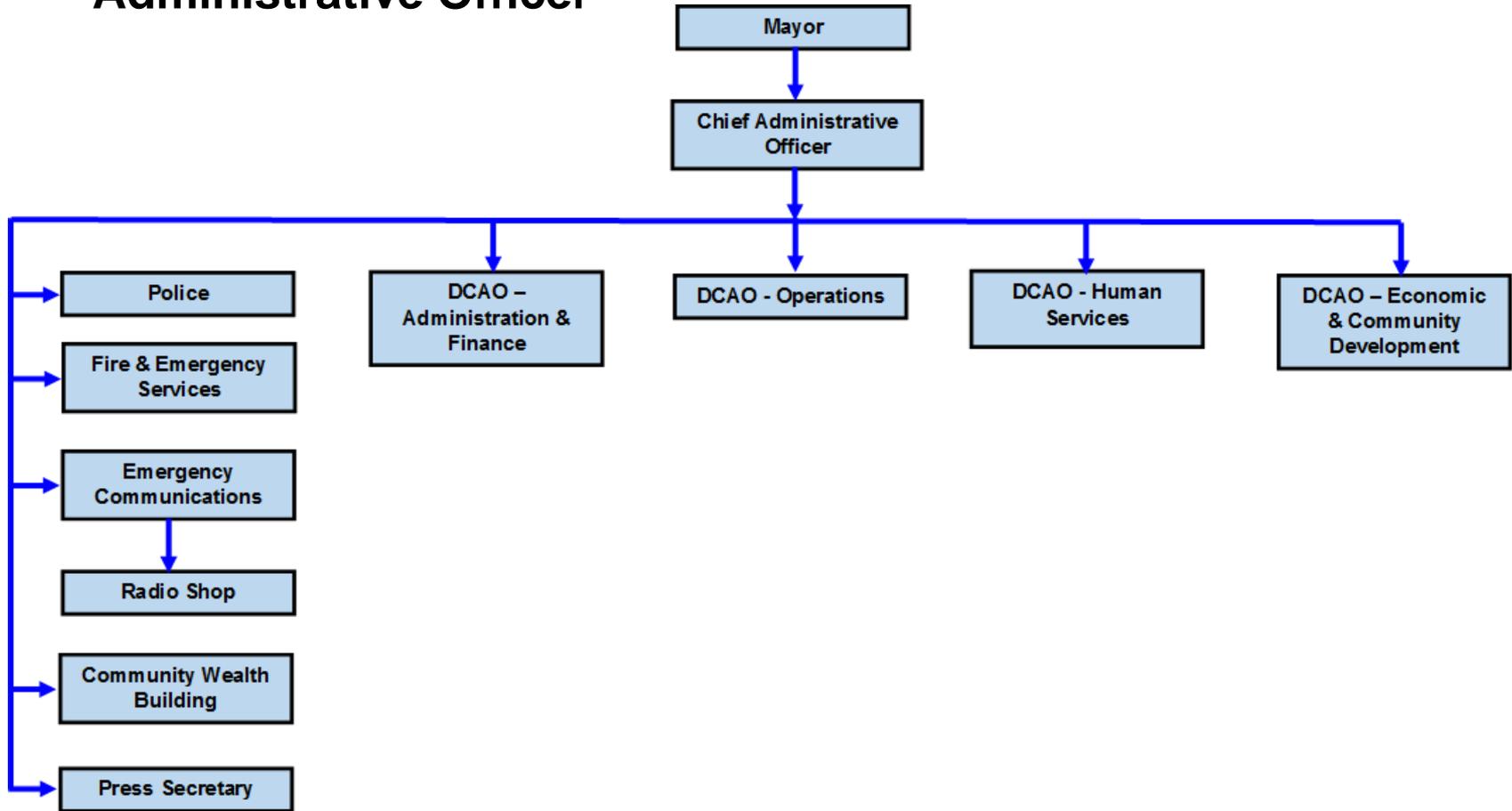
Chief Administrative Officer

- Key Functions
 - Provides day-to-day management of city government
- FY 2017 Budget
 - \$ 1.2 Million General Fund
 - 12.00 Total FTE Employees



Chief Administrative Officer

- There are nine direct reporting relationships to the Chief Administrative Officer



Police Department

- **Key Functions**
 - Enforces state criminal and traffic laws and city ordinances
 - Provides criminal investigation services
- **FY 2017 Budget**
 - \$ 87.6 Million General Fund**
 - \$ 2.4 Million Nongeneral Fund**
 - \$ 90.0 Total**

 - 749.00 Sworn Officers**
 - 134.50 Civilian Employees**
 - 883.50 Total FTE Employees**



Fire & Emergency Services

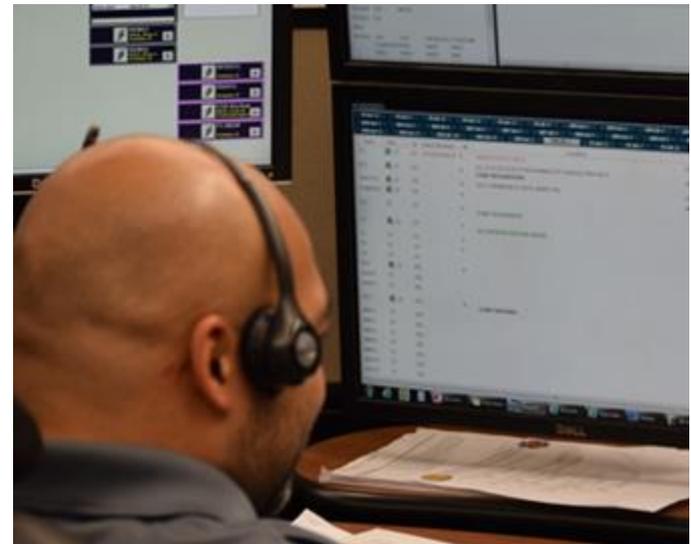
- **Key Functions**
 - Provides firefighting services
 - Conducts specialized water & heavy duty rescues
 - Manages HAZMAT emergencies
 - Disaster planning & coordination
- **FY 2017 Budget**
 - \$ 46.9 Million General Fund**
 - \$ 1.8 Million Nongeneral Fund**
 - \$ 48.7 Total**

 - 413.00 Sworn Officers**
 - 20.00 Civilian Employees**
 - 433.00 Total FTE Employees**



Emergency Communications

- **Key Functions**
 - **Administers the city's E-911 system**
 - **Coordinates public safety emergency telephone & radio communications**
- **FY 2017 Budget**
 - \$ 4.4 Million General Fund**
 - \$ 6.7 Million Nongeneral Fund**
 - \$11.1 Total**
 - 117.00 Total FTE Employees**



Radio Shop

- **Part of the Department of Emergency Communications**
- **Key Functions**
 - **Installation and maintenance of electronic equipment**
 - **Installation and maintenance of antenna towers**
- **FY 2017 Budget**
 - \$ 1.8 Million General Fund**
 - 8.00 Total FTE Employees**



Community Wealth Building

- **Key Functions**
 - **Planning and implementation of anti-poverty initiatives**
 - **Center for Workforce Innovation**
 - **Provides support for:**
 - **Early Childhood Education**
 - **After school programs**
 - **Housing programs**
- **FY 2017 Budget**
 - \$ 1.3 Million General Fund**
 - \$ 0.5 Million Nongeneral Fund**
 - \$ 1.8 Total**
 - 10.50 Total FTE Employees**



