

Richmond City Council
Organizational Development Committee

Richmond Residents' Government Organizational Chart

Richmond, Virginia, U.S.A.

Richmond Residents

VIRGINIA LOCAL JUDICIAL AGENCIES

State judicial functions of the Supreme Court of Virginia operating at local level. They do not report to Richmond City Council or the Richmond Mayor/ Administration.

Richmond General District Court

Richmond Juvenile & Domestic Relations Court

Richmond Magistrate

Richmond Circuit Court

VIRGINIA LOCAL CONSTITUTIONAL OFFICES

State entities operating at local level. They do not report to Richmond City Council or Mayor.

Richmond Office of the Virginia Commonwealth's Attorney

Commonwealth's Attorney elected to prosecute local criminal (felonies, misdemeanors) and traffic cases.

Richmond Office of the City Sheriff Sheriff elected to manage Richmond City Jail; deliver legal papers/subpoenas; and provide security for Rich-

enas; and provide security for Richmond courts.

Richmond Office of the City Treasurer

Treasurer elected to assists collection of state income tax forms and sell fishing/hunting licenses.

Richmond Office of the General Registrar Registrar appointed by Virginia Board of Elections to qualify city citizens to vote; maintain voter registration records; and, conduct city elections.

Richmond Office of the Circuit Court Court Clerk elected to manage

court Clerk elected to manage administration of Richmond Office the Circuit Court and perform administrative support functions.

Virginia Department of Health Richmond Office of Public Health Virginia state agency contracted by City to administer local public health services

Richmond CAO provides contract oversight

Richmond Dept. of Emer. Communications

Richmond Office of Human Services

Richmond Office of Hispanic Liaison

Richmond Ofc. & Minority Bus. Dev

Richmond Ofc. of Animal Care & Control

CITY OF RICHMOND ADMINISTRATION

Administers general Richmon City Government services.

RICHMOND II SERINI

Mayor of Richmond

Elected by a majority of five Richmond Voting Districts for a 4-yr term to provide oversight of Richmond Chief Administra tive Officer in the management and delivery of govt.

Chief Administrative Officer
Manages administration depts.

Richmond Office of the Mayor

Richmond Office of the Press Secretary
Richmond Dept. of Budget/Strat. Plan.

Richmond Dept. of Econ/Comm. Dev

Richmond Dept. of Finance

Richmond Dept. of Fire/Emer. Serv.

Richmond Dept. of Human Resource
Richmond Dept. of Info. Tec.

Richmond Dept. of Justice Services

Richmond Dept. of Parks/Rec./CF

Richmond Department of Police

Richmond Dept. of Procurement Ser.

Richmond Dept. of Pub. Utilities

Richmond Dept. of Public Works

Richmond Dept. of Social Services

Rich. Dept. Planning & Dev. Rev.

GOVERNING BODY OF RICHMOND

Richmond residents' oversight of local laws and city government.

Richmond City Council

9 Councilmembers elected by Richmond Voting District for 4yr terms to provide local govt. policy/oversight create/ amend local laws, and establish annual govt. budget.

RCC Office of the Council Chief of Staff
Oversees Council operations/offices.

Richmond Office of the City Attorney

RCC Office of the City Auditor

RCC Office of the Assessor of Real Estate

RCC Office of the City Clerk

Richmond Local/Regional Governmental Boards, Commissions, Committees and Similar Entities

Official Governmental entities established by Richmond City Council, or other entities to which Council makes one or more appointments, that assist with various topics, programs or services.

Some of these entities may also include those that have additional appointments made by the Mayor. Most of these entities are volunteer. (Council also appoints members to one Federal Body and five Non-Governmental Organizations).

RICHMOND PUBLIC SCHOOLS

Division of Virginia responsible for public Richmond Pre-K-12th Grade education. (Separate govt. entity/does not report to Richmond City Council or Mayor).

