



# *Richmond, California*

Adopted Operating Budget Fiscal Year 2022-2023

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# CITY OF RICHMOND

FISCAL YEAR 2022-2023

## OPERATING BUDGET

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# *Richmond City Council*



**Tom Butt**  
Mayor



**Eduardo Martinez**  
Vice Mayor



**Nathaniel Bates**  
Councilmember



**Claudia Jimenez**  
Councilmember



**Demnlus Johnson**  
Councilmember



**Gayle McLaughlin**  
Councilmember



**Melvin Willis**  
Councilmember

**CITY OFFICIALS**

**CITY COUNCIL**

Mayor ..... Tom Butt  
Vice Mayor..... Eduardo Martinez  
Councilmember ..... Nathaniel Bates  
Councilmember ..... Claudia Jimenez  
Councilmember ..... Demnlus Johnson III  
Councilmember ..... Gayle McLaughlin  
Councilmember ..... Melvin Willis

**ADMINISTRATION AND EXECUTIVE MANAGEMENT**

City Manager ..... Shasa Curl  
Deputy City Manager, Internal Services, (Interim) ..... Anil Comelo  
City Attorney ..... Dave Aleshire  
City Clerk ..... Pamela Christian  
Director of Community Development ..... Lina Velasco  
Director of Information Technology ..... Sue Hartman  
Director of Library and Community Services (Interim) ..... LaShonda White  
Director of Finance ..... Delmy Cuellar  
Fire Chief ..... Angel Montoya  
Human Resources Director (Acting) ..... Teresa Fairbanks  
Police Chief (Interim) ..... Louie Tirona  
Director of Public Works ..... Joe Leach

**CITY OF RICHMOND**  
**FISCAL YEAR 2022-23 BUDGET**

**BUDGET TEAM**

**Shasa Curl**  
*City Manager*

**Anil Comelo**  
*Deputy City Manager (Interim)*

**Delmy Cuellar**  
*Director of Finance*



**LaShonda White**  
*Interim Library & Community Services Director*

**Antonio Banelos**  
*Accounting Manager*

**Mubeen Qader**  
*Budget Administrator*

**Bertram Jones**  
*Budget Analyst II*

**Vrenesia Ward**  
*Senior Budget Analyst*

**Cher Lor-Arce**  
*Accountant II*

**Jerry Gurule**  
*Senior Accountant*

**Rita Martinez**  
*Senior Accountant*

**Patrick Seals**  
*Internal Services*

**Sharrone Taylor**  
*Human Resources*



Finance Department

# AGENDA REPORT

<b>DATE:</b>	June 21, 2022
<b>TO:</b>	Mayor Butt and Members of the City Council
<b>FROM:</b>	Shasa Curl, City Manager Anil Comelo, Interim Deputy City Manager Delmy Cuellar, Director of Finance LaShonda White, Interim Director of Library and Community Services Mubeen Qader, Budget Administrator Antonio Banuelos, Accounting Manager
<b>Subject:</b>	Adopt Fiscal Year (FY) 2022-2023 Proposed Operating Budget and FY 2022-2023 through 2026-2027 Capital Improvement Plan.
<b>FINANCIAL IMPACT:</b>	There is no financial impact associated with adopting the FY 2022-2023 Annual Operating Budget and FY 2022-2023 through FY 2026-2027 Five-Year Capital Improvement Program. At this point, the General Fund budget is structurally balanced with revenue and expenditures equal to \$206,632,248.
<b>PREVIOUS COUNCIL ACTION:</b>	April 19, 2022, April 26, 2022, May 3, 2022, May 17, 2022, May 24, 2022, and June 7, 2022
<b>STATEMENT OF THE ISSUE:</b>	City staff is submitting the Fiscal Year (FY) 2022-2023 Annual Operating Budget and the FY 2022-2023 to FY 2026-2027 Five-Year Capital Improvement Program Budget to City Council for adoption prior to the June 30, 2022, deadline.

<b>RECOMMENDED ACTION:</b>	<p>ADOPT resolutions approving: (1) Fiscal Year (FY) 2022-2023 Annual Operating Budget, and (2) FYs 2022-2023 to 2026-2027 Five-Year Capital Improvement Program Budget – City Manager’s Office/Finance Department (Shasa Curl/Delmy Cuellar 510-620-6740).</p>
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**DISCUSSION:**

On April 20, 2021, the Richmond City Council adopted fiscal guidelines to enhance transparency, fiscal responsibility, and sustainability, and provided a set of budgeting principles to navigate through economic challenges. The guidelines were developed to help City staff, City Council, and the community at large address community needs and services throughout the budget process. The guidelines were developed to maximize public participation and requires City staff to engage with the City Council and the public to reflect community aspirations in the budget.

During the budget development process, City staff facilitated four community budget meetings and a meeting with the labor unions to receive input from various stakeholders. City departments presented their budgets at the City Council meetings from April 19, 2022, through June 7, 2022, and discussed their accomplishments and goals for the next year, along with their staffing plans and proposed budgets. City staff also met with several City councilmembers to address specific questions regarding various aspects of the budget development process. City Council also received presentations from NBS Consulting regarding the Cost Allocation Plan (CAP) and Human Resources/Risk Management regarding internal service charges such as Worker’s Compensation and General Liability charges.

In accordance with Richmond Municipal Code Section 2.61.010, on May 3, 2022, the City Manager submitted the first draft of the FY 2022-2023 operating budget, and FYs 2022-2023 through 2026-2027 Five-Year Capital Improvement Plan. Initially, the operating budget gap was approximately \$1.9 million, however, City staff provided several pending adjustments that increased revenues, reduced expenditures, and resulted in a budget surplus of \$27,854.

On June 7, 2022, the City staff presented a second draft of the FY 2022-2023 budget with a surplus balance of approximately \$4.5 million. City staff also presented potential adjustments reflecting the City Council and community’s requests that could be incorporated into the budget before final adoption per the City Council’s direction. This agenda item presents a balanced General Fund budget for the FY 2022-2023, and requests that City Council adopts resolutions approving: (1) FY 2022-2023 Annual Operating Budget, and (2) FYs 2022-2023 to 2026-2027 Five-Year Capital Improvement Program Budget (Attachment 1 and Attachment 6, respectively).

## Economy

Global, national, and local economies continue to face challenges due to rising inflation, increasing oil prices, the ongoing Russian invasion of Ukraine, continued supply chain issues, and 2022 workforce shortages. Despite these challenges, the University of California, Los Angeles - Anderson School of Management's economic forecast published, with considerable uncertainty, continued economic strength at the national level in 2022, 2023, and 2024; the economic forecast projects Gross Domestic Product growth as following: 4.3 percent in 2022, 2.8 percent in 2023, and 2.3 percent in 2024<sup>1</sup>. In the California economy, the unemployment rate is expected to drop to 4.3 percent through 2024. Despite an expected increase in interest rates, the state expects rapid growth in homebuilding.

Richmond's proposed FY 2022-2023 budget uses continued moderate economic growth, as the backdrop to estimate revenue and expenditure. The FY 2022-2023 city-wide expenditure budget amounts to \$438,338,897 million, of which \$206,632,248 is from the General Fund, and \$231,706,650 million is from non-General Fund accounts. These numbers show an increase when compared to FY 2021-2022.

## GENERAL FUND

The proposed FY 2022-2023 General Fund budget is structurally balanced with both revenues and expenditures at \$206,632,248.

*Table 1: Proposed General Fund Budget FY 2022-2023 Revenue and Expenditures*

<b>GENERAL FUND</b>		<b>FY 2022-2023</b>	
		<b>DRAFT BUDGET</b>	
<b>TOTAL REVENUE</b>		\$206,632,248	
<b>TOTAL EXPENSE</b>		\$206,632,248	
<b>Net (-Gap)/+Surplus</b>			<b>\$0.00</b>

## Revenues

The total proposed General Fund revenue for the FY 2022-2023 budget is \$206.6 million. City staff is projecting an additional \$14.3 million in General Fund revenue from the current FY 2021-2022 revised General Fund budget. Detailed information regarding revenue changes can be found in Attachment 2 – General Fund Revenue and Expenditure Summary. The information below highlights major revenue changes by revenue type.

<sup>1</sup> <https://www.anderson.ucla.edu/news-and-events/press-releases/ucla-anderson-forecast-russia-ukraine-war-adds-new-risks-us-and-california-economies>

**Property Tax** – Increase of \$823,000: In preparing the FY 2022-2023 budget, City staff forecasted Assessed Valuation (AV) growth of three percent. This was based on the change in value of properties sold during the last year, the Chevron Refinery AV remaining flat, and all other properties increasing by two percent. Actual change in AV will not be known until the Equalized Roll is published by Contra Costa County the first week of July 2022. This roll will list every property in Richmond, including their updated valuation.

**Sales Tax** – Increase of \$3.3 million: This increase is based on updated estimates provided by the City's sales tax consultants, Avenu Consulting. This increase is bolstered by the big-box stores including Costco, Target, The Home Depot, and Wal-Mart. Additionally, the increase corresponds to an overall increase of 6.3 percent for the sales tax category. In particular, the Bradley Burns 1 percent sales tax is projected to increase by five percent, while the voter-approved half cent measures are expected to increase by 10 percent in the coming year compared to the current FY 2021-2022 revised budgeted amounts.

**Utility Users Tax (UUT)** – Increase of \$3.4 million: UUT is an “excise” or usage tax imposed on a person or entity using utility services (i.e., electricity, gas, or communications). For the most part, the various UUT streams such as cable television, gas and electricity, and telecommunications are expected to stay flat with zero percent grow this coming year. An increase of \$3.4 million is budgeted stemming from a forecasted increase to the UUT Cap Provision. The cap amount, paid by Chevron, is tied to the Consumer Price Index (CPI) for energy services in the San Francisco metropolitan area. This CPI through the April postings by the United States Bureau of Labor Statistics corresponds to an increase of over 13 percent. The actual amount will not be known until the end of June 2022.

**Other Taxes** – Increase of \$685,000: This revenue category includes the Documentary Transfer Tax, whose budgeted amount corresponds to the average Transfer Tax collected since the voter-approved tiered structure went into effect in 2019, as per instructions within the Guiding Fiscal Policies. This yields an estimate of \$13.6 million, which is the same as the budgeted amount in the revised FY 2021-2022 budget.

**Licenses, Permits & Fees** – Net Increase of \$775,000: \$425,000 of this increase stems from increased Code Enforcement collections. \$158,000 stems from a two percent increase in the Business Tax category (see below for details regarding Measure U). Finally, City staff is projecting an increase of \$332,000 in Recreation fees, as Recreation programs approach pre-pandemic levels. All other revenue streams that feed into this category will see a net decrease of \$140,000. This decrease is primarily tied to one-time revenues (and corresponding expenses) tied to both Point Molate and Campus Bay projects.