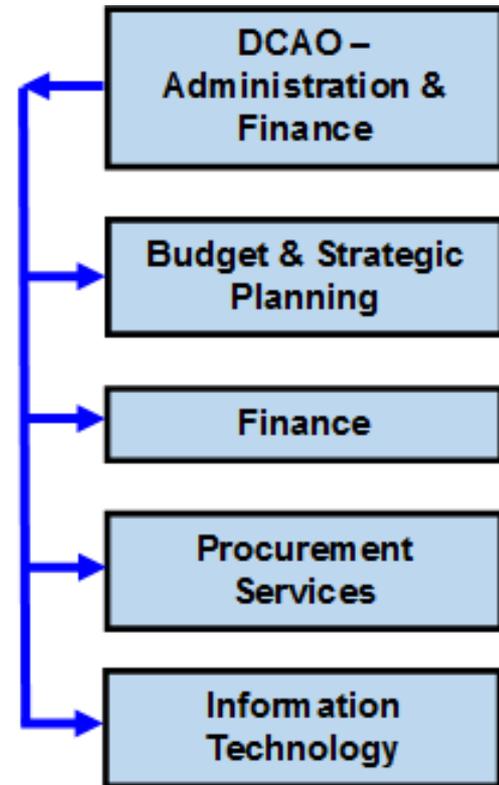
Press Secretary

- **Key Functions**
 - Provides media relations services for the executive branch of City government
 - Produces communications materials
 - Serves as public relations advisor to the Mayor and Chief Administrative Officer
- **FY 2017 Budget**
 - \$ 0.5 Million General Fund
 - \$ 0.2 Million Nongeneral Fund
 - \$ 0.7 Total
- **6.00 Total FTE Employees**



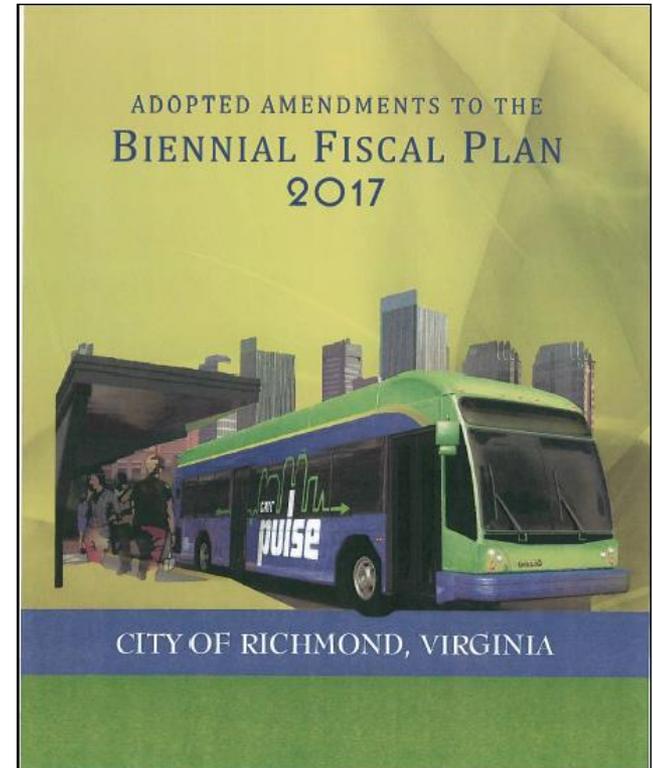
Administration and Finance

- There are four city offices under the DCAO for Administration and Finance
- The Finance Director serves as the DCAO for Administration and Finance



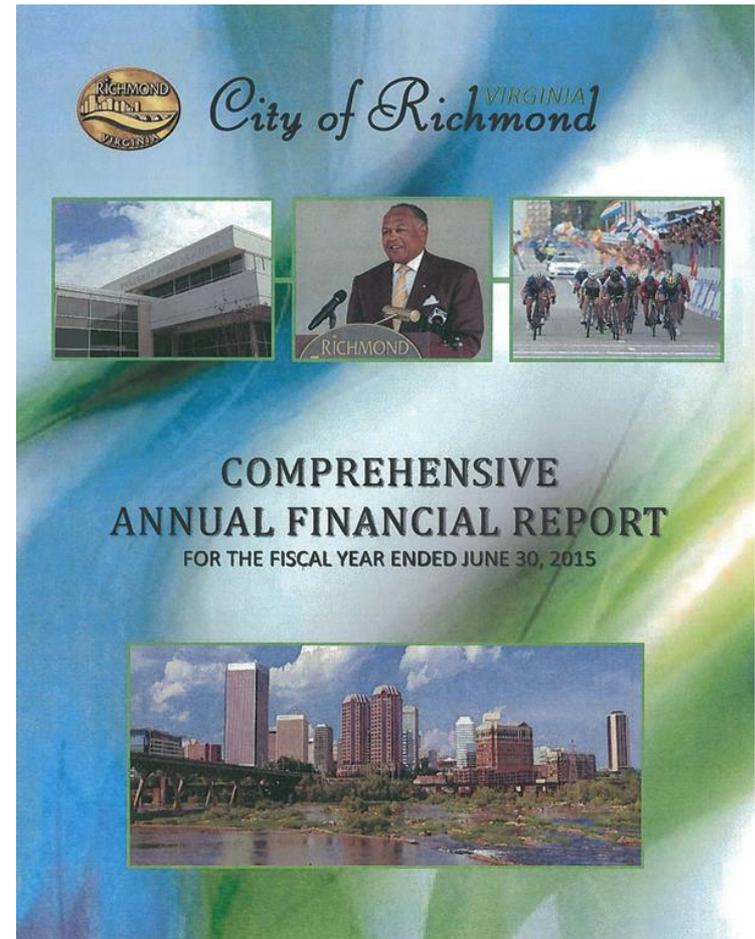
Budget and Strategic Planning

- **Key Functions**
 - **Develops the Mayor's proposed budget**
 - **Executes the adopted city budget**
 - **Oversees the City's strategic planning process**
- **FY 2017 Budget**
 - **\$1.3 Million General Fund**
 - **12.00 FTE Employees**



Finance

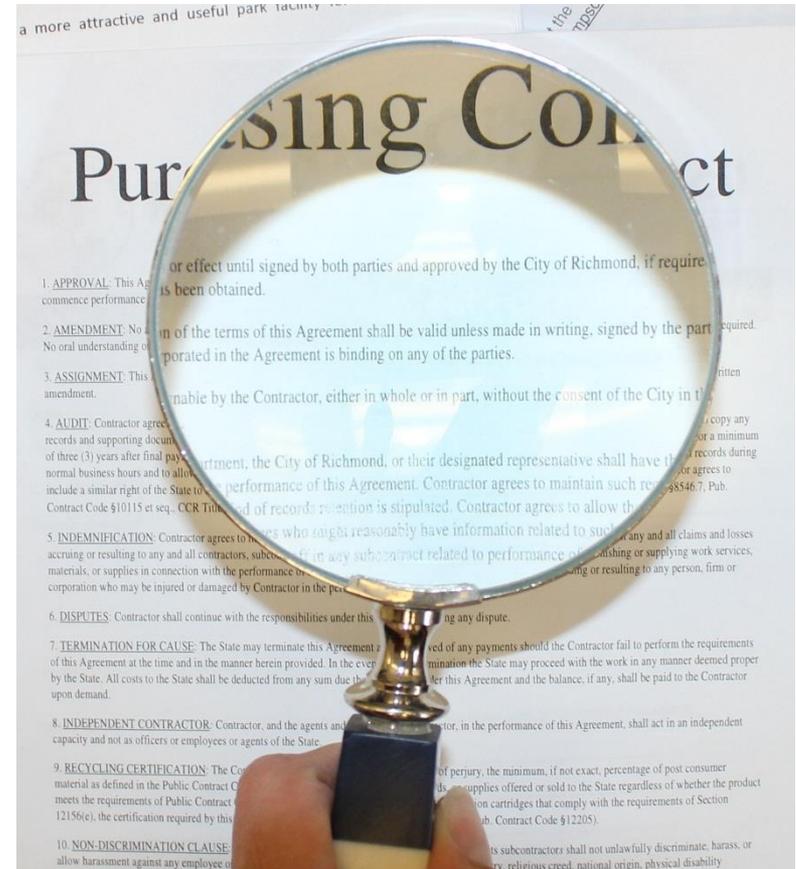
- **Key Functions**
 - **Collects taxes and fees**
 - **Processes payments**
 - **Produces accounting reports and analysis (Such as the CAFR)**
 - **Debt management**
 - **Risk management (insurance)**
- **FY 2017 Budget**
 - \$ 24.8 Million General Fund**
 - \$ 0.5 Million Nongeneral Fund**
 - \$ 25.3 Total**
 - 106.00 FTE Employees**