Richmond Public School Board of Trustees

9 Schools Trustees elected by Richmond Voting District for 4 yr terms to provide oversight of administration, policies and

Superintendent

lanages Schools operations

Richmond Public Schools

28 Elementary Schools 9 Middle Schools 8 High Schools 3 Career, Technical/Alt.

3 Career, Technical/Alt. Ed Schools

2 Exceptional Ed. Schools 2 Exceptional Ed. Programs

RICHMOND GOVT. AUTHORITIES

Local/Regional quasi-govt. entities overseen by boards (all /partially) appointed by Richmond City Council.

Richmond Ambulance Authority

Central Virginia Waste Management Authority

Richmond Economic Development Authority

Greater Richmond Convention Center Authority

Richmond Metropolitan Authority

Richmond Redevelopment & Housing Authority

Capital Region Airport Commission

Peumansend Creek Regional Jail Authority

Richmond Behavioral Health Authority

Richmond Hospital Authority

GRTC Transit System

Richmond Direct Service Agencies

Quasi-govt. entities supervise by boards established by Richmond City Council.

Richmond Public Library

Richmond Retirement System

Richmond City Council Office of the Council Chief of Staff Public Information Richmond City Hall - 900 E. Broad Street, Suite 305 - Richmond, Virginia 23219 Established 12.2006: Updated 11.2.2016/srs



Richmond local government is a

subset of the Commonwealth of

Virginia, United States of America.



CITY OF RICHMOND ORGANIZATION OF LOCAL GOVERNMENT 2017

MAYOR

INDEPENDENT AGENCIES **AUTHORITIES OR** PARTNERSHIPS

JUDICIAL BRANCH

EXECUTIVE BRANCH

LEGISLATIVE BRANCH

ELECTED OFFICIALS

CHIEF ADMINISTRATIVE OFFICER (CAO)

CITY COUNCIL

GREATER RICHMOND CONVENTION CENTER AUTHORITY GRTC TRANSIT SYSTEM CONOMIC DEVELOPMENT AUTHORIT RICHMOND AMBULANCE AUTHORITY RICHMOND METROPOLITAN CONVENTION & VISITORS BUREAU RICHMOND PUBLIC SCHOOLS RICHMOND REDEVELOPMENT & HOUSING AUTHORITY RGINIA DEPARTMENT OF HEALTH

ADULT DRUG COURT CIRCUIT COURT CIVILCOURT CRIMINAL COURT GENERAL REGISTRAR JUVENILE & DOMESTIC RELATIONS COURT 13th DISTRICT COURT SERVICES UNIT MANCHESTER COURT SPECIAL MAGISTRATE TRAFFIC COURT

ANIMAL CONTROL BUDGET AND STRATEGIC PLANNING ECONOMIC & COMMUNITY DEVELOPMENT EMERGENCY COMMUNICATION FINANCE FIRE & EMERGENCY SERVICES HUMAN RESOURCES HUMAN SERVICES INFORMATIONTECHNOLOGY JUSTICE SERVICES LIERARY MAYOR'S OFFICE NORITY BUSINESS DEVELOPMENT OFFICE OF THE CAO OFFICE OF COMMUNITY WEALTH BUILDING PARKS, RECREATION & COMMUNITY FACILITIES

PLANNING & DEVELOPMENT REVIEW POLICE PRESS SECRETARY PROCUREMENT SERVICES PUBLIC UTILITIES PUBLIC WORKS

SOCIAL SERVICES

ASSESSOR BOARDS, COMMISSIONS & APPOINTEES CITY ATTORNEY'S OFFICE CITY AUDITOR'S OFFICE CLERK'S OFFICE COUNCIL CHIEF OF STAFF LIBRARY BOARD RETIREMENT OFFICE

CIRCUIT COURT CLERK CITY COUNCIL CITY TREASURER COMMONWEALTH ATTORNEY RICHMOND SCHOOL BOARD SHERIFF (CITY JAIL)