- **Measure U** -- City staff is budgeting \$7.9 million, plus an escalator of two percent, which corresponds to an additional \$158,000, for a total of \$8,058,000. The budgeted amounts include the reduction to the tax due to a Council-

approved credit for small residential property owners. In December 21, 2021, City Council approved a resolution allowing landlords with four or less residential units to credit their paid Rent Board fees against their gross receipts tax obligation. City staff will continue analyzing this new revenue stream and update projections as additional data is gathered.

**Other Revenues** (Includes Fines & Forfeitures, Charges for Services, Other Revenues, Rental Income, Intergovernmental State Taxes & Grants, and Loan & Bond Proceeds, and Operating Transfers In) – Net decrease of \$920,000: Most of these adjustments generate from revenue received year-to-date that were either not expected or are exceeding projections. In some cases, these are one-time revenue increases and decreases that cannot be anticipated, or the amount received is deviating significantly from previous years.

- Increase to Fines & Forfeitures of \$6,378 or 1.4 percent stemming from projected increases in Municipal Court Fines.
- Increase to Charges for Services of \$146,833 primarily from increased Police Special Services.
- Decrease to Other Revenue of \$1,286,427 stemming from one-time revenue that occurred in FY 2021-2022, that will not occur again in FY 2022-2023. This includes pass-through payments related to Point Molate and Campus Bay projects.
- Increase of \$127,239 in Rental Income primarily tied to the rental of Recreation facilities as Recreation programs approach pre-pandemic levels.
- Increase of \$35,000 in Intergovernmental State Taxes stemming from State Mandated Claims reimbursements trending higher in FY 2021-2022 and that trend is expected to continue in FY 2022-2023.
- Decrease of \$12,878 in Intergovernmental State Grants, which is directly tied to an Office of Neighborhood Safety State Grant that was budgeted in FY 2021-2022 and is not expected in FY 2022-2023.
- Increase of \$100,000 in Intergovernmental Other Grants based on staff's expectation of additional revenue in Supplemental Law Enforcement Revenue Contra Costa County.
- Decrease of \$36,400 in Loan and Bond Proceeds, as no loan and bond proceeds are expected in FY 2022-2023. If that changes, the corresponding budget will be adjusted at mid-year.

**Operating Transfers In** – Increase of \$6,210,346: The revenue that flows into the Pension Tax Override Fund is expected to increase at the same rate as Property Taxes. What is unique in FY 2022-2023 is that the Bond Intercept amount, which was \$12.7 million in FY 2021-2022, is currently projected to decrease to \$6.6 million in FY 2022-2023. However, the Bond Intercept will go back up to \$13.0 million in FY 2023-2024.

Proposed General Fund revenue adjustments in the FY 2022-2023 budget for July 1, 2022, are as follows and listed in Attachment 2.

Table 2: Proposed General Fund Revenue FY 2022-2023 Budget

REVENUES	FY 2022-2023		CHANGE
	REVISED BUDGET	PROPOSED BUDGET	
PROPERTY TAXES	45,233,561	46,056,962	1.80%
SALES & USE TAX	51,993,736	55,282,200	6.30%
UTILITY USERS TAX	46,522,663	49,963,589	7.40%
OTHER TAXES	20,953,343	21,638,449	3.30%
LICENSES, PRMITS&FEES	10,354,335	11,129,402	7.50%
FINES & FORFEITURES	468,897	475,275	1.40%
USE OF MONEY&PROPRTY	236,079	236,079	0.00%
CHARGES FOR SERVICES	3,424,459	3,571,292	4.30%
OTHER REVENUE	1,473,927	187,500	-87.30%
RENTAL INCOME	747,268	874,506	17.00%
INTERGOV STATE TAXES	90,000	125,000	38.90%
INTERGOV STATE GRANT	187,878	175,000	-6.90%
INTERGOV OTHER GRANT	153,569	253,569	65.10%
PROC FR SLE PROP	100,000	100,000	0.00%
LOAN/BOND PROCEEDS	36,400	-	-100.00%
OPER XEERS IN	10,204,224	16,563,424	62.30%
<b>TOTAL REVENUE</b>	<b>192,180,338</b>	<b>206,632,248</b>	<b>7.50%</b>

## Expenditures

FY 2022-2023 total proposed expenditures are \$206,632,248. Overall, total expenditures are increasing by 5.8 percent from the FY 2021-2022 revised budget. Major increases are highlighted in Table 3 below and included in Attachment 2 - General Fund Revenue and Expenditure Summary. The assumptions behind the expenditures are provided in the Attachment 3 – General Fund Revenue and Expenditure Assumptions.

Table 3: Proposed General Fund Expenditures FY 2022-2023 Budget

EXPENDITURES	FY 2021-2022 REVISED BUDGET		FY 2022-2023 PROPOSED BUDGET		CHANGE
SALARIES AND WAGES	75,822,428		78,761,868		3.9%
PYRLL/FRINGE BENEFIT	62,143,352		66,929,804		7.7%
PROF & ADMIN	16,248,412		16,977,138		4.5%
OTHER OPERATING	7,225,103		8,720,902		20.7%

UTILITIES	5,010,518	5,399,957	7.8%
EQPT & CONTRACT SVCS	2,555,148	2,731,448	6.9%
PROVIN FOR INS LOSS	27,673	25,725	-7.0%
COST POOL	14,455,436	15,277,766	5.7%
ASSET/CAPITAL OUTLAY	1,416,551	2,422,136	71.0%
DEBT SVC EXPENDITURE	1,065,359	1,037,009	-2.7%
A87 COST PLAN REIMBS	-3,516,104	-3,531,610	0.4%
GRANT EXPENDITURES	82,500	2,500	-97.0%
OPERATING TRANSFERS OUT	12,801,419	11,877,605	-7.2%
<b>TOTAL EXPENSE</b>	<b>195,337,796</b>	<b>206,632,248</b>	<b>5.8%</b>

**Salaries and Fringe Benefits:** The total budget for salaries and benefits is approximately \$78.8 million and \$66.9 million respectively. The proposed budget includes salaries and wages of 710.9 Full-Time Equivalent (FTE) positions, which represents a net increase of 4.8 additional FTEs when compared to the mid-year FY 2021-2022 approved total. The increase in FTEs reflects the positions that the City Council has approved since the mid-year, plus one additional position, a Management Analyst I/II in the Economic Development department, proposed for FY 2022-2023. The proposed budget also includes the elimination of a vacant Accounting Assistant II position in the Finance department. Other assumptions include cost of living adjustments (COLA) per the approved Memorandum of Understandings with Local 21 (executives and mid-managers), and SEIU Local 1021 bargaining units. Respective fringe benefits are projected based on several factors such as health care provider rates, CalPERS rates, Other Post-Employment Benefits rates, and Workers Compensation rates.

As a result of the City's historically high vacancy rate, the proposed FY 2022-2023 budget incorporates a salary and benefits savings rate totaling \$8.3 million or approximately six percent. The vacancy savings rate is increased from the current year budget which was at \$5.8 million and about four percent of the salary and benefits budget for the current fiscal year.

**Workers Compensation and General Liability:** Rates are generally derived from actuarial reports that factor in several drivers around claims cost, assumed risk factor, and a targeted confidence level of the Risk Reserve. The initial rates, in the proposed draft budget presented on May 3, 2022, were to achieve a 65 percent confidence risk reserve level, resulting in significant increases in charges from the current year budget level. To avoid drastic budget increases to City departments, City staff proposes that the increase in the confidence level should be implemented gradually over several years.

Until the City develops a formal plan for the confidence level increment, the proposed draft budget for FY 2022-2023 is set to increase the General Liability charges by five percent city-wide from the FY 2021-2022 budget level. Workers Compensation charges are only increasing by one percent in each category listed in Table 4 below.

Table 4: Workers Compensation Proposed Rates for FY 2022-2023

	FY 2021-22 Rates	FY 2022-23 Rates
Worker's Compensation Clerical	7.83%	8.83%
Worker's Comp Fire	18.65%	19.65%
Worker's Comp Professional	5.8%	6.8%
Worker's Comp Police	22.08%	23.08%
Worker's Comp Maintenance	12.71%	13.71%

**Professional and Administrative Services:** The total proposed budget is \$16.9 million, an increase of 4.5 percent from FY 2021-2022. The proposed budget is baseline with a 5 % inflation contingency to mitigate the negative impacts of inflation on the services.

**Other Operating:** The proposed total budget is increasing by 20.7 percent and includes a five percent inflation contingency and expected Point Molate operating expenditures of \$1 million.

**Equipment and Contract Services:** This category includes various equipment rental and maintenance contracts. The proposed budget is increasing by 6.9 percent, with a major increase stemming from a five percent inflation contingency.

**Utilities:** The total proposed budget is increasing by 7.8 percent compared to the FY 2021-2022 budget. The category includes a baseline budget with a 5 percent inflation contingency.

**Cost Pool:** The total proposed cost pool budget is \$15.3 million, and includes line items where internal costs are allocated to other areas within the City. Major line items within this category are: General Liability (discussed above), Vehicle Replacement, Civic Center Debt Allocation, and Cost Allocation Plan (Administrative Charges). The line items in cost pool were discussed in the June 7<sup>th</sup>, 2022, budget staff report.

**Capital Asset Outlay:** The category includes large equipment and major improvement expenditures. The proposed budget is increasing by \$1 million due to the additional investment in the city's pavement and sidewalk system.

**Operating Transfers Out:** These are General Fund Subsidies and mandated contributions to Non-General Fund programs. A mandated contribution is generally due to a specific agreement, a voter approved measure, maintenance of effort required by the State, or a required grant match. Table 5 below lists of major transfers out. Major change in the category is the allocation to the Department of Children and Youth which

is increasing from one to two percent of the General Fund revenue. In addition, a transfer to Non-General Fund departments to implement Reimagining Public Safety Intervention Programs is also included (transfer to Planning for the Unhoused Intervention and a transfer to Employment and Training for Youthworks).

Table 5: General Fund Operating Transfers Out Draft Budget FY 2022-2023

Operating Transfers Out	Proposed Budget FY 2022-23
Debt Service	1,744,390
Hilltop Lighting and Landscaping District	229,115
Marina Bay Lighting and Landscaping District	462,436
Employment and Training	743,201
Information Technology Equipment Replacement	100,000
Department of Children and Youth	3,936,896
Richmond Housing Authority	1,261,082
Pension Fund	100,485
Reimagining Public Safety - Unhoused Intervention	1,320,000
Reimagining Public Safety -Youthworks	1,980,000
<b>Total</b>	<b>11,877,605</b>

### Key inclusions in the Proposed FY 2022-2023 Budget

On June 7, 2022, the City staff proposed several appropriations to be included in next year's budget based on estimated available funding sources. Table 6 below, slightly updated from the table included in the June 7, 2022, staff report, lists funding sources and items that City Council could consider for inclusion in the FY 2022-2023 budget.