Procurement Services

Procurement Services

- Key Functions
 - Procurement support
- FY 2017 Budget
 - \$ 1.2 Million General Fund**
 - 15.00 FTE Employees**



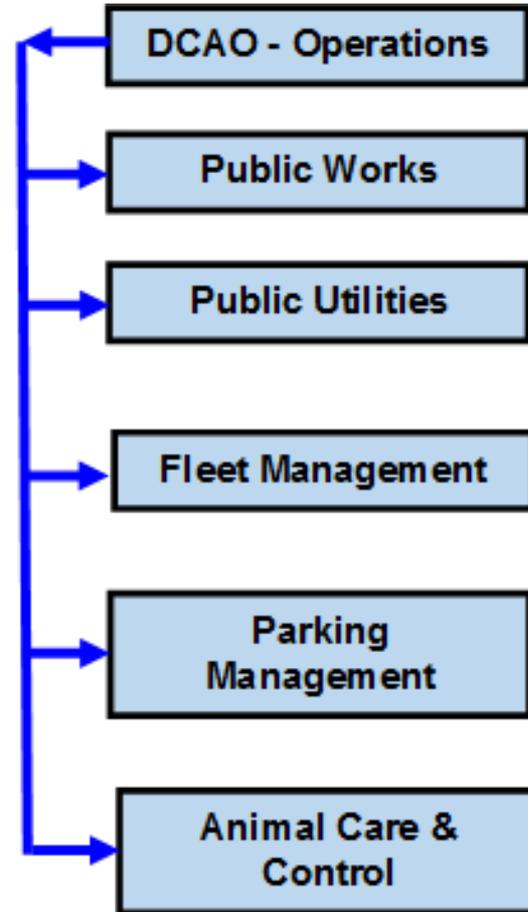
Information Technology

- **Key Functions**
 - **Administers the information technology and communications infrastructure**
 - **Application development**
- **FY 2017 Budget**
 - **\$ 18.4 Million General Fund**
 - **87.60 FTE Employees**



Operations

- There are five city offices under the DCAO for Operations



Public Works

- **Key Functions**
 - **Builds and Maintains:**
 - **Transportation infrastructure**
 - **Public buildings**
 - **Operates solid waste management programs**
 - **Provides right-of-way services, including GIS**
- **FY 2017 Budget**
 - \$ 61.4 Million General Fund**
 - \$ 63.6 Million Nongeneral Fund**
 - \$125.0 Million Total**
 - 484.60 Total FTE Employees**



Parking Management

- Part of the Department of Public Works
- Key Functions
 - Manages 1,475 on-street and 5,463 off-street parking spaces
- FY 2017 Budget
 - \$ 14.1 Million Nongeneral Fund
 - 6.00 Total FTE Employees



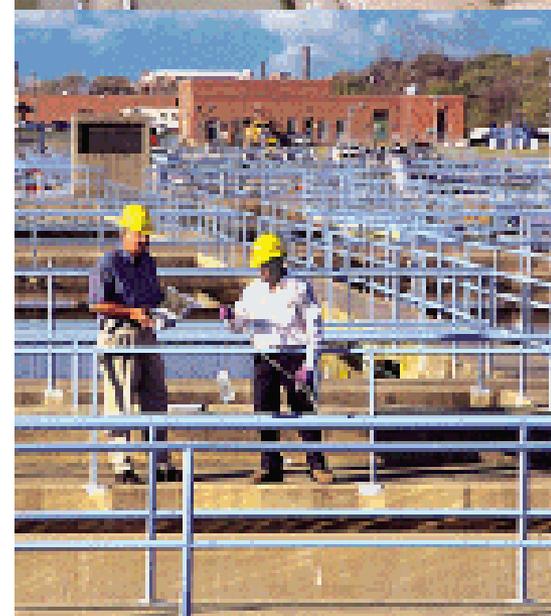
Fleet Management

- Part of the Department of Public Works
- Key Functions
 - Acquisition and maintenance of city vehicles
- FY 2017 Budget
 - \$ 21.9 Million
 - Nongeneral Fund
 - 56.00 Total FTE
 - Employees



Public Utilities

- **Key Functions**
 - Operates five public utilities
 - Gas Utility (Regional)
 - Water Utility (Regional)
 - Wastewater Utility (Regional)
 - Stormwater Utility (City)
 - Electric Light (City Street Lights)
- **FY 2017 Budget**
 - \$ 339.5 Million Nongeneral Fund**
 - 771.50 Total FTE Employees**
- **\$37.3 million – FY17 Payment in Lieu of Taxes (PILOT) and other payments to the City**



Animal Care & Control

- **Key Functions**

- Enforces humane laws
- Investigates animal cruelty
- Cares for stray, injured, and abandoned animals
- Provides pet adoption services

- **FY 2017 Budget**

\$ 1.6 Million General Fund

<\$ 0.1 Million Nongeneral Fund

\$ 1.6 Total

25.00 Total FTE Employees



DCAO for Human Services

- There are four city offices under the DCAO for Human Services



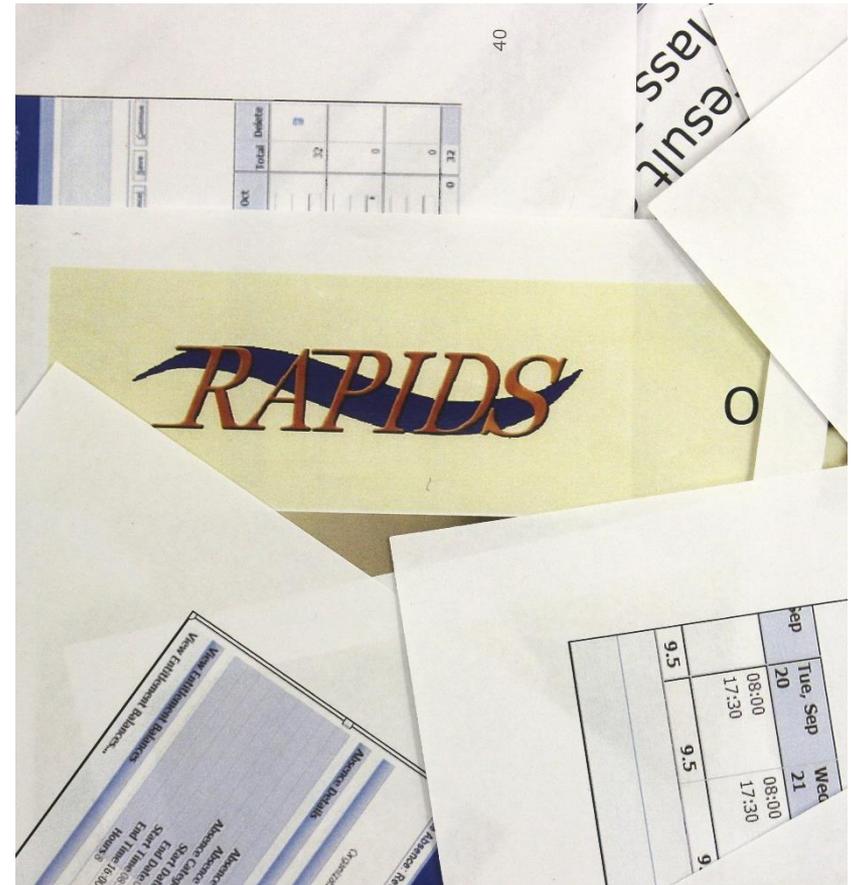
Human Services

- **Key Functions**
 - **Deputy CAO for Human Services**
 - **Oversees Cultural, Recreation & Human Services departments**
 - **Liaison with several non-city agencies**
- **FY 2017 Budget**
 - \$ 1.8 Million General Fund**
 - \$ 0.1 Million Nongeneral Fund**
 - \$ 1.9 Total**
 - 16.00 FTE Employees**