FISCAL YEAR 2017



Richmond City Government

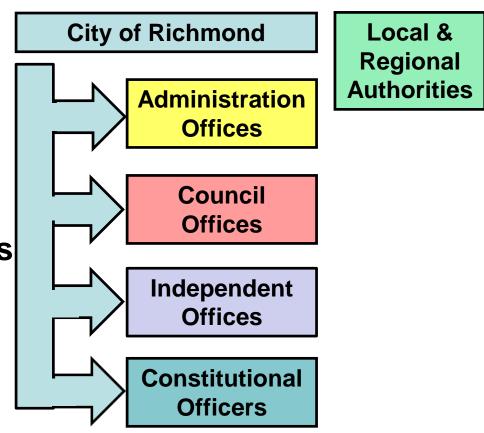
- Richmond is served by two separate political subdivisions:
 - The City of Richmond
 - Richmond Public Schools
- Richmond

 City
 of
 Richmond
 Public
 Schools
- The City of Richmond:
 - provides local funding for Richmond Public Schools
 - Has no management authority for Richmond Public Schools



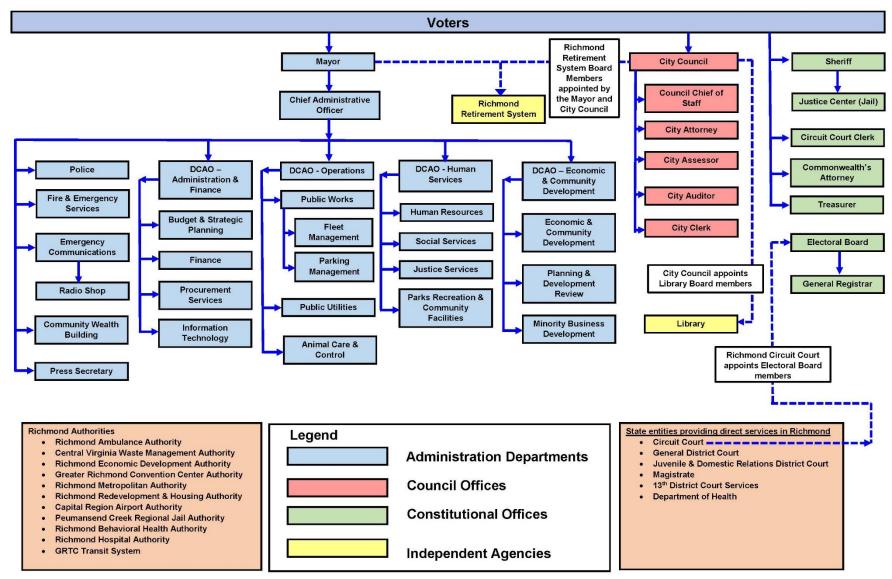
Richmond City Government

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





Richmond City Organization Chart





Administration Offices

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

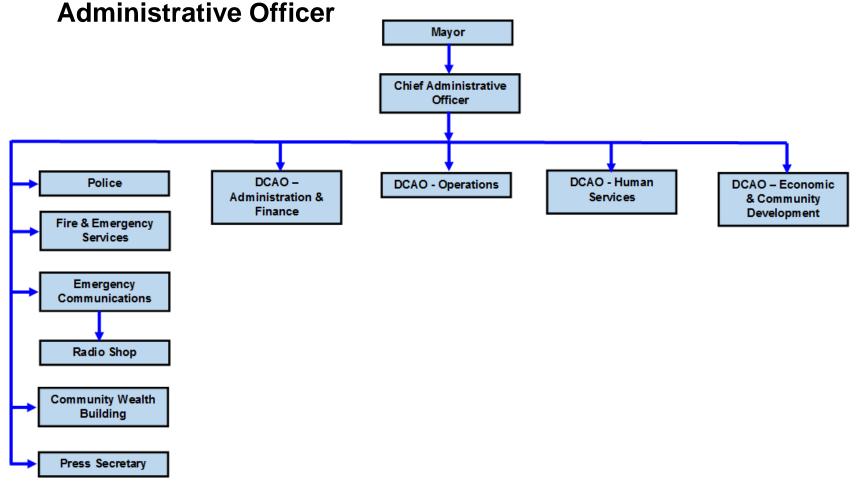
Chief Administrative Officer

- 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



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

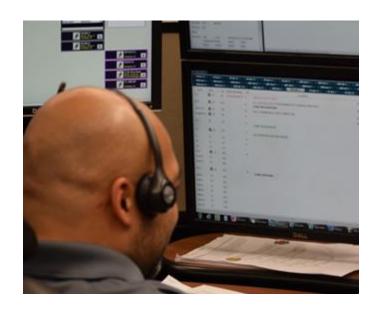
20.00 Civilian Employees

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

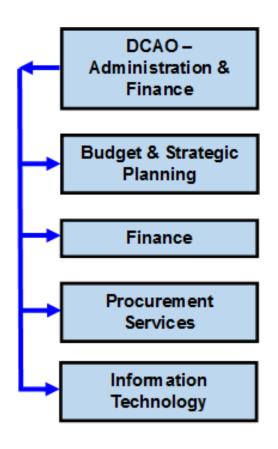