Table 6: Adjustments incorporated since June 7, 2022, Presentation

Funding Sources	Key Inclusions in the Proposed Budget		
June 7, 2022, Estimated Surplus	4,513,570	COLA/Class & Comp	7,385,608
Vacancy Saving Factor 6% of the Salary & Benefits	8,339,184	Inflation Factor (5%)	1,410,215
Transfer In From PTOR*	148,800	City Attorney Legal Services	1,500,000
Savings from Employment and Training Subsidy	418,000	Point Molate Expenses	1,000,000
Savings from RHA Subsidy	278,242	Additional Paving Index Repairs/Sidewalk Enhancements	1,000,000
Other Savings	128,027	Housing First Public Bank	425,000
			750,000

		Reparations, Equity, and Inclusion Implementation - Year One**	250,000
		Literacy Fair	5,000
		Short-term Emergency Housing Interventions	100,000
		New City-wide Appropriation Requests	Not included
		City-wide Position Requests	Not included
<b>Total Available</b>	<b>13,825,823</b>	<b>Total</b>	<b>13,825,823</b>

\*Pension Tax Override Reimbursement (PTOR)

The list below provides more information about each proposed recommendation.

- **Cost of Living Adjustments (COLA) and Class and Compensation Study**  
Implementation costs - \$7,385,608: The implementation costs of the Classification and Compensation study, the 5 percent COLA for Local 1021 and Local 21, Executives, and a placeholder for possible COLAs for public safety (pending negotiations), are included in the budget with an estimated total of \$7,385,608.
- **Five Percent Inflation Contingency - \$1,410,215:** The US economy is experiencing significantly higher inflation than prior years. To mitigate the potential negative impacts of the hyperinflation on the City's services, an inflation contingency of five percent was added to the baseline non-payroll expenditures in the proposed budget.
- **City Attorney Legal Services - \$1,500,000:** This amount serves as a place holder budget to cover the estimated legal services costs for the City in FY 2022-2023.
- **Paving Condition Index (PCI) Investment - \$1,000,000:** According to the recent Pavement Distress Survey, the baseline funding level of \$4 million per year is not sufficient to sustain the City's current average paving index at 60 points. Without additional funding, the City's PCI is projected to decline by 9 points to 51 in five years.
- **Point Molate Operating Expenditures - \$1,000,000:** The City will have to cover the cost of security and maintenance costs for the site for FY 2022-2023.
- **Housing First - \$425,000:** This allocation serves as an initial appropriation to develop a Housing First Framework to support the housing needs of some of Richmond's most vulnerable populations.
- **Public Bank - \$750,000:** On April 5, 2022, the City Council approved the City of Richmond as a founding member of the Public Bank East Bay (PBEb).
- **Reparations, Equity, and Inclusion Implementation - \$250,000:** On January 18, 2022, City Council approved a proposal from then-Vice Mayor Demnlus Johnson to support the research, development and implementation of various reparations, race, equity and inclusion-related items. This funding is an initial allocation to begin work, and work will be done in collaboration with Richmond's race equity team.

- Literacy Fair - \$5,000: The City Council requested the addition of a literacy fair to the FY 2022-2023 budget.
- Short-Term Emergency Housing Interventions - \$100,000: This funding will provide housing support to a family under extreme distress.

### **General Fund Reserve Level**

The General Fund mid-year 2021-2022 budget update included expenditure projections exceeding revenues by \$3.1 million. Based on current information, City staff estimate the FY 2021-2022 year-end unassigned fund balance (reserve level) will exceed the policy target of 15 percent. As such, the proposed budget for FY 2022-2023 does not include any additional contribution to the reserve at this time. City staff will continue to monitor the budget through the current year fiscal close process and return to the City Council with estimated pre-audited amounts and to seek guidance. Given the current economic volatility and the need to refinance the SWAPs/POBs, City staff recommend refraining from trying to allocate and creating set asides such as those included last fiscal year.

### **NON-GENERAL FUND/OTHER FUNDS**

The total Non-General Fund budget is estimated at \$231,706,650 and includes funds dedicated to several programs and services that require tracking of expenditures in specific funds. Table 7 below shows total proposed budget by fund type. The fund level detailed proposed budget is listed in the Attachment 4 - Fiscal Year 2022-2023 Comprehensive Budget by Fund.

*Table 7: Non-General Fund Proposed Budget FY 2022-2023*

<b>Fund Type</b>	<b>Proposed FY 2022-2023</b>
<b>Other Operations</b>	27,075,053
<b>Special Revenue</b>	39,674,849
<b>Capital Improvement</b>	37,256,854
<b>Debt Service</b>	21,612,086
<b>Enterprise</b>	70,579,794
<b>Internal Service</b>	25,169,925
<b>Housing</b>	5,458,047
<b>Richmond Housing Authority</b>	4,880,044
<b>Total</b>	<b>231,706,650</b>

### **MAJOR CAPITAL PROJECTS**

The proposed FY 2022-2023 Capital Improvement Projects budget is \$37,256,854. Attachment 7 lists the Five-Year Capital Plan from FY 2022-2023 through 2026-2027, with individual project detail, timeline, and funding source. Many projects expand over

multiple years; however, the projects are appropriated on an annual basis. Table 8 below lists Capital Improvement budget by fund.

Table 8: Total Capital Projects by Fund Proposed Budget FY 2022-2023

Fund Number	Fund Name	Proposed FY 2022-2023 Budget
1002	Gas Tax	2,815,755
1019	RMRA-SB1	2,395,337
1054	Engineering Grants	14,509,778
2001	General Capital	3,061,487
2002	Measure J	3,786,947
1004	Asset Seizure	20,000
1006	Outside Grants	8,662,839
2113	Fire Impact Fee	89,383
2110	Park Impact Fee	15,000
2111	Traffic Impact Fee	263,639
2116	Open Space Impact Fee	373,264
2117	Library Impact Fee	469,295
2120	Wastewater Impact Fee	794,130
<b>Total Capital Project Funds</b>		<b>\$37,256,854</b>

## CONCLUSION

The City's FY 2022-2023 Operating and CIP budget is balanced; however, it is important to note that there are several fiscal headwinds on the horizon.

- Classification and Compensation Study Implementation: The City's compensation plan is below market and it is increasingly difficult to recruit and retain key staff positions. Due to high turnover, the City is experiencing a historically high vacancy rate. To acknowledge the unfilled positions, the City Council has authorized the use of a six percent salary and benefits saving rate in the proposed budget which will help offset the Classification and Compensation Study implementation costs. Throughout FY 2022-2023, City staff must monitor the number of vacant positions to ensure the City meets the targeted vacancy savings rate and corresponding budgeted savings.
- Unfunded Retirement and Other Post-Employment Benefits (OPEB) Liabilities: According to the CalPERS Actuarial Valuation report dated June 30, 2020, the funded ratios have slightly improved for both Public Safety and Miscellaneous plans; however, the total unfunded liability is still increased from \$351 million to \$367 million. Richmond's total OPEB Unfunded Actuarial Accrued Liability is estimated at \$102 million.
- Paving Condition Index (PCI)/Sidewalk Repair Program: Pavement Engineering Incorporation (PEI), a third-party consultant, inspected arterial and collector road segments in the City of Richmond. The study concluded that to maintain the paving system at its current overall PCI of 60, the City will need to spend an

- average of \$22.9 million annually over the next 5 years. Maintaining the current funding level of approximately \$4 Million annually will result in a PCI loss of 9 points in 5 years to a PCI of 51. The investments in the City's infrastructure need a dramatic increase to improve and sustain its pavement infrastructure.
- Risk Reserve Claim Costs: Proposed FY 2022-2023 budget has underbudgeted claim costs (Workers Comp at \$3,047,073, and General Liability at \$4,668,140) diverging from the recent actuarial studies' prescriptions. The underfunding of the Risk Reserve will decline the confidence level of the reserve and is not a fiscally prudent practice and can impact the City's capacity to pay its claim liabilities. The City staff must monitor the Risk Reserve and the claim costs and may need to revise the contributions to the reserve during the mid-year FY 2022-2023 update.

Table 9: Actuarial Review of the Self-Insured Worker's Compensation Program

City of Richmond						
Self-Insured Workers' Compensation Program						
Loss and ALAE Funding Guidelines for 2021-22						
Self-Insured Retention (SIR) of \$750,000						
	Expected	Marginally Acceptable 70% CL	Low 75% CL	Target 80% CL	High 85% CL	Conservative 90% CL
Loss and ALAE	\$8,931,000	\$9,994,000	\$10,414,000	\$10,896,000	\$11,494,000	\$12,289,000
ULAE	Not Included	0	0	0	0	0
Investment Income Offset	(774,000)	(866,000)	(903,000)	(944,000)	(996,000)	(1,065,000)
Discounted Loss and ALAE	\$8,157,000	\$9,128,000	\$9,511,000	\$9,952,000	\$10,498,000	\$11,224,000

Table 10: Actuarial Review of the Self-Insured Liability Program

City of Richmond						
Self-Insured Liability Program						
Estimated Liability for Unpaid Loss and LAE						
at June 30, 2021						
	Expected	Marginally Acceptable 70% CL	Low 75% CL	Target 80% CL	High 85% CL	Conservative 90% CL
Loss and ALAE	\$14,920,000	\$16,502,000	\$17,173,000	\$17,964,000	\$18,964,000	\$20,292,000
ULAE	362,000	400,000	417,000	436,000	460,000	492,000
Investment Income Offset	(404,000)	(447,000)	(465,000)	(487,000)	(514,000)	(550,000)
Discounted Loss and LAE	\$14,878,000	\$16,455,000	\$17,125,000	\$17,913,000	\$18,910,000	\$20,234,000

## **NEXT STEPS**

City staff will continue to monitor the City's financials closely and bring back the FY 2022-2023 first quarter update in October 2022. City staff will also plan to bring forth a long-term financial forecast around December 2022 to support the development of the FY 2023-2024 budget process. Please visit the City's website at <https://www.ci.richmond.ca.us/1427/Presentations> for the most up-to-date budget information and presentations.