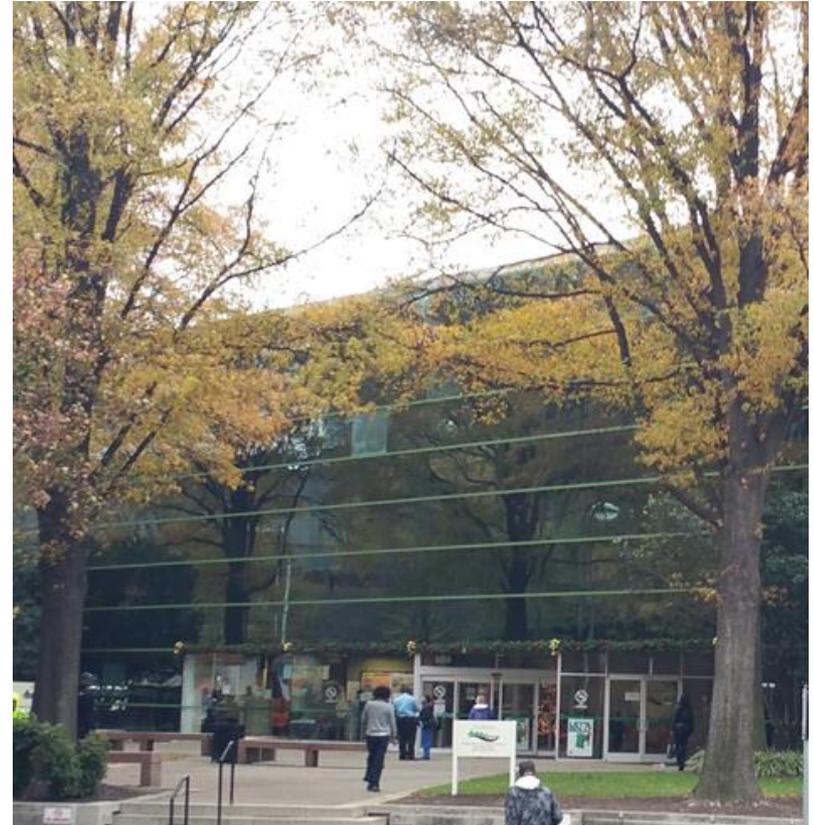
Human Resources

- **Key Functions**
 - Recruitment of employees
 - Administer the personnel system
 - Administers the employee benefit program
- **FY 2017 Budget**
 - \$ 2.9 Million General Fund**
 - 37.00 FTE Employees**



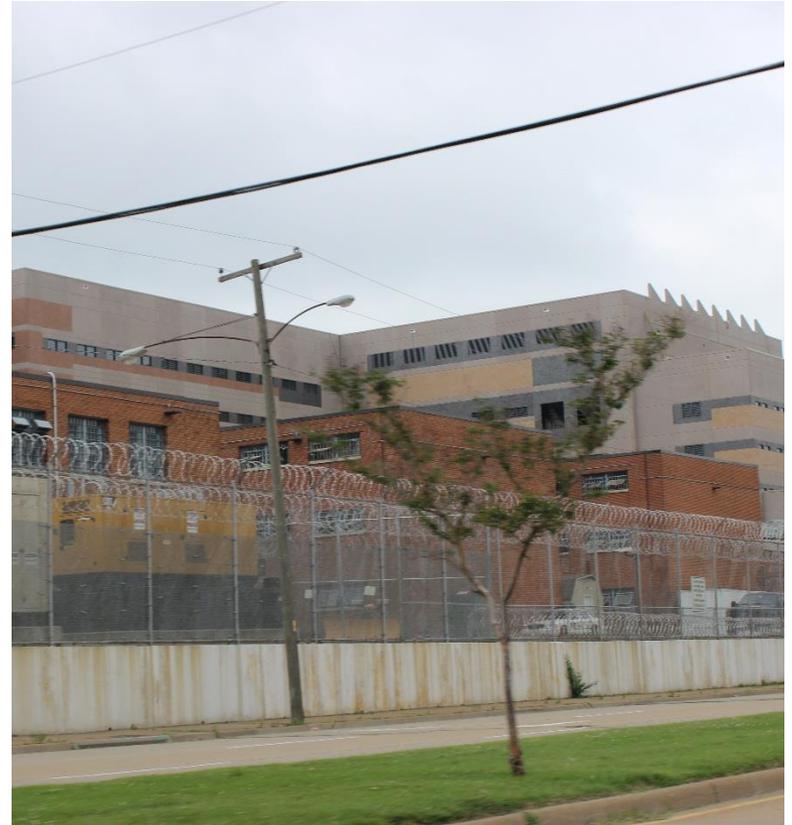
Social Services

- **Key Functions**
 - **Administers state and federal social services programs**
 - **Child and adult protective Services**
 - **Administers the Commonwealth's Comprehensive Services Act**
- **FY 2017 Budget**
 - \$ 56.1 Million General Fund**
 - \$ 21.9 Million Nongeneral Fund**
 - \$ 78.0 Total**
 - 497.30 FTE Employees**



Justice Services

- **Key Functions**
 - **Provides adult probation and pre-trial services**
 - **Operates the Richmond Juvenile Detention Center**
 - **Provides programs to reduce juvenile delinquency**
- **FY 2017 Budget**
 - \$ 8.9 Million General Fund**
 - \$ 2.5 Million Nongeneral Fund**
 - \$ 11.4 Total**
 - 144.63 FTE Employees**



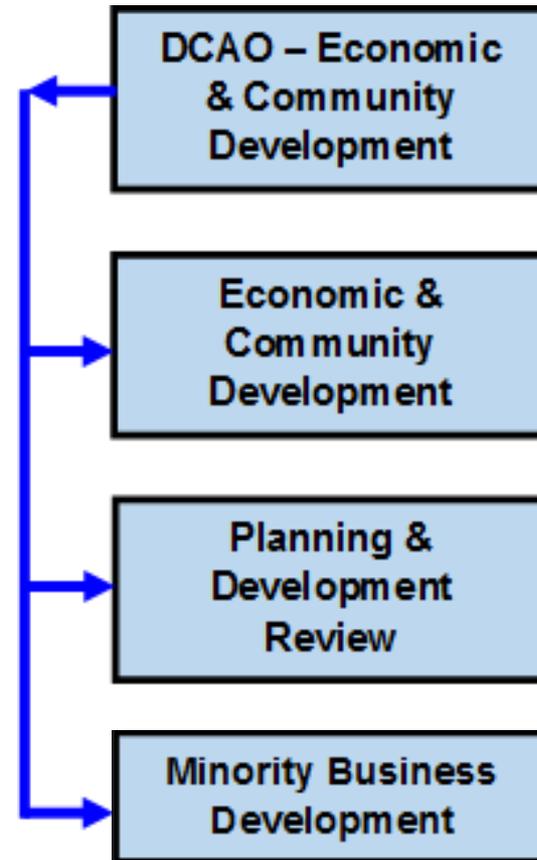
Parks, Recreation & Community Facilities