- Key Functions
 - Provides media relations services for the executive branch of City government
 - Produces communications materials
 - Serves as public relations advisor to the Mayor and Chief Administrative Officer
- FY 2017 Budget
 - \$ 0.5 Million General Fund
 - **\$ 0.2** Million Nongeneral Fund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





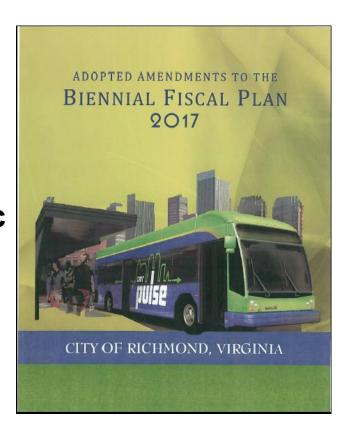
Administration and Finance

- 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

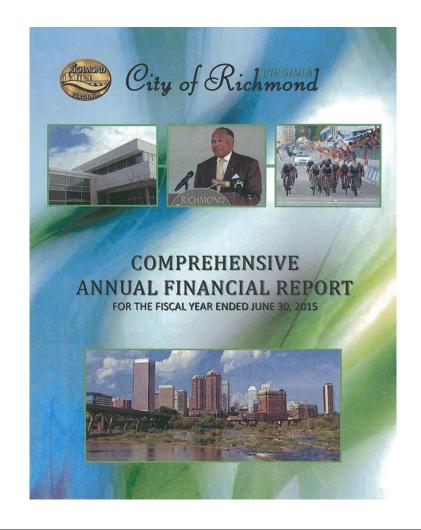
- Key Functions
 - Develops the Mayor's proposed budget
 - Executes the adopted city budget
 - Oversees the City's strategic planning process
- FY 2017 Budget
 - \$1.3 Million General Fund
 - 12.00 FTE Employees



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

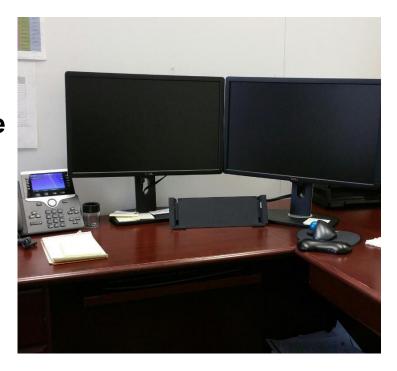
- Key Functions
 - Procurement support
- FY 2017 Budget
 - \$ 1.2 Million General Fund15.00 FTE Employees