## **DOCUMENTS ATTACHED:**

- Attachment 1 – Resolution Adopting the Fiscal Year 2022-2023 Operating Budget
- Attachment 2 – General Fund Revenue and Expenditures Summary
- Attachment 3 – General Fund Revenue and Expenditure Assumptions
- Attachment 4 – Fiscal Year 2022-2023 Comprehensive Budget by Fund
- Attachment 5 – Fiscal Year 2022-2023 Operating Budget
- Attachment 6 – Resolution Approving Capital Improvement Plan for Fiscal Years 2022-2023 through 2026-2027
- Attachment 7 – Five-Year Capital Improvement Plan for Fiscal Year 2022-2023 through 2026-2027
- Attachment 8 – Attachment 8 – Presentation

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**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA,  
ADOPTING THE FISCAL YEAR 2022-2023 OPERATING BUDGET**

**WHEREAS**, pursuant to Section 1(b) of Article IV of the Richmond City Charter the City Manager is required to prepare an annual budget for the review and approval by the City Council; and

**WHEREAS**, all appropriations for the prior fiscal years shall lapse at the end of Fiscal Year 2021-2022 and any remaining amounts shall be credited against their respective fund balances except for any encumbered amounts for specific obligations outstanding at the end of said Fiscal Year; and

**WHEREAS**, all grants received per the attached grants listing shall be appropriated and spent according to grant guidelines; and

**WHEREAS**, the City Council has reviewed the proposed budget for Fiscal Year 2022-2023 at public meetings on April 19, April 26, May 3, May 17, May 24, and June 7, 2022; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby adopts the 2022-2023 Operating Budget for the following funds:

<b>Funds</b>	<b>FY 2022-2023</b>
General Fund	\$206,632,247
Other Operating	27,075,053
Special Revenues	39,674,849
Capital Improvement	37,256,854
Debt Service	21,612,086
Enterprise	70,579,794
Internal Service	25,169,925
Housing Department	5,458,047
Richmond Housing Authority	4,880,044
<b>Total</b>	<b>\$438,338,897</b>

**BE IT FURTHER RESOLVED**, that the budget for the Capital Improvement Funds will be adopted as a separate document.

\*\*\*\*\*

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond, California, at a regular meeting thereof held June 21, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

**CLERK OF THE CITY OF RICHMOND**  
**(SEAL)**

**Approved:**

**Mayor**

**Approved as to Form:**

**City Attorney**

**RESOLUTION NO.            OF THE CITY OF RICHMOND, CALIFORNIA,  
ADOPTING THE FISCAL YEAR 2022-2023 APPROPRIATIONS LIMIT PURSUANT  
TO ARTICLE XIIB OF THE CONSTITUTION OF THE STATE OF CALIFORNIA**

**WHEREAS**, Article XIIB, as amended, of the Constitution of the State of California requires all local government entities to establish an annual appropriations limit; and

**WHEREAS**, the appropriation subject to limitation for each year shall be based on the 1978-79 appropriation adjusted for changes in the cost of living and population; and

**WHEREAS**, Section 7910 of the Government Code requires each local government to establish its appropriations limit by resolution in each fiscal year beginning with fiscal year 1980-81; and

**WHEREAS**, the City calculated its Fiscal Year 2022-2023 Appropriations Limit based on the percent of change in the population of the County, January to January and the change in the State's per capita personal income.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Richmond, California has established the Appropriations Limit for Fiscal Year 2022-2023, as reflected in the Attachment 1 that is attached to this resolution.

\*\*\*\*\*

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held June 21, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

**CLERK OF THE CITY OF RICHMOND**

---

**Approved:**

*Mayor*

---

**Approved As To Form:**

*City Attorney*

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ATTACHEMENT 1  
APPROPRIATIONS LIMIT (GANN LIMIT)

Fiscal Year	Per Capita Personal Change	Population Change Used	Per Capita Personal Factor	Population Factor Used	Change Factor	Limit
2000-01	4.91%	0.61%	1.0491	1.0061	1.05549951	\$184,302,245
2001-02	7.82%	1.71%	1.0782	1.0171	1.09663722	\$202,112,702
2002-03	-1.27%	1.76%	0.9873	1.0176	1.00467648	\$203,057,878
2003-04	2.31%	1.43%	1.0231	1.0143	1.03773033	\$210,719,318
2004-05	3.28%	1.12%	1.0328	1.0112	1.04436736	\$220,068,378
2005-06	5.26%	1.18%	1.0526	1.0118	1.06502068	\$234,377,374
2006-07	3.96%	1.00%	1.0396	1.0100	1.04999600	\$246,095,305
2007-08	4.42%	1.13%	1.0442	1.0113	1.05599946	\$259,876,509
2008-09	4.29%	1.36%	1.0429	1.0136	1.05708344	\$274,711,154
2009-10	0.62%	1.16%	1.0062	1.0116	1.01787192	\$279,620,770
2010-11	-2.54%	1.11%	0.9746	1.0111	0.98541806	\$275,543,357
2011-12	2.51%	0.77%	1.0251	1.0077	1.03299327	\$284,634,433
2012-13	3.77%	0.83%	1.0377	1.0083	1.04631291	\$297,816,682
2013-14	5.12%	0.77%	1.0512	1.0077	1.05929424	\$315,475,496
2014-15	-0.23%	0.98%	0.9977	1.0098	1.00747746	\$317,834,451
2015-16	3.82%	1.28%	1.0382	1.0128	1.05148896	\$334,199,417
2016-17	5.37%	1.12%	1.0537	1.0112	1.06550144	\$356,089,960
2017-18	3.69%	1.13%	1.0369	1.0113	1.04861697	\$373,401,974
2018-19	3.67%	0.88%	1.0367	1.0088	1.04582296	\$390,512,358
2019-20	3.85%	0.70%	1.0385	1.0070	1.04576950	\$408,385,914
2020-21	3.73%	0.38%	1.0373	1.0038	1.04124174	\$425,228,459
2021-22	5.73%	0.35%	1.0573	1.0035	1.06100055	\$451,167,629
2022-23	5.10%	-0.13%	1.0510	0.9990	1.05000000	\$473,560,478

# MISSION

The City of Richmond shall provide services that enhance economic vitality, the environment and the quality of life of our community.

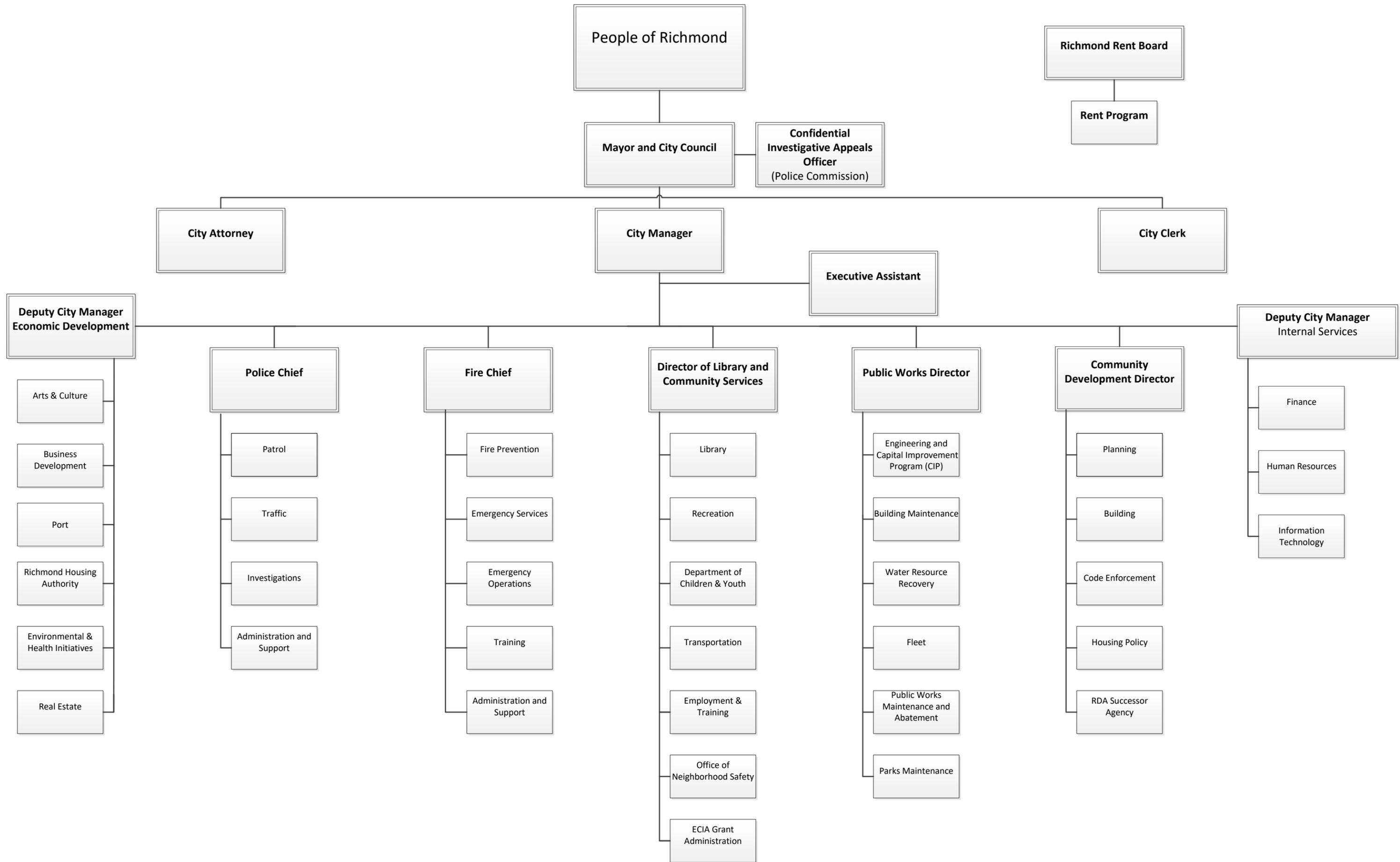
# VALUES

Honesty  
Excellent Customer Service  
Teamwork  
Commitment  
Innovation, Creativity and  
Risk-Taking

# VISION

Richmond will develop all of its neighborhoods and businesses as quality places to live, work, shop and play, with its 32 miles of shorelines as a widely recognized symbol of the City's success.

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City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund

	General Fund	Other Operations	Special Revenues	Capital Improvements	Debt Service	Enterprise Funds	Internal Service	Subtotal	Housing Department	RHA	Pension Trusts	Total
ESTIMATED BEGINNING BALANCE 07/01/2022	45,562,126	5,654,329	41,279,814	4,080,742	12,173,758	31,557,409	51,473,791	191,781,969	6,774,893	3,743,358	1,343,124	203,643,344
<b>Revenues</b>												
30 Property Tax	46,056,962	1,780,698	17,566,036	-	13,052,125	-	-	78,455,821	-	-	-	78,455,821
31 Sales Tax	55,282,200	-	-	-	-	-	-	55,282,200	-	-	-	55,282,200
32 Utility Users Tax	49,963,589	-	-	-	-	-	-	49,963,589	-	-	-	49,963,589
33 Other Taxes	21,638,449	-	-	-	-	-	-	21,638,449	-	-	-	21,638,449
34 Licenses, Permits and Fees	11,129,402	6,977,259	4,249,894	-	-	1,286,000	-	23,642,555	568,000	-	-	24,210,555
35 Fines, Forfeitures and Penalties	475,275	-	-	-	-	2,000	-	477,275	-	-	-	477,275
36 Interest and Investment Income	236,079	-	14,000	-	-	-	-	250,079	63,149	-	-	313,228
37 Charges for Services	3,571,292	4,919,888	227,000	20,000	5,349,070	26,905,520	24,304,635	65,297,405	-	-	-	65,297,405
38 Other Revenues	187,500	20,000	101,500	-	-	-	-	309,000	618,651	12,000	-	939,651
39 Rental Income	874,506	4,380	-	-	-	10,798,460	-	11,677,346	-	650,000	-	12,327,346
3A State and Local Taxes	125,000	-	-	5,713,569	-	-	-	5,838,569	-	-	-	5,838,569
3B Federal Grant Revenue	-	3,484,752	2,815,284	8,245	-	-	-	6,308,281	300,000	2,679,427	-	9,287,708
3C State Grant Revenue	175,000	1,686,601	126,222	20,625,456	-	-	-	22,613,279	166,432	-	-	22,779,711
3D Other Grant Revenue	253,569	3,188,024	216,842	5,484,956	-	-	-	9,143,390	-	-	-	9,143,390
3H Pension Stabilization Revenue	-	-	-	-	-	-	-	-	-	-	-	-
60 Proceeds from Sale of Property	100,000	-	-	-	-	-	-	100,000	133,664	-	-	233,664
61 Loan/Bond Proceeds	-	-	-	-	-	20,000,000	-	20,000,000	311,519	-	-	20,311,519
<b>Total Revenues</b>	<b>190,068,824</b>	<b>22,061,601</b>	<b>25,316,778</b>	<b>31,852,226</b>	<b>18,401,195</b>	<b>58,991,980</b>	<b>24,304,635</b>	<b>370,997,239</b>	<b>2,161,415</b>	<b>3,341,427</b>	<b>-</b>	<b>376,500,081</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