- **Key Functions**
 - **Operates city parks, recreation facilities, and community centers**
 - **Maintenance of city statues, monuments, etc.**
 - **Operates before and after school sites**
- **FY 2017 Budget**
 - \$ 17.5 Million General Fund**
 - \$ 4.7 Million Nongeneral Fund**
 - \$ 22.2 Total**
 - 218.90 FTE Employees**



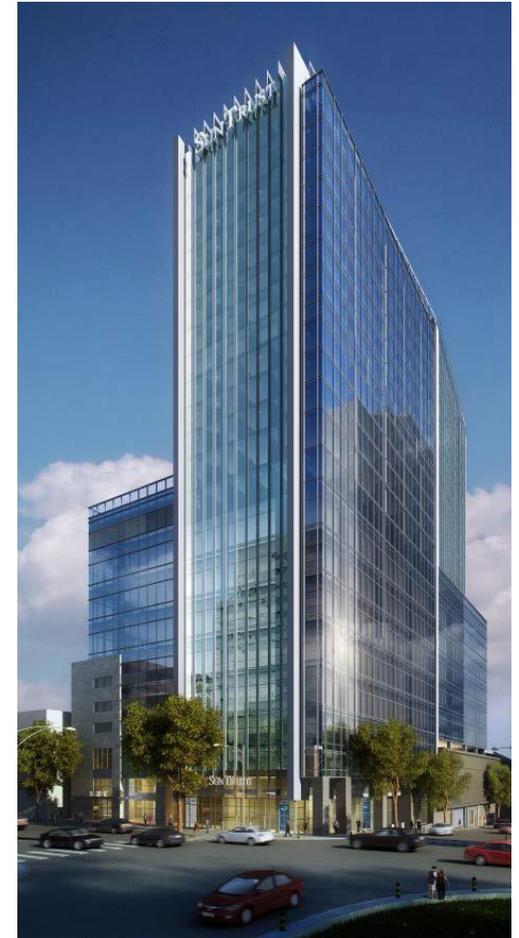
Economic and Community Development

- There are three city offices under Economic and Community Development



Economic & Community Development

- **Key Functions**
 - **Implements programs to stimulate the city's economy**
 - **Designs and implements incentive and marketing programs**
 - **Supports housing and neighborhood revitalization**
- **FY 2017 Budget**
 - \$ 4.1 Million General Fund**
 - \$ 31.2 Million Nongeneral Fund**
 - \$ 35.3 Total**
 - 30.97 FTE Employees**



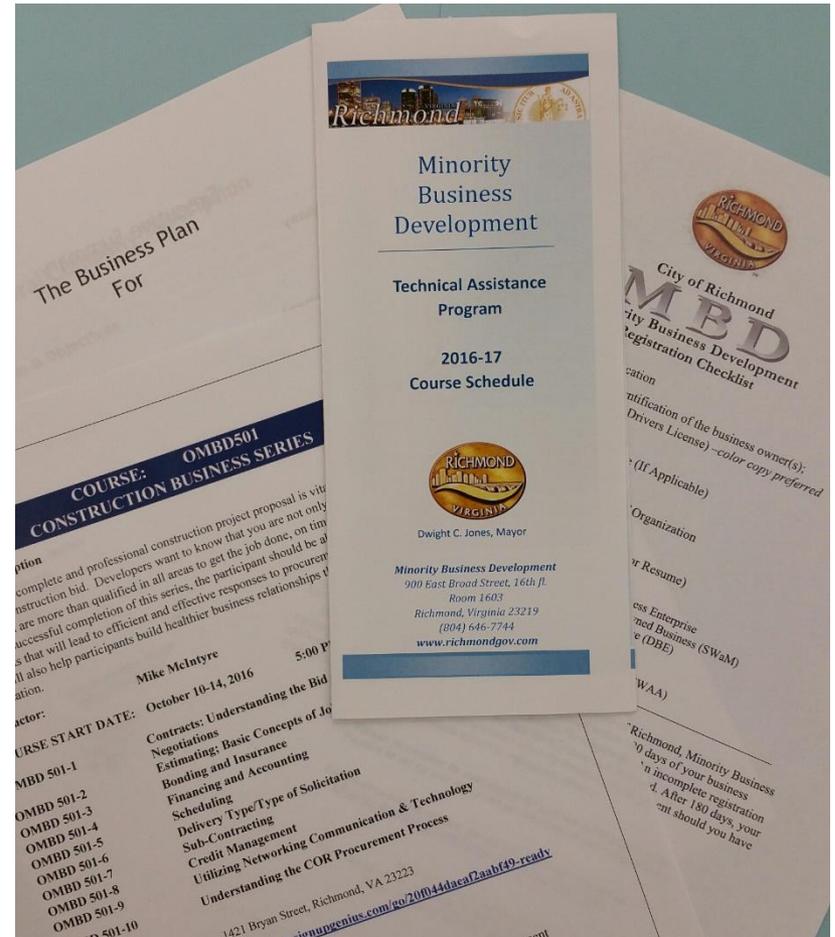
Planning & Development Review

- Key Functions
 - Implement the city's programs for land use, zoning, building permits & inspections, and code enforcement
 - Supports related boards and commissions
 - Supports housing and neighborhood revitalization
- FY 2017 Budget
 - \$ 10.0 Million General Fund
 - \$ 0.3 Million Nongeneral Fund
 - \$ 10.3 Total
 - 118.79 FTE Employees



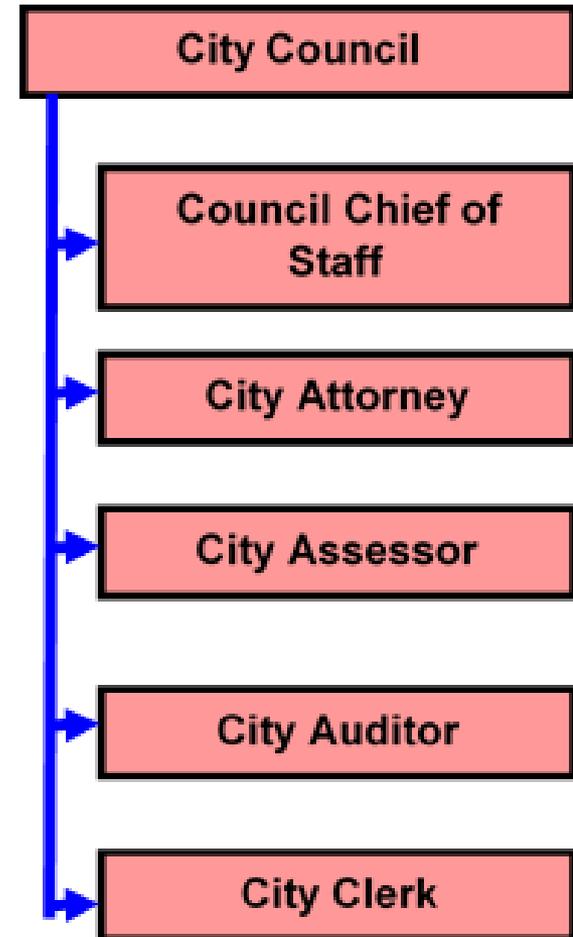
Minority Business Development

- Key Functions
 - Provides programs to increase city contracting and procurement from minority, disadvantaged, and emerging business enterprises
 - Conducts training programs for new minority businesses
- FY 2017 Budget
 - \$ 0.7 Million General Fund
 - 7.04 FTE Employees



City Council Offices

- Five city offices report directly to Richmond City Council



City Council

- **Key Functions**
 - **Serves as the governing body for the City of Richmond**
 - **Enacts laws**
 - **Authorizes administrative actions**
- **FY 2017 Budget**
 - \$ 1.3 Million General Fund**
 - \$ 0.3 Million Nongeneral Fund**
 - \$ 1.6 Total**
 - 18.00 FTE Employees**