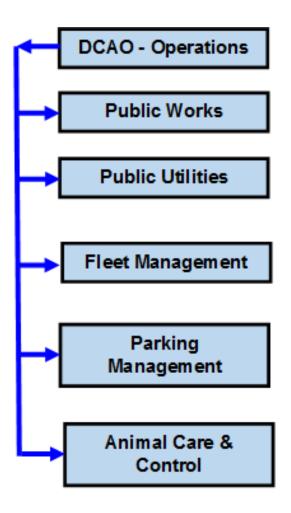
Information Technology

- 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 Fund6.00 Total FTE Employees



Fleet Management

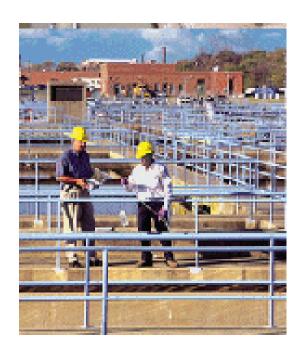
- Part of the Department of Public Works
- Key Functions
 - Acquisition and maintenance of city vehicles
- FY 2017 Budget
 - \$ 21.9 Million Nongeneral Fund

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

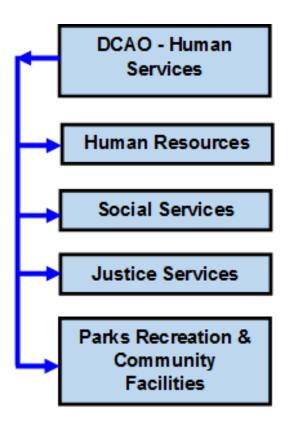
- Enforces humane laws
- Investigates animal cruelty
- Cares for stray, injured, and abandoned animals
- Provides pet adoption services
- •FY 2017 Budget
 - **\$ 1.6 Million General Fund**
 - <\$ 0.1 Million Nongeneral Fund
 - **\$ 1.6 Total**

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

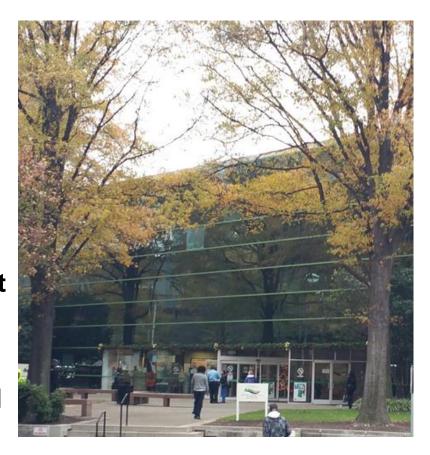
- Key Functions
 - Recruitment of employees
 - Administer the personnel system
 - Administers the employee benefit program
- FY 2017 Budget
 - \$ 2.9 Million General Fund
 - **37.00 FTE Employees**





Social Services

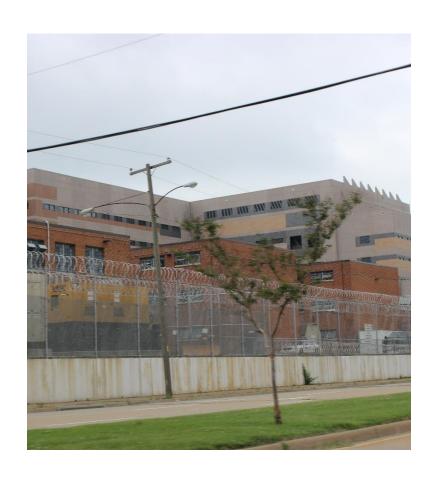
- Key Functions
 - Administers state and federal social services programs
 - Child and adult protective Services
 - Administers the Commonwealth's Comprehensive Services Act
- FY 2017 Budget
 - \$ 56.1 Million General Fund
 - **\$ 21.9** Million Nongeneral Fund
 - \$ 78.0 Total
 - 497.30 FTE Employees