	General Fund	Other Operations	Special Revenues	Capital Improvements	Debt Service	Enterprise Funds	Internal Service	Subtotal	Housing Department	RHA	Pension Trusts	Total
<b>Expenditures</b>												
40 Salaries and Wages	78,761,868	5,624,712	1,793,329	-	-	2,138,829	440,821	88,759,558	345,890	617,230	-	89,722,678
41 Benefits	66,929,804	4,102,513	1,371,188	-	-	1,342,408	277,397	74,023,310	163,200	537,665	-	74,724,175
42 Professional Services	16,977,138	7,914,687	14,653,854	3,950,939	-	12,193,027	1,027,700	56,717,345	74,061	768,636	-	57,560,042
43 Other Operating	8,720,902	317,580	251,546	96,617	-	396,267	50,500	9,833,412	8,712	151,075	-	9,993,199
44 Utilities	5,399,957	284,145	4,400	-	-	1,673,650	-	7,362,152	801	725,208	-	8,088,161
45 Equipment & Contractual Svcs.	2,731,448	621,460	598,000	1,389,649	-	464,000	-	5,804,557	-	208,700	-	6,013,257
46 Provision for Insurance Loss	25,725	-	9,300	-	-	40,604	16,740,502	16,816,131	-	63,540	-	16,879,671
47 Cost Pool	15,277,766	3,483,684	357,187	-	-	1,687,031	533,987	21,339,655	150,382	140,435	-	21,630,472
48 Asset & Capital Outlay	2,422,136	101,000	3,229,556	30,837,398	-	37,680,185	5,773,000	80,043,275	1,150,000	404,626	-	81,597,901
49 Debt Service Expenditures	1,037,009	-	-	-	21,612,086	12,877,015	326,018	35,852,128	-	-	-	35,852,128
50 Grant Expenditures	2,500	4,622,448	55,500	982,251	-	-	-	5,662,699	-	985,394	-	6,648,093
51 CDBG/Home/Hsg Proj	-	-	-	-	-	-	-	-	3,085,000	-	-	3,085,000
52 Employment & Training Allocations	-	2,824	-	-	-	-	-	2,824	-	-	-	2,824
53 RHA Cost Allocation	-	-	-	-	-	-	-	-	-	-	-	-
4A A87 Cost Plan Reimbursement	(3,531,610)	-	-	-	-	-	-	(3,531,610)	-	-	-	(3,531,610)
<b>Total Expenditures</b>	<b>194,754,643</b>	<b>27,075,053</b>	<b>22,323,860</b>	<b>37,256,854</b>	<b>21,612,086</b>	<b>70,493,016</b>	<b>25,169,925</b>	<b>398,685,435</b>	<b>4,978,047</b>	<b>4,602,509</b>	<b>-</b>	<b>408,265,990</b>

City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund

	General Fund	Other Operations	Special Revenues	Capital Improvements	Debt Service	Enterprise Funds	Internal Service	Subtotal	Housing Department	RHA	Pension Trusts	Total
<b>90 Transfers in from:</b>												
General Fund	-	4,734,752	3,936,896	-	2,227,895	-	426,018	11,325,561	-	1,261,082	100,485	12,687,128
Operations	16,476,646	-	-	-	-	-	-	16,476,646	-	-	64,820	16,541,466
Special Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
Enterprise Fund	86,778	-	-	-	-	-	-	86,778	-	-	-	86,778
Internal Service Funds	-	-	-	-	-	-	-	-	-	-	-	-
Housing Department	-	480,000	-	-	-	-	-	480,000	-	277,535	-	757,535
Successor Agency	-	-	-	-	-	-	-	-	-	-	-	-
Housing Authority	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total transfers in</b>	<b>16,563,424</b>	<b>5,214,752</b>	<b>3,936,896</b>	<b>-</b>	<b>2,227,895</b>	<b>-</b>	<b>426,018</b>	<b>28,368,985</b>	<b>-</b>	<b>1,538,617</b>	<b>165,305</b>	<b>30,072,907</b>
<b>91 Transfers out to:</b>												
General Fund	-	-	16,476,646	-	-	-	-	16,476,646	-	-	-	16,476,646
Operations	4,734,752	-	-	-	-	-	-	4,734,752	480,000	-	-	5,214,752
Special Revenue	3,936,896	-	-	-	-	-	-	3,936,896	-	-	-	3,936,896
Capital Improvements	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	1,418,372	-	809,523	-	-	-	-	2,227,895	-	-	-	2,227,895
Enterprise Fund	-	-	-	-	-	86,778	-	86,778	-	-	-	86,778
Internal Service Funds	426,018	-	-	-	-	-	-	426,018	-	-	-	426,018
Housing Department	-	-	-	-	-	-	-	-	-	277,535	-	277,535
Successor Agency	-	-	-	-	-	-	-	-	-	-	-	-
Housing Authority	1,261,082	-	-	-	-	-	-	1,261,082	-	-	-	1,261,082
Garfield Pension	12,408	-	-	-	-	-	-	12,408	-	-	-	12,408
General Pension	88,077	-	64,820	-	-	-	-	152,897	-	-	-	152,897
<b>Total transfers out</b>	<b>11,877,605</b>	<b>-</b>	<b>17,350,989</b>	<b>-</b>	<b>-</b>	<b>86,778</b>	<b>-</b>	<b>29,315,372</b>	<b>480,000</b>	<b>277,535</b>	<b>-</b>	<b>30,072,907</b>
<b>Net transfers in/out</b>	<b>4,685,819</b>	<b>5,214,752</b>	<b>(13,414,093)</b>	<b>-</b>	<b>2,227,895</b>	<b>(86,778)</b>	<b>426,018</b>	<b>(946,387)</b>	<b>(480,000)</b>	<b>1,261,082</b>	<b>165,305</b>	<b>-</b>
<b>Excess/(Deficiency)</b>	<b>-</b>	<b>201,301</b>	<b>(10,421,174)</b>	<b>(5,404,628)</b>	<b>(982,996)</b>	<b>(11,587,814)</b>	<b>(439,272)</b>	<b>(28,634,583)</b>	<b>(3,296,631)</b>	<b>-</b>	<b>165,305</b>	<b>(31,765,910)</b>
<b>ENDING BALANCE</b>	<b>45,562,126</b>	<b>5,855,630</b>	<b>30,858,640</b>	<b>(1,323,886)</b>	<b>11,190,763</b>	<b>19,969,595</b>	<b>51,034,519</b>	<b>163,147,386</b>	<b>3,478,262</b>	<b>3,743,358</b>	<b>1,508,429</b>	<b>171,877,435</b>

PROPOSED  
DIF

**City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	<u>General Fund</u>
0001	
<hr/>	
Estimated Beginning Balance 07/01/2022	45,562,126
<hr/>	
<b>Revenues</b>	
30 Property Tax	46,056,962
31 Sales Tax	55,282,200
32 Utility Users Tax	49,963,589
33 Other Taxes	21,638,449
34 Licenses, Permits and Fees	11,129,402
35 Fines, Forfeitures and Penalties	475,275
36 Interest and Investment Income	236,079
37 Charges for Services	3,571,292
38 Other Revenues	187,500
39 Rental Income	874,506
3A State and Local Taxes	125,000
3B Federal Grant Revenue	-
3C State Grant Revenue	175,000
3D Other Grant Revenue	253,569
3H Pension Stabilization Revenue	-
60 Proceeds from Sale of Property	100,000
61 Loan/Bond Proceeds	-
	<hr/>
<b>Total Revenues</b>	<b><u>190,068,824</u></b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

	<u>General Fund</u>
FUND	0001
<u>Expenditures</u>	
40 Salaries and Wages	78,761,868
41 Benefits	66,929,804
42 Professional Services	16,977,138
43 Other Operating	8,720,902
44 Utilities	5,399,957
45 Equipment & Contractual Svcs.	2,731,448
46 Provision for Insurance Loss	25,725
47 Cost Pool	15,277,766
48 Asset & Capital Outlay	2,422,136
49 Debt Service Expenditures	1,037,009
50 Grant Expenditures	2,500
51 CDBG/Home/Hsg Proj	-
52 Employment & Training Allocations	-
53 RHA Cost Allocation	-
4A A87 Cost Plan Reimbursement	(3,531,610)
<b>Total Expenditures</b>	<b><u>194,754,643</u></b>

**City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	<u>General Fund</u>
	<b>0001</b>
<b>90 Transfers in from:</b>	
General Fund	
Operations	16,476,646
Special Revenue	
Capital Improvements	
Debt Service	
Enterprise Fund	86,778
Internal Service Funds	
Housing Department	
Successor Agency	
Housing Authority	
	<hr/>
Total transfers in	<u>16,563,424</u>
<b>91 Transfers out to:</b>	
General Fund	
Operations	4,734,752
Special Revenue	3,936,896
Capital Improvements	
Debt Service	1,418,372
Enterprise Fund	
Internal Service Funds	426,018
Housing Department	
Successor Agency	
Housing Authority	1,261,082
Garfield Pension	12,408
General Pension	88,077
	<hr/>
Total transfers out	<u>11,877,605</u>
<b>Net transfers in/out</b>	<b><u>4,685,819</u></b>
<b>Excess/(Deficiency)</b>	<hr/> <b>-</b>
<b>Ending Balance</b>	<hr/> <b><u>45,562,126</u></b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Transportation	Hilltop	Marina Bay	Planning/Bldg
	Operations	L&L	L&L	Cost Recovery
	1003	1012	1015	1050
Estimated Beginning Balance 07/01/2022	200,871	309,109	843,235	3,675,154
<b>Revenues</b>				
30 Property Tax	-	1,091,839	688,858	-
31 Sales Tax	-	-	-	-
32 Utility Users Tax	-	-	-	-
33 Other Taxes	-	-	-	-
34 Licenses, Permits and Fees	-	-	-	6,902,259
35 Fines, Forfeitures and Penalties	-	-	-	-
36 Interest and Investment Income	-	-	-	-
37 Charges for Services	-	-	-	2,989,592
38 Other Revenues	20,000	-	-	-
39 Rental Income	-	-	-	-
3A State and Local Taxes	-	-	-	-
3B Federal Grant Revenue	-	-	-	-
3C State Grant Revenue	-	-	-	500,000
3D Other Grant Revenue	859,097	-	-	-
3H Pension Stabilization Revenue	-	-	-	-
60 Proceeds from Sale of Property	-	-	-	-
61 Loan/Bond Proceeds	-	-	-	-
<b>Total Revenues</b>	<b>879,097</b>	<b>1,091,839</b>	<b>688,858</b>	<b>10,391,851</b>