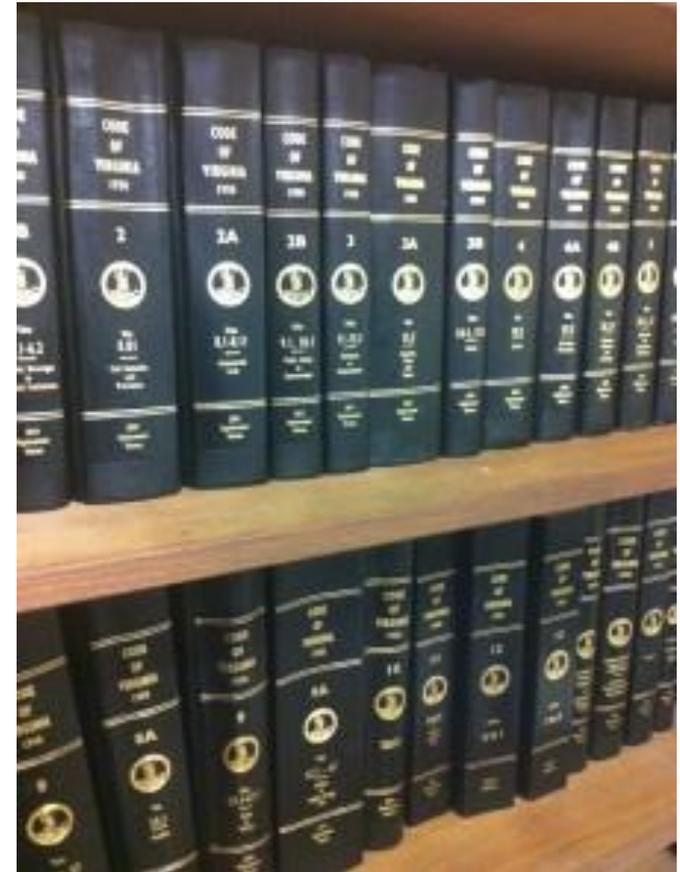
Council Chief of Staff

- **Key Functions**
 - **Manages daily operations of City Council**
 - **Provides policy and legislative review and analysis for City Council**
 - **Supports City Council's review and adoption of the City's budget**
 - **Assists Council with oversight of Council Offices**
 - **Provides public information services for Council**
- **FY 2017 Budget**
 - \$ 1.2 Million General Fund**
 - 11.50 FTE Employees**



City Attorney

- **Key Functions**
 - **Provides legal services to City Council, the Mayor, and City departments**
 - **Defends the City and its employees in legal proceedings**
- **FY 2017 Budget**
 - \$ 2.7 Million General Fund**
 - \$ 1.5 Million Nongeneral Fund**
 - \$ 4.2 Total**
 - 33.13 FTE Employees**



City Assessor

- **Key Functions**

- **Assesses the value of real property for tax purposes**
- **Develops and maintains the parcel layer of the City's Geographical Information System**

- **FY 2017 Budget**

\$ 3.1 Million General Fund

36.00 FTE Employees



City Auditor

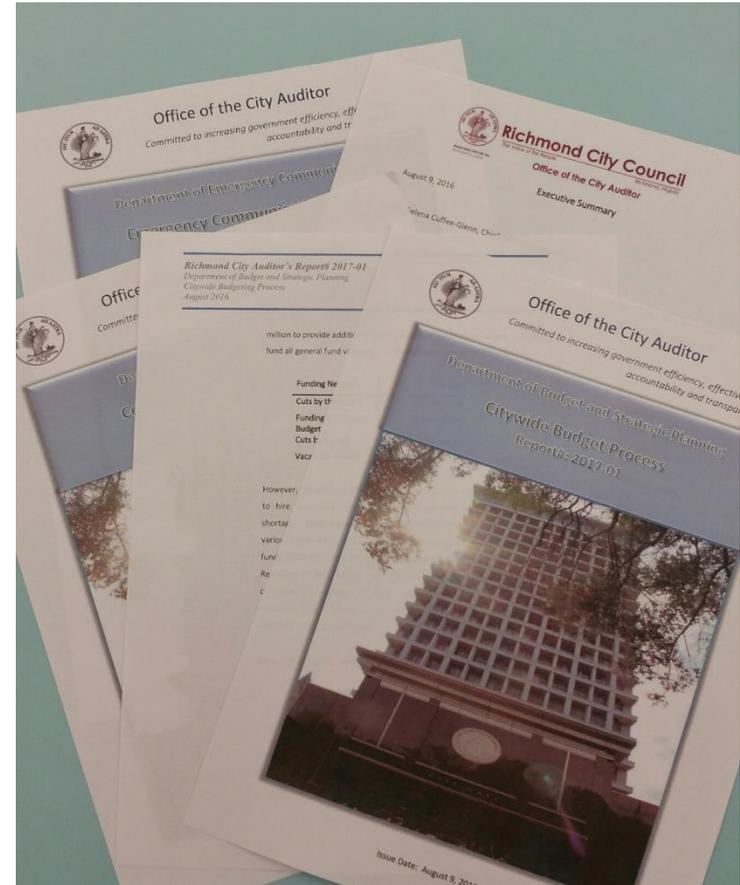
•Key Functions

- Performs performance, operational, and information system audits
- Conducts special analyses and investigations
- Investigates fraud, waste and abuse
- Facilitates the City's annual financial audit