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





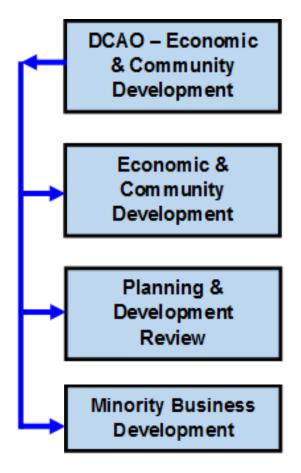
Parks, Recreation & Community Facilities

- 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

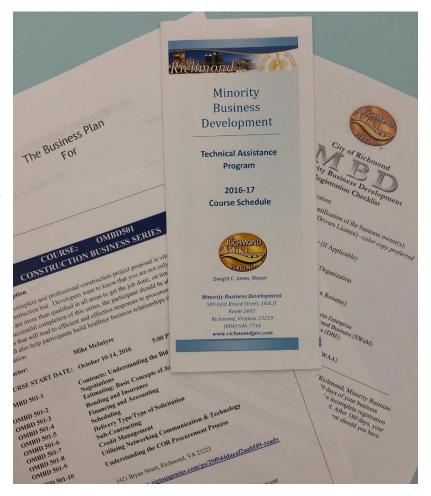
- Key Functions
 - Implement the city's programs for land use, zoning, building permits & inspections, and code enforcement
 - Supports related boards and commissions
 - Supports housing and neighborhood revitalization
- FY 2017 Budget
 - \$ 10.0 Million General Fund
 - **\$ 0.3** Million Nongeneral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

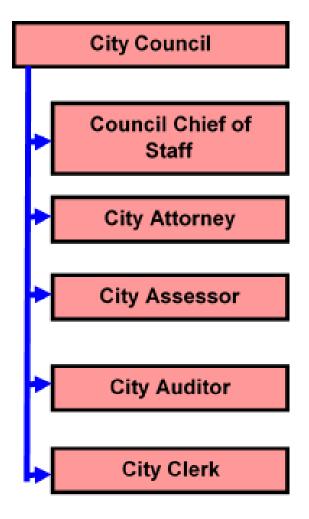
7.04 FTE Employees





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

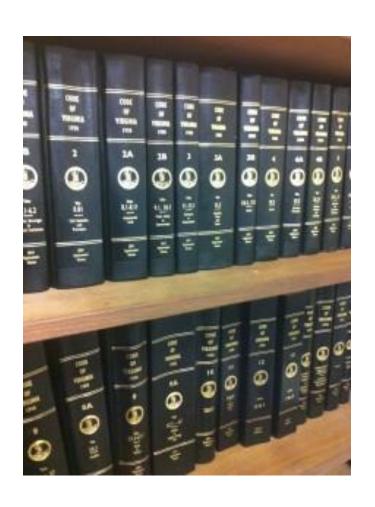
- Key Functions
 - Manages daily operations of City Council
 - Provides policy and legislative review and analysis for City Council
 - Supports City Council's review and adoption of the City's budget
 - Assists Council with oversight of Council Offices
 - Provides public information services for Council
- 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

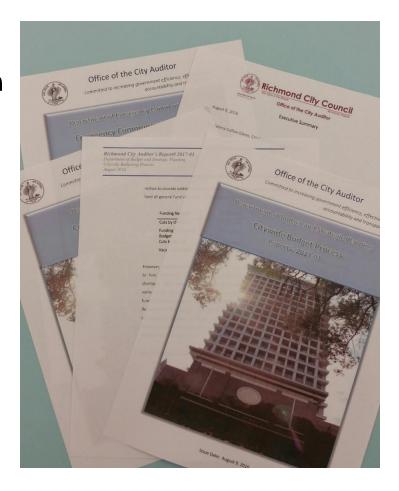
- Assesses the value of real property for tax purposes
- Develops and maintains the parcel layer of the City's Geographical Information System
- •FY 2017 Budget
 - \$ 3.1 Million General Fund36.00 FTE Employees