**City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Transportation	Hilltop	Marina Bay	Planning/Bldg
	Operations	L&L	L&L	Cost Recovery
	1003	1012	1015	1050
<b>Expenditures</b>				
40 Salaries and Wages	213,008	511,840	478,364	2,473,701
41 Benefits	230,737	386,386	344,979	1,602,380
42 Professional Services	110,000	45,000	53,503	6,020,078
43 Other Operating	12,900	70,691	78,703	83,406
44 Utilities	2,500	88,000	134,395	9,000
45 Equipment & Contractual Svcs.	19,097	75,000	7,075	11,409
46 Provision for Insurance Loss	-	-	-	-
47 Cost Pool	261,260	230,455	194,271	1,985,965
48 Asset & Capital Outlay	-	-	-	1,000
49 Debt Service Expenditures	-	-	-	-
50 Grant Expenditures	-	-	-	-
51 CDBG/Home/Hsg Proj	-	-	-	-
52 Employment & Training Allocations	-	-	-	-
53 RHA Cost Allocation	-	-	-	-
4A A87 Cost Plan Reimbursement	-	-	-	-
<b>Total Expenditures</b>	<b>849,502</b>	<b>1,407,372</b>	<b>1,291,290</b>	<b>12,186,939</b>

**City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Transportation	Hilltop	Marina Bay	Planning/Bldg
	Operations	L&L	L&L	Cost Recovery
	1003	1012	1015	1050
<b>90 Transfers in from:</b>				
General Fund		229,115	462,436	1,320,000
Operations				
Special Revenue				
Capital Improvements				
Debt Service				
Enterprise Fund				
Internal Service Funds				
Housing Department				480,000
Successor Agency				
Housing Authority				
ECIA				
<b>Total transfers in</b>	<b>-</b>	<b>229,115</b>	<b>462,436</b>	<b>1,800,000</b>
<b>91 Transfers out to:</b>				
General Fund				
Operations				
Special Revenue				
Capital Improvements				
Debt Service				
Enterprise Fund				
Internal Service Funds				
Housing Department				
Successor Agency				
Housing Authority				
<b>Total transfers out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net transfers in/out</b>	<b>-</b>	<b>229,115</b>	<b>462,436</b>	<b>1,800,000</b>
<b>Excess/(Deficiency)</b>	<b>29,595</b>	<b>(86,418)</b>	<b>(139,996)</b>	<b>4,912</b>
<b>Ending Balance</b>	<b>230,466</b>	<b>222,691</b>	<b>703,239</b>	<b>3,680,066</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	1 Employment & Training	Stormwater	Operations Total
	1205	4006	
Estimated Beginning Balance 07/01/2022	307,400	318,560	5,654,329
<b>Revenues</b>			
30 Property Tax	-	-	1,780,698
31 Sales Tax	-	-	-
32 Utility Users Tax	-	-	-
33 Other Taxes	-	-	-
34 Licenses, Permits and Fees	-	75,000	6,977,259
35 Fines, Forfeitures and Penalties	-	-	-
36 Interest and Investment Income	-	-	-
37 Charges for Services	-	1,930,296	4,919,888
38 Other Revenues	-	-	20,000
39 Rental Income	-	4,380	4,380
3A State and Local Taxes	-	-	-
3B Federal Grant Revenue	3,484,752	-	3,484,752
3C State Grant Revenue	1,186,601	-	1,686,601
3D Other Grant Revenue	2,328,927	-	3,188,024
3H Pension Stabilization Revenue	-	-	-
60 Proceeds from Sale of Property	-	-	-
61 Loan/Bond Proceeds	-	-	-
<b>Total Revenues</b>	<b>7,000,280</b>	<b>2,009,676</b>	<b>22,061,601</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	1 Employment		Operations
	& Training	Stormwater	Total
	1205	4006	
<b>Expenditures</b>			
40 Salaries and Wages	1,838,079	109,720	5,624,712
41 Benefits	1,462,600	75,431	4,102,513
42 Professional Services	7,300	1,678,806	7,914,687
43 Other Operating	69,380	2,500	317,580
44 Utilities	9,000	41,250	284,145
45 Equipment & Contractual Svcs.	508,879	-	621,460
46 Provision for Insurance Loss	-	-	-
47 Cost Pool	693,079	118,654	3,483,684
48 Asset & Capital Outlay	100,000	-	101,000
49 Debt Service Expenditures	-	-	-
50 Grant Expenditures	4,622,448	-	4,622,448
51 CDBG/Home/Hsg Proj	-	-	-
52 Employment & Training Allocations	2,824	-	2,824
53 RHA Cost Allocation	-	-	-
4A A87 Cost Plan Reimbursement	-	-	-
<b>Total Expenditures</b>	<b>9,313,589</b>	<b>2,026,361</b>	<b>27,075,053</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

FUND	1 Employment & Training 1205	Stormwater 4006	Operations Total
<b>90 Transfers in from:</b>			
General Fund	2,723,201		4,734,752
Operations			-
Special Revenue			-
Capital Improvements			-
Debt Service			-
Enterprise Fund			-
Internal Service Funds			-
Housing Department			480,000
Successor Agency			-
Housing Authority			-
ECIA			-
	<hr/>		
Total transfers in	2,723,201	-	5,214,752
<b>91 Transfers out to:</b>			
General Fund			-
Operations			-
Special Revenue			-
Capital Improvements			-
Debt Service			-
Enterprise Fund			-
Internal Service Funds			-
Housing Department			-
Successor Agency			-
Housing Authority			-
	<hr/>		
Total transfers out	-	-	-
	<hr/>		
<b>Net transfers in/out</b>	<b>2,723,201</b>	<b>-</b>	<b>5,214,752</b>
	<hr/>		
<b>Excess/(Deficiency)</b>	<b>409,892</b>	<b>(16,685)</b>	<b>201,301</b>
	<hr/>		
<b>Ending Balance</b>	<b>717,292</b>	<b>301,875</b>	<b>5,855,630</b>

City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund

	Secured Pension Override	Library Fund	Emergency Medical Services	Veolia Mitigation Funds	N. Rich. Waste Mit. Funds	Outside Funded Services Donations	Hazmat Grant	EDA Revolving Loan Fund	Chevron Modernization Project	Rent Control Fund	Encroachments Fund	Kids First Fund	Public Art Fund	ARPA Fund	Special Revenue Total	
FUND	1001	1005	1007	1009	1010	1011	1013	1014	1017	1018	1055	1303	1305	1306		
Estimated Beginning Balance 07/01/2022	-	417,499	464,016	226,127	279,162		98,959		20,631,055	1,437,194	1,735,271	1,136,790	1,019,298	13,834,443	41,279,814	
<b>Revenues</b>																
30 Property Tax	17,350,450	-	215,586	-	-	-	-	-	-	-	-	-	-	-	-	17,566,036
31 Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32 Utility Users Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
33 Other Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34 Licenses, Permits and Fees	-	-	-	25,000	124,207	-	-	-	-	3,062,687	838,000	-	200,000	-	4,249,894	
35 Fines, Forfeitures and Penalties	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36 Interest and Investment Income	-	-	-	-	-	-	-	-	-	14,000	-	-	-	-	14,000	
37 Charges for Services	-	-	-	-	-	-	-	-	-	-	227,000	-	-	-	227,000	
38 Other Revenues	-	2,500	-	-	-	-	-	-	69,000	30,000	-	-	-	-	101,500	
39 Rental Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3A State and Local Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3B Federal Grant Revenue	-	44,884	-	-	-	-	-	-	-	-	-	-	-	2,770,400	2,815,284	
3C State Grant Revenue	-	126,222	-	-	-	-	-	-	-	-	-	-	-	-	126,222	
3D Other Grant Revenue	-	10,000	-	-	-	-	-	-	206,842	-	-	-	-	-	216,842	
3H Pension Stabilization Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
60 Proceeds from Sale of Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
61 Loan/Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Revenues</b>	<b>17,350,450</b>	<b>183,606</b>	<b>215,586</b>	<b>25,000</b>	<b>124,207</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>275,842</b>	<b>3,106,687</b>	<b>1,065,000</b>	<b>-</b>	<b>200,000</b>	<b>2,770,400</b>	<b>25,316,778</b>	

City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund

	Secured Pension Override	Library Fund	Emergency Medical Services	Veolia Mitigation Funds	N. Rich. Waste Mit. Funds	Outside Funded Services Donations	Hazmat Grant	EDA Revolving Loan Fund	Chevron Modernization Project	Rent Control Fund	Encroachments Fund	Kids First Fund	Public Art Fund	ARPA Fund	Special Revenue Total	
FUND	1001	1005	1007	1009	1010	1011	1013	1014	1017	1018	1055	1303	1305	1306		
<b>Expenditures</b>																
40 Salaries and Wages	-	-	-	-	-	-	-	-	-	1,246,571	403,126	143,632	-	-	1,793,329	
41 Benefits	-	21,146	-	-	-	-	-	-	-	872,288	323,028	154,726	-	-	1,371,188	
42 Professional Services	-	139,259	102,600	100,000	122,375	-	53,400	-	8,880,135	362,085	-	3,623,000	321,000	950,000	14,653,854	
43 Other Operating	-	14,701	77,000	-	1,000	-	10,000	-	69,941	60,204	4,700	14,000	-	-	251,546	
44 Utilities	-	-	-	-	1,000	-	-	-	-	500	2,900	-	-	-	4,400	
45 Equipment & Contractual Svcs.	-	-	80,000	-	-	-	-	-	518,000	-	-	-	-	-	598,000	
46 Provision for Insurance Loss	-	-	-	-	-	-	-	-	-	9,300	-	-	-	-	9,300	
47 Cost Pool	-	-	-	-	-	-	-	-	-	184,632	172,555	-	-	-	357,187	
48 Asset & Capital Outlay	-	3,000	-	-	-	-	-	-	1,406,156	-	-	-	-	1,820,400	3,229,556	
49 Debt Service Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
50 Grant Expenditures	-	5,500	-	-	-	-	-	-	50,000	-	-	-	-	-	55,500	
51 CDBG/Home/Hsg Proj	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
52 Employment & Training Allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
53 RHA Cost Allocation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4A A87 Cost Plan Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditures</b>	-	<b>183,606</b>	<b>259,600</b>	<b>100,000</b>	<b>124,375</b>	-	<b>63,400</b>	-	<b>10,924,232</b>	<b>2,735,580</b>	<b>906,309</b>	<b>3,935,358</b>	<b>321,000</b>	<b>2,770,400</b>	<b>22,323,860</b>	