•FY 2017 Budget

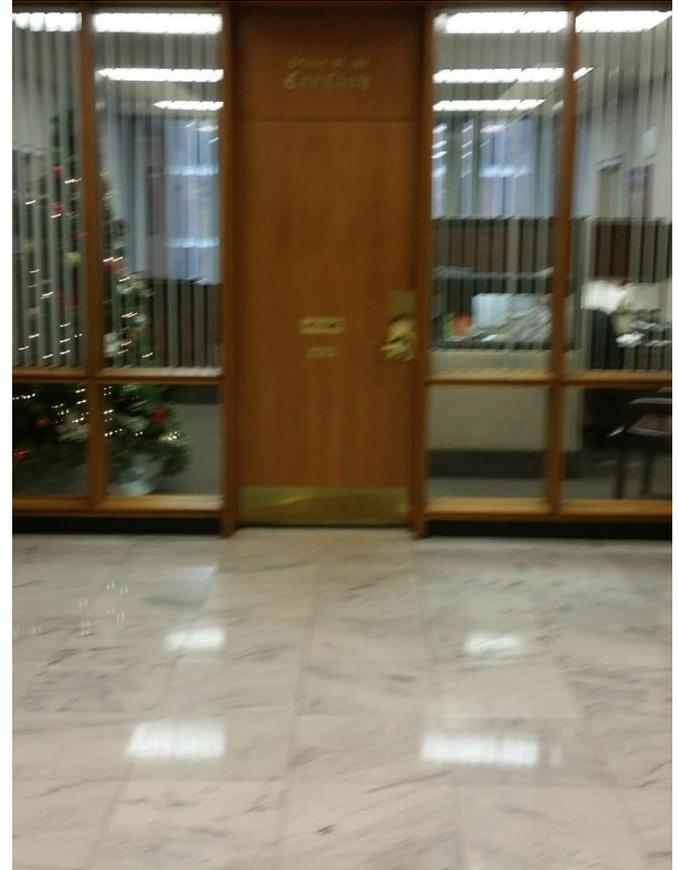
\$ 1.9 Million General Fund

15.00 FTE Employees



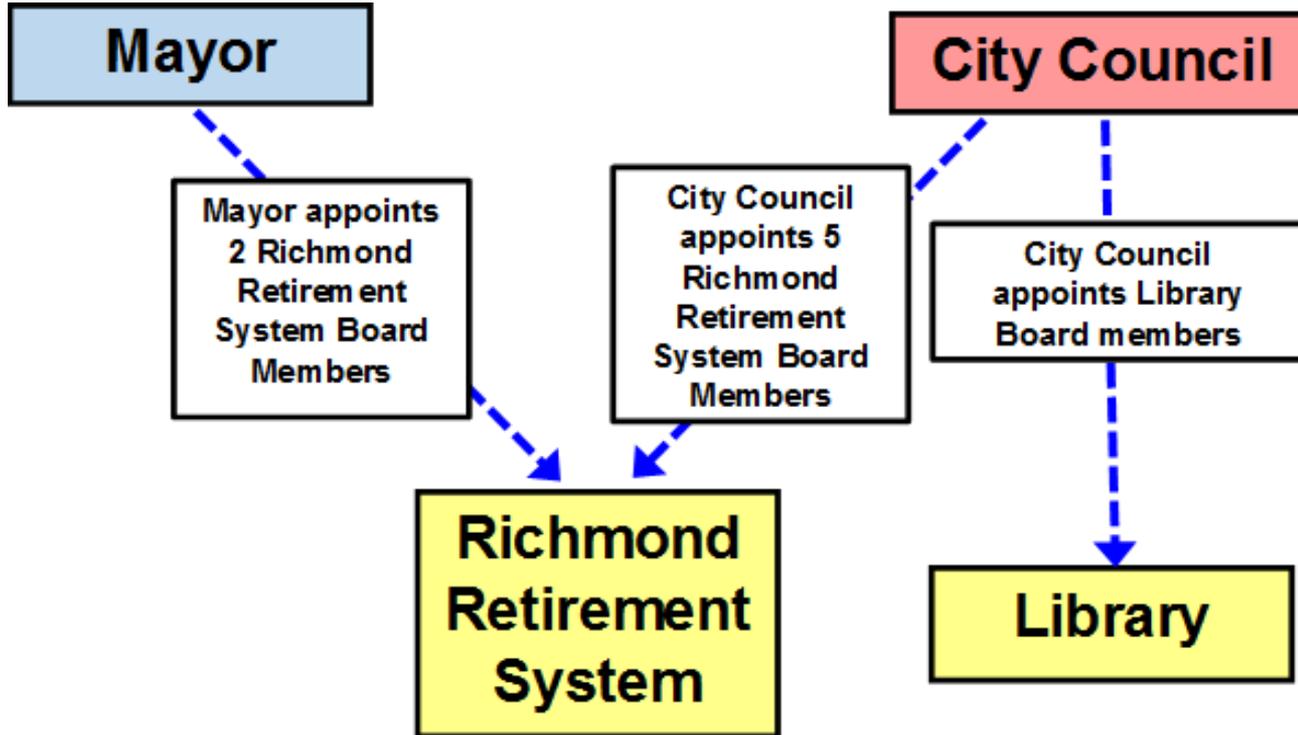
City Clerk

- **Key Functions**
 - **Maintains the official record of legislation considered by City Council**
 - **Receives filings of official documents**
 - **Provides public notice of legislation, etc.**
 - **Manages board appointments**
- **FY 2017 Budget**
 - \$ 0.9 Million General Fund**
 - 8.00 FTE Employees**



Independent Offices

- The City of Richmond has two Independent Offices
- Each has an appointed governing board



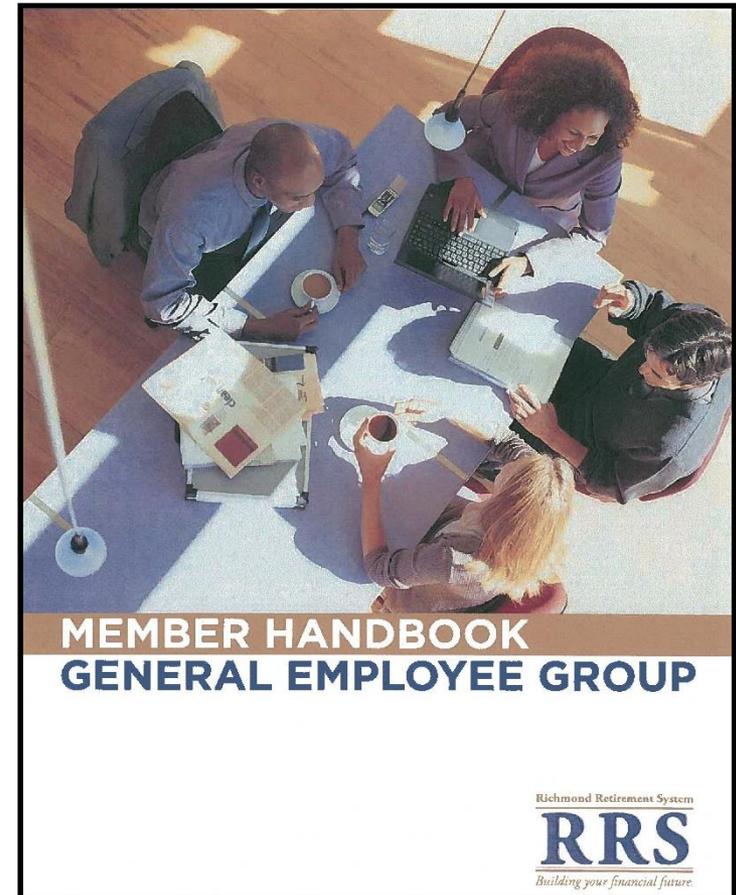
Richmond Public Library

- **Board Members appointed by City Council**
- **Key Functions**
 - **Provides library services**
 - **Provides public access to computers**
 - **Operates the City's records center**
- **FY 2017 Budget**
 - \$ 5.5 Million General Fund**
 - \$ 0.9 Million Nongeneral Fund**
 - \$ 6.4 Total**
 - 83.00 FTE Employees**



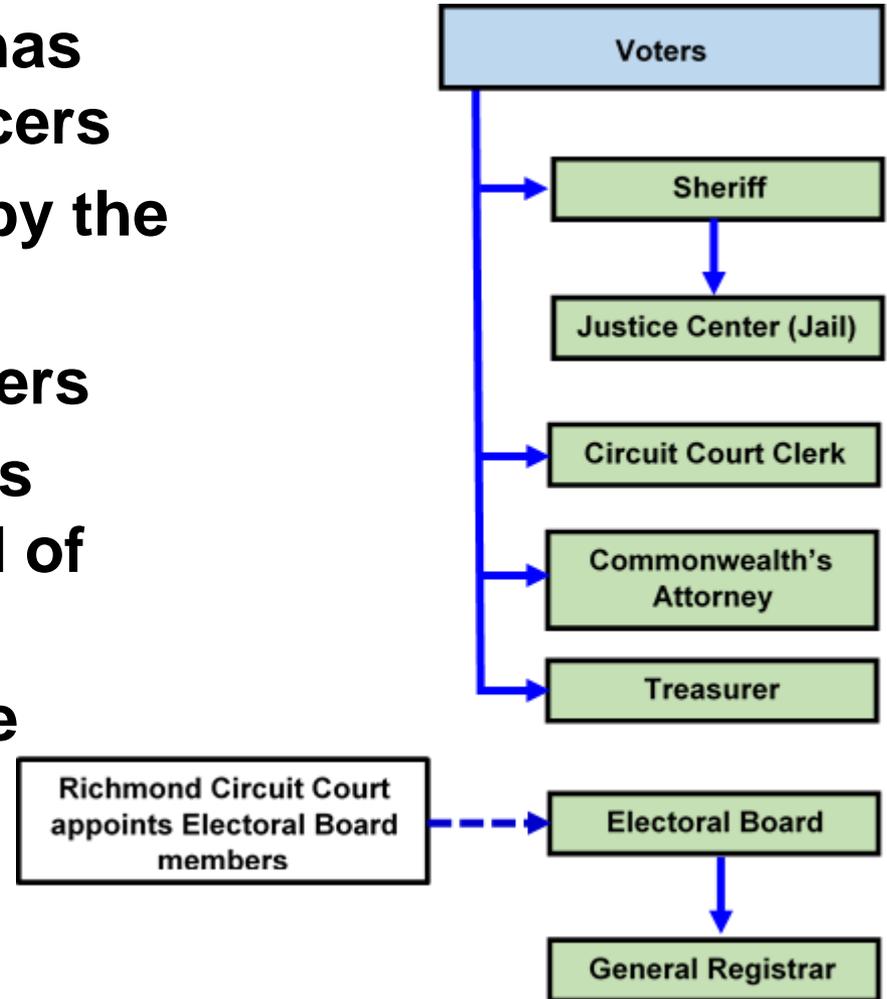
Richmond Retirement System

- Board members appointed by City Council and the Mayor
- Key Functions
 - Provides a Defined Benefit Retirement Program for
 - 1,911 Active Employees
 - 4,322 Retired Members
 - 1,618 Terminated Vested Members
 - Provides a Defined Contribution Retirement Program for
 - 1,938 Active General Employees
 - 271 Terminated Vested Members
- FY 2017 Budget
 - \$ 1.6 Million Nongeneral Fund
 - 11.75 FTE Employees