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 Fund15.00 FTE Employees



City Clerk

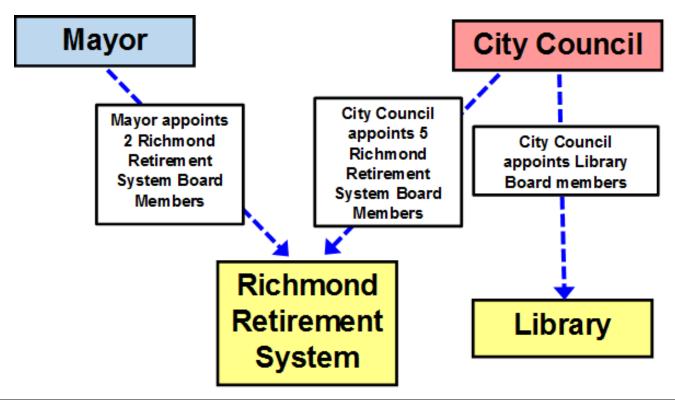
- Key Functions
 - Maintains the official record of legislation considered by City Council
 - Receives filings of official documents
 - Provides public notice of legislation, etc.
 - Manages board appointments
- FY 2017 Budget
 - **\$ 0.9 Million General Fund**
 - 8.00 FTE Employees





Independent Offices

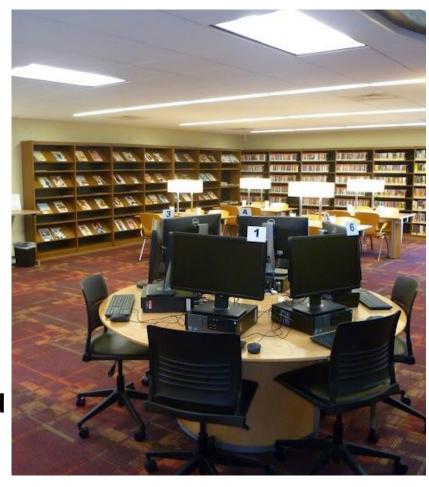
- The City of Richmond has two Independent Offices
- Each has an appointed governing board





Richmond Public Library

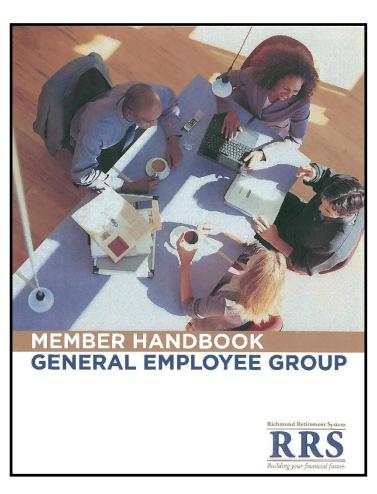
- Board Members appointed by City Council
- Key Functions
 - Provides library services
 - Provides public access to computers
 - Operates the City's records center
- FY 2017 Budget
 - \$ 5.5 Million General Fund
 - **\$ 0.9** Million Nongeneral Fund
 - \$ 6.4 Total
 - 83.00 FTE Employees





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



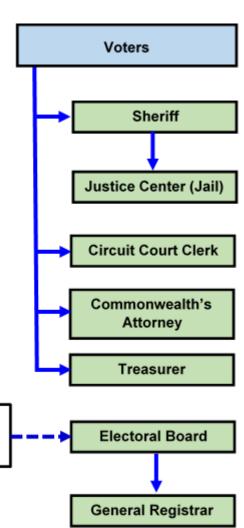


Constitutional Officers

Richmond Circuit Court

appoints Electoral Board members

- 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.