City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund

FUND	Secured Pension Override	Library Fund	Emergency Medical Services	Veolia Mitigation Funds	N. Rich. Waste Mit. Funds	Outside Funded Services Donations	Hazmat Grant	EDA Revolving Loan Fund	Chevron Modernization Project	Rent Control Fund	Encroachments Fund	Kids First Fund	Public Art Fund	ARPA Fund	Special Revenue Total
	1001	1005	1007	1009	1010	1011	1013	1014	1017	1018	1055	1303	1305	1306	
90 Transfers in from:															
General Fund Operations												3,936,896			3,936,896
Special Revenue															-
Capital Improvements															-
Debt Service															-
Enterprise Fund															-
Internal Service Funds															-
Housing Department															-
Successor Agency															-
Housing Authority															-
Total transfers in	-	-	-	-	-	-	-	-	-	-	-	3,936,896			3,936,896
91 Transfers out to:															
General Fund Operations	16,476,646														16,476,646
Special Revenue															-
Capital Improvements															-
Debt Service	809,523														809,523
Enterprise Fund	-														-
Internal Service Funds															-
Housing Department															-
Police & Fire Pension															-
Housing Authority															-
Garfield Pension															-
General Pension	64,820														64,820
Total transfers out	17,350,989	-	-	-	-	-	-	-	-	-	-	-	-	-	17,350,989
Net transfers in/out	(17,350,989)	-	-	-	-	-	-	-	-	-	-	3,936,896			(13,414,093)
Excess/(Deficiency) [1]	(539)	-	(44,014)	(75,000)	(168)	-	(63,400)	-	(10,648,390)	371,107	158,691	1,538	(121,000)	-	(10,421,174)
Ending Balance	(539)	417,499	420,002	151,127	278,994	-	35,559	-	9,982,665	1,808,301	1,893,962	1,138,328	898,298	13,834,443	30,858,640

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Road Maint. Fund	Capital Outlay Fund	Measure C/J
FUND	1002	1004	1006	1054	1019	2001	2002
Estimated Beginning Balance 07/01/2022	821,148	326,963	(415,256)	(11,784,027)	2,198,952	3,061,487	771,169
<b>Revenues</b>							
30 Property Tax	-	-	-	-	-	-	-
31 Sales Tax	-	-	-	-	-	-	-
32 Utility Users Tax	-	-	-	-	-	-	-
33 Other Taxes	-	-	-	-	-	-	-
34 Licenses, Permits and Fees	-	-	-	-	-	-	-
35 Fines, Forfeitures and Penalties	-	-	-	-	-	-	-
36 Interest and Investment Income	-	-	-	-	-	-	-
37 Charges for Services	-	20,000	-	-	-	-	-
38 Other Revenues	-	-	-	-	-	-	-
39 Rental Income	-	-	-	-	-	-	-
3A State and Local Taxes	3,203,193	-	-	-	2,510,376	-	-
3B Federal Grant Revenue	-	-	-	8,245	-	-	-
3C State Grant Revenue	-	-	6,704,833	13,920,623	-	-	-
3D Other Grant Revenue	-	-	611,164	580,910	-	-	4,292,882
3H Pension Stabilization Revenue	-	-	-	-	-	-	-
60 Proceeds from Sale of Property	-	-	-	-	-	-	-
61 Loan/Bond Proceeds	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>3,203,193</b>	<b>20,000</b>	<b>7,315,997</b>	<b>14,509,778</b>	<b>2,510,376</b>	<b>-</b>	<b>4,292,882</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Road Maint. Fund	Capital Outlay Fund	Measure C/J
FUND	1002	1004	1006	1054	1019	2001	2002
<b>Expenditures</b>							
40 Salaries and Wages	-	-	-	-	-	-	-
41 Benefits	-	-	-	-	-	-	-
42 Professional Services	4,000	-	3,611,939	-	80,000	-	200,000
43 Other Operating	-	-	7,234	-	-	-	-
44 Utilities	-	-	-	-	-	-	-
45 Equipment & Contractual Svcs.	850,000	-	302,000	30,000	-	-	150,230
46 Provision for Insurance Loss	-	-	-	-	-	-	-
47 Cost Pool	-	-	-	-	-	-	-
48 Asset & Capital Outlay	1,961,755	20,000	3,759,415	14,479,778	2,315,337	3,061,487	3,436,717
49 Debt Service Expenditures	-	-	-	-	-	-	-
50 Grant Expenditures	-	-	982,251	-	-	-	-
51 CDBG/Home/Hsg Proj	-	-	-	-	-	-	-
52 Employment & Training Allocations	-	-	-	-	-	-	-
53 RHA Cost Allocation	-	-	-	-	-	-	-
4A A87 Cost Plan Reimbursement	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>2,815,755</b>	<b>20,000</b>	<b>8,662,839</b>	<b>14,509,778</b>	<b>2,395,337</b>	<b>3,061,487</b>	<b>3,786,947</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

FUND	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Road Maint. Fund	Capital Outlay Fund	Measure C/J
	1002	1004	1006	1054	1019	2001	2002
<b>90 Transfers in from:</b>							
General Fund							
Operations							
Special Revenue							
Capital Improvements							
Debt Service							
Enterprise Fund							
Internal Service Funds							
Housing Department							
Successor Agency							
Housing Authority							
<hr/>							
Total transfers in	-	-	-	-	-	-	-
<b>91 Transfers out to:</b>							
General Fund							
Operations							
Special Revenue							
Capital Improvements							
Debt Service							
Enterprise Fund							
Internal Service Funds							
Housing Department							
Successor Agency							
Housing Authority							
<hr/>							
Total transfers out	-	-	-	-	-	-	-
<hr/>							
Net transfers in/out	-	-	-	-	-	-	-
<hr/>							
Excess/(Deficiency)	387,438	-	(1,346,842)	-	115,039	(3,061,487)	505,935
<hr/>							
Ending Balance	1,208,586	326,963	(1,762,098)	(11,784,027)	2,313,991	-	1,277,104

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

	Harbor Fund	Park Impact Fee	Traffic Impact Fee	Fire Impact Fee	Police Impact Fee	Recreation Impact Fee	Facility Fee Parks	Library Impact Fee	Hilltop Impact Fee	Storm Drain Impact Fee	Wastewater Impact Fee	CIP Total
FUND	2007	2110	2111	2113	2114	2115	2116	2117	2118	2119	2120	
Estimated Beginning Balance 07/01/2022	45,533	155,227	827,924	89,515	580,957	513,506	2,933,763	1,657,170	31,614	798,011	1,467,086	4,080,742
<b>Revenues</b>												
Property Tax	-	-	-	-	-	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Licenses, Permits and Fees	-	-	-	-	-	-	-	-	-	-	-	-
Fines, Forfeitures and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-	-	20,000
Other Revenues	-	-	-	-	-	-	-	-	-	-	-	-
Rental Income	-	-	-	-	-	-	-	-	-	-	-	-
State and Local Taxes	-	-	-	-	-	-	-	-	-	-	-	5,713,569
Federal Grant Revenue	-	-	-	-	-	-	-	-	-	-	-	8,245
State Grant Revenue	-	-	-	-	-	-	-	-	-	-	-	20,625,456
Other Grant Revenue	-	-	-	-	-	-	-	-	-	-	-	5,484,956
Pension Stabilization Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds from Sale of Property	-	-	-	-	-	-	-	-	-	-	-	-
Loan/Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-	-	-	-	-	-	<b>31,852,226</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

	Harbor Fund	Park Impact Fee	Traffic Impact Fee	Fire Impact Fee	Police Impact Fee	Recreation Impact Fee	Facility Fee Parks	Library Impact Fee	Hilltop Impact Fee	Storm Drain Impact Fee	Wastewater Impact Fee	CIP Total
FUND	2007	2110	2111	2113	2114	2115	2116	2117	2118	2119	2120	
<b>Expenditures</b>												
Salaries and Wages	-	-	-	-	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	55,000	-	-	-	3,950,939
Other Operating	-	-	-	89,383	-	-	-	-	-	-	-	96,617
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Equipment & Contractual Svcs.	-	-	57,419	-	-	-	-	-	-	-	-	1,389,649
Provision for Insurance Loss	-	-	-	-	-	-	-	-	-	-	-	-
Cost Pool	-	-	-	-	-	-	-	-	-	-	-	-
Asset & Capital Outlay	-	15,000	206,220	-	-	-	373,264	414,295	-	-	794,130	30,837,398
Debt Service Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Grant Expenditures	-	-	-	-	-	-	-	-	-	-	-	982,251
CDBG/Home/Hsg Proj	-	-	-	-	-	-	-	-	-	-	-	-
Employment & Training Allocations	-	-	-	-	-	-	-	-	-	-	-	-
RHA Cost Allocation	-	-	-	-	-	-	-	-	-	-	-	-
A87 Cost Plan Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	<b>15,000</b>	<b>263,639</b>	<b>89,383</b>	-	-	<b>373,264</b>	<b>469,295</b>	-	-	<b>794,130</b>	<b>37,256,854</b>

City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund

FUND	Harbor Fund	Park Impact Fee	Traffic Impact Fee	Fire Impact Fee	Police Impact Fee	Recreation Impact Fee	Facility Fee Parks	Library Impact Fee	Hilltop Impact Fee	Storm Drain Impact Fee	Wastewater Impact Fee	CIP Total
	2007	2110	2111	2113	2114	2115	2116	2117	2118	2119	2120	
<b>Transfers in from:</b>												
General Fund												-
Operations												-
Special Revenue												-
Capital Improvements									-	-		-
Debt Service												-
Enterprise Fund												-
Internal Service Funds												-
Housing Department												-
Successor Agency												-
Housing Authority												-
<b>Total transfers in</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>Transfers out to:</b>												
General Fund												-
Operations												-
Special Revenue												-
Capital Improvements									-	-		-
Debt Service												-
Enterprise Fund												-
Internal Service Funds												-
Housing Department												-
Successor Agency												-
Housing Authority												-
<b>Total transfers out</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>Net transfers in/out</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>Excess/(Deficiency)</b>	-	(15,000)	(263,639)	(89,383)	-	-	(373,264)	(469,295)	-	-	(794,130)	(5,404,628)
<b>Ending Balance</b>	<b>45,533</b>	<b>140,227</b>	<b>564,285</b>	<b>132</b>	<b>580,957</b>	<b>513,506</b>	<b>2,560,499</b>	<b>1,187,875</b>	<b>31,614</b>	<b>798,011</b>	<b>672,956</b>	<b>(1,323,886)</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