Constitutional Officers

- The City of Richmond has five Constitutional Officers
- These are established by the Constitution of Virginia
- Four are elected by voters
- The General Registrar is appointed by the Board of Elections
- Duties are set out in the Code of Virginia
- Partially funded by the Commonwealth



Sheriff

- Elected to a term of 4 years
- Key Functions
 - Operates the Richmond city jail
 - Provides Courtroom security
 - Serves legal papers
- FY 2017 Budget
 - \$ 39.0 Million General Fund
 - \$ <0.1 Million Nongeneral Fund
 - \$ 39.0 Total
 - 481.29 FTE Employees

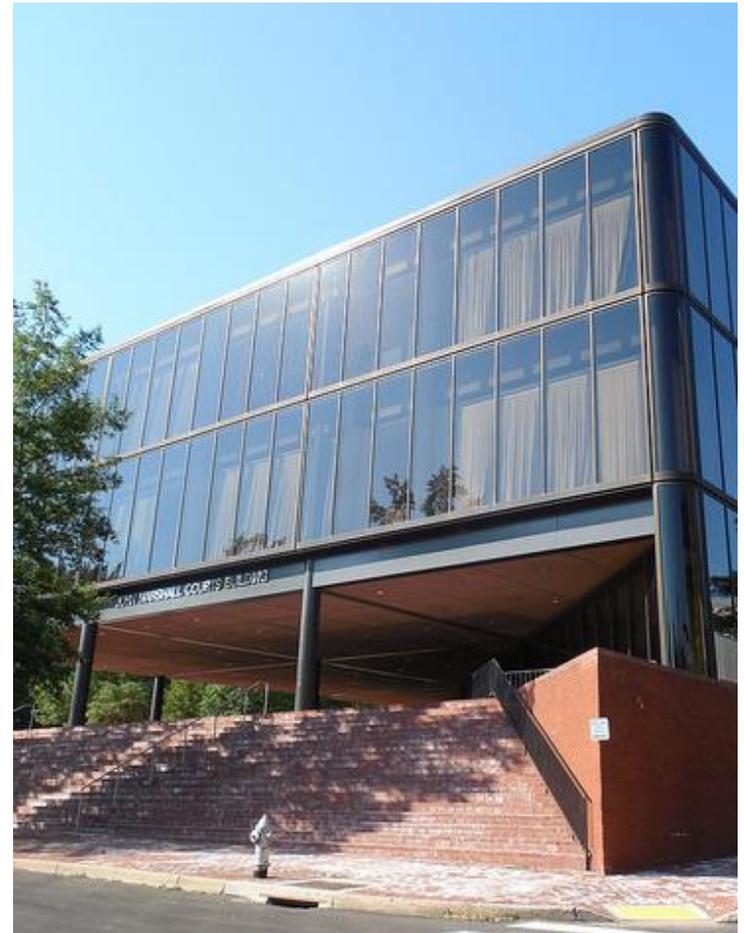
Note: The FY 2017 state budget includes \$18.7 million for the Sheriff



Circuit Court Clerk

- Elected to a term of 8 years
- Key Functions
 - Supports the operation of the Circuit Court
 - Recording property deeds
 - Issues marriage and other licenses
- FY 2017 Budget
 - \$ 3.7 Million General Fund
 - 57.00 FTE Employees

Note: The FY 2017 state budget includes \$2.1 million for the Circuit Court Clerk



Commonwealth's Attorney

- Elected to a term of 4 years
 - Key Functions
 - Prosecutes criminal cases
 - Collects delinquent fines, fees, costs, forfeitures, penalties and restitution
 - FY 2017 Budget
 - \$ 6.1 Million General Fund
 - \$ 0.7 Million Nongeneral Fund
 - \$ 6.8 Total
- 71.80 FTE Employees**

Note: The FY 2017 state budget includes \$3.2 million for the Commonwealth's Attorney



Treasurer

- Elected to a term of 4 years
- Key Functions
 - Assists the public with filing state income tax
 - Sale of hunting and fishing licenses
- FY 2017 Budget
 - \$ 0.1 Million General Fund
 - 2.00 FTE Employees
 - Note: The FY 2017 state budget includes
 - \$0.1 million for the Treasurer and
 - \$0.8 million for the Director of Finance



General Registrar

- **Key Functions**
 - Voter registration
 - Supports the Local Electoral Board in conducting elections
- **FY 2017 Budget**
 - \$ 1.9 Million General Fund
 - 13.30 FTE Employees



Boards and Commissions

There are 53 boards and commissions

- Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles
- Advisory Board of Recreation and Parks
- Affordable Housing Trust Fund Oversight Board
- Aging and Disabilities Advisory Board
- Audit Committee
- Board of Building Code Appeals, Electrical Division
- Board of Building Code Appeals, General Division
- Board of Building Code Appeals, Plumbing and Mechanical Division
- Board of Fire Safety
- Capital Area Alcohol Safety Action Program Policy Advisory Board
- Capital Area Partnership Uplifting People, Inc.
- Capital Region Airport Commission
- Career and Technical Education Commission
- Carillon Advisory Committee
- Central Virginia Waste Management Authority
- Citizen Advisory Commission on alternatives to Incarceration
- Citizens Transportation Advisory Commission
- City Personnel Board
- City Planning Commission
- Clean City Commission
- Commission of Architectural Review
- Community Criminal Justice Board
- Community Policy and Management Team
- Economic Development Authority
- Greater Richmond Convention Center Authority
- Greater Richmond Partnership, Inc.
- Greater Richmond Transit Company
- Green City Commission
- Highway Safety Commission
- J. Sargeant Reynolds Community College Board
- Lewis Ginter Botanical Garden, Inc.
- Maggie L. Walker Initiative Citizens Advisory Board
- Maymont Foundation
- Metropolitan Richmond Air Quality Committee
- Minority Business Enterprise and Emerging Small Business Advisory Board
- Public Arts Commission
- Richmond Ambulance Authority
- Richmond Area Metropolitan Planning Organization (MPO)
- Richmond Behavioral Health Authority
- Richmond Metropolitan Convention and Visitors Bureau
- Richmond Metropolitan Transportation Authority
- Richmond Public Library Board
- Richmond Redevelopment and Housing Authority
- Richmond Regional Planning District Commission
- Richmond Retirement System
- Senior Connections, the Capital Area Agency on Aging, Inc.
- Sister Cities Commission
- Slave Trail Commission
- Social Services Advisory Board
- Task Force on the Establishment of a Human Rights Commission
- Technical Advisory Committee to the Richmond Area Metropolitan Planning Organization
- Urban Design Committee
- Urban Forestry Commission



Richmond City Council

The Voice of the People

Richmond, Virginia

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.