	2005 TAXBLE POBS	99A PENSION OBG	2016 Lease Revenue	Debt Svc Total
FUND	3001	3002	3005	
Estimated Beginning Balance 07/01/2022	10,150,329	153,385	1,870,044	12,173,758
<b>Revenues</b>				
30 Property Tax	13,052,125	-	-	13,052,125
31 Sales Tax	-	-	-	-
32 Utility Users Tax	-	-	-	-
33 Other Taxes	-	-	-	-
34 Licenses, Permits and Fees	-	-	-	-
35 Fines, Forfeitures and Penalties	-	-	-	-
36 Interest and Investment Income	-	-	-	-
37 Charges for Services	-	-	5,349,070	5,349,070
38 Other Revenues	-	-	-	-
39 Rental Income	-	-	-	-
3A State and Local Taxes	-	-	-	-
3B Federal Grant Revenue	-	-	-	-
3C State Grant Revenue	-	-	-	-
3D Other Grant Revenue	-	-	-	-
3H Pension Stabilization Revenue	-	-	-	-
60 Proceeds from Sale of Property	-	-	-	-
61 Loan/Bond Proceeds	-	-	-	-
<b>Total Revenues</b>	<b>13,052,125</b>	<b>-</b>	<b>5,349,070</b>	<b>18,401,195</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

FUND	2005	99A	2016	Debt Svc Total
	TAXBLE POBS	PENSION OBG	Lease Revenue	
	3001	3002	3005	
<b>Expenditures</b>				
40 Salaries and Wages	-	-	-	-
41 Benefits	-	-	-	-
42 Professional Services	-	-	-	-
43 Other Operating	-	-	-	-
44 Utilities	-	-	-	-
45 Equipment & Contractual Svcs.	-	-	-	-
46 Provision for Insurance Loss	-	-	-	-
47 Cost Pool	-	-	-	-
48 Asset & Capital Outlay	-	-	-	-
49 Debt Service Expenditures	13,052,125	809,023	7,750,938	21,612,086
50 Grant Expenditures	-	-	-	-
51 CDBG/Home/Hsg Proj	-	-	-	-
52 Employment & Training Allocations	-	-	-	-
53 RHA Cost Allocation	-	-	-	-
4A A87 Cost Plan Reimbursement	-	-	-	-
<b>Total Expenditures</b>	<b>13,052,125</b>	<b>809,023</b>	<b>7,750,938</b>	<b>21,612,086</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

	2005 TAXBLE POBS	99A PENSION OBG	2016 Lease Revenue	Debt Svc Total
FUND	3001	3002	3005	
<b>90 Transfers in from:</b>				
General Fund		809,523	1,418,372	2,227,895
Operations				-
Special Revenue				-
Capital Improvements				-
Debt Service				-
Enterprise Fund				-
Internal Service Funds				-
Housing Department				-
Successor Agency				-
Housing Authority				-
Total transfers in	-	809,523	1,418,372	2,227,895
<b>91 Transfers out to:</b>				
General Fund				-
Operations				-
Special Revenue				-
Capital Improvements				-
Debt Service				-
Enterprise Fund				-
Internal Service Funds				-
Housing Department				-
Successor Agency				-
Housing Authority				-
Total transfers out	-	-	-	-
<b>Net transfers in/out</b>	-	<b>809,523</b>	<b>1,418,372</b>	<b>2,227,895</b>
<b>Excess/(Deficiency)</b>	-	<b>500</b>	<b>(983,496)</b>	<b>(982,996)</b>
<b>Ending Balance</b>	<b>10,150,329</b>	<b>153,885</b>	<b>886,549</b>	<b>11,190,763</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Wastewater		Marina	KCRT	Enterprise Fund
	Port	Enterprise	Operations		Total
	Operations	Operations	Operations		Operations
	4001	4003	4005	4008	
Estimated Beginning Balance 07/01/2022	11,588,088	14,830,208	4,162,408	976,705	31,557,409
<b>Revenues</b>					
30 Property Tax	-	-	-	-	-
31 Sales Tax	-	-	-	-	-
32 Utility Users Tax	-	-	-	-	-
33 Other Taxes	-	-	-	-	-
34 Licenses, Permits and Fees	-	36,000	-	1,250,000	1,286,000
35 Fines, Forfeitures and Penalties	-	2,000	-	-	2,000
36 Interest and Investment Income	-	-	-	-	-
37 Charges for Services	-	26,905,520	-	-	26,905,520
38 Other Revenues	-	-	-	-	-
39 Rental Income	10,348,460	-	450,000	-	10,798,460
3A State and Local Taxes	-	-	-	-	-
3B Federal Grant Revenue	-	-	-	-	-
3C State Grant Revenue	-	-	-	-	-
3D Other Grant Revenue	-	-	-	-	-
3H Pension Stabilization Revenue	-	-	-	-	-
60 Proceeds from Sale of Property	-	-	-	-	-
61 Loan/Bond Proceeds	-	20,000,000	-	-	20,000,000
<b>Total Revenues</b>	<b>10,348,460</b>	<b>46,943,520</b>	<b>450,000</b>	<b>1,250,000</b>	<b>58,991,980</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND					Enterprise Fund
	Port	Wastewater	Marina	KCRT	Total
	Operations	Enterprise	Operations	Operations	
	4001	4003	4005	4008	
<b>Expenditures</b>					
40 Salaries and Wages	466,228	1,217,321	-	455,280	2,138,829
41 Benefits	267,043	734,156	-	341,209	1,342,408
42 Professional Services	953,121	10,251,945	929,161	58,800	12,193,027
43 Other Operating	12,200	346,346	-	37,721	396,267
44 Utilities	359,600	1,308,323	-	5,727	1,673,650
45 Equipment & Contractual Svcs.	49,000	415,000	-	-	464,000
46 Provision for Insurance Loss	40,000	-	-	604	40,604
47 Cost Pool	476,163	955,041	-	255,827	1,687,031
48 Capital Improvement Projects	1,250,000	36,310,185	-	120,000	37,680,185
49 Debt Service Expenditures	4,690,700	7,979,500	206,815	-	12,877,015
50 Grant Expenditures	-	-	-	-	-
51 CDBG/Home/Hsg Proj	-	-	-	-	-
52 Employment & Training Allocations	-	-	-	-	-
53 RHA Cost Allocation	-	-	-	-	-
<b>Total Expenditures</b>	<b>8,564,055</b>	<b>59,517,817</b>	<b>1,135,976</b>	<b>1,275,168</b>	<b>70,493,016</b>

**City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Wastewater		Marina	Enterprise Fund	
	Port	Enterprise	Operations	KCRT	Total
	Operations 4001	Operations 4003	Operations 4005	Operations 4008	
<b>90 Transfers in from:</b>					
General Fund					-
Operations					-
Special Revenue					-
Capital Improvements					-
Debt Service					-
Enterprise Fund					-
Internal Service Funds					-
Housing Department					-
Successor Agency					-
Housing Authority					-
<b>Total transfers in</b>	-	-	-	-	-
<b>91 Transfers out to:</b>					
General Fund					-
Operations					-
Special Revenue					-
Capital Improvements					-
Debt Service					-
Enterprise Fund			86,778		86,778
Internal Service Funds					-
Housing Department					-
Successor Agency					-
Housing Authority					-
<b>Total transfers out</b>	-	-	86,778	-	86,778
<b>Net transfers in/out</b>	-	-	(86,778)	-	(86,778)
<b>Excess/(Deficiency)</b>	<b>1,784,405</b>	<b>(12,574,297)</b>	<b>(772,754)</b>	<b>(25,168)</b>	<b>(11,587,814)</b>
<b>Ending Balance</b>	<b>13,372,493</b>	<b>2,255,911</b>	<b>3,389,654</b>	<b>951,537</b>	<b>19,969,595</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Risk Mngmnt	Equipment	Compensated	Internal
	Insurance	Replacement	Absences	Service
	5001	5003	5008	Total
Estimated Beginning Balance 07/01/2022	47,426,465	3,100,141	947,185	51,473,791
<b>Revenues</b>				
30 Property Tax	-	-	-	-
31 Sales Tax	-	-	-	-
32 Utility Users Tax	-	-	-	-
33 Other Taxes	-	-	-	-
34 Licenses, Permits and Fees	-	-	-	-
35 Fines, Forfeitures and Penalties	-	-	-	-
36 Interest and Investment Income	-	-	-	-
37 Charges for Services	19,184,635	5,120,000	-	24,304,635
38 Other Revenues	-	-	-	-
39 Rental Income	-	-	-	-
3A State and Local Taxes	-	-	-	-
3B Federal Grant Revenue	-	-	-	-
3C State Grant Revenue	-	-	-	-
3D Other Grant Revenue	-	-	-	-
3H Pension Stabilization Revenue	-	-	-	-
60 Proceeds from Sale of Property	-	-	-	-
61 Loan/Bond Proceeds	-	-	-	-
<b>Total Revenues</b>	<b>19,184,635</b>	<b>5,120,000</b>	<b>-</b>	<b>24,304,635</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Risk Mngmnt	Equipment	Compensated	Internal
	Insurance	Replacement	Absences	Service
	5001	5003	5008	Total
<b>Expenditures</b>				
40 Salaries and Wages	440,821	-	-	440,821
41 Benefits	277,397	-	-	277,397
42 Professional Services	1,027,700	-	-	1,027,700
43 Other Operating	50,500	-	-	50,500
44 Utilities	-	-	-	-
45 Equipment & Contractual Svcs.	-	-	-	-
46 Provision for Insurance Loss	16,740,502	-	-	16,740,502
47 Cost Pool	533,987	-	-	533,987
48 Asset & Capital Outlay	7,000	5,766,000	-	5,773,000
49 Debt Service Expenditures	-	326,018	-	326,018
50 Grant Expenditures	-	-	-	-
51 CDBG/Home/Hsg Proj	-	-	-	-
52 Employment & Training Allocations	-	-	-	-
53 RHA Cost Allocation	-	-	-	-
4A A87 Cost Plan Reimbursement	-	-	-	-
<b>Total Expenditures</b>	<b>19,077,907</b>	<b>6,092,018</b>	<b>-</b>	<b>25,169,925</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

FUND	Risk Mngmnt Insurance	Equipment Replacement	Compensated Absences	Internal Service Total
	5001	5003	5008	
<b>90 Transfers in from:</b>				
General Fund		426,018		426,018
Operations				-
Special Revenue				-
Capital Improvements				-
Debt Service				-
Enterprise Fund				-
Internal Service Funds				-
Housing Department				-
Successor Agency				-
Housing Authority				-
				-
Total transfers in	-	426,018	-	426,018
<b>91 Transfers out to:</b>				
General Fund				-
Operations				-
Special Revenue				-
Capital Improvements				-
Debt Service				-
Enterprise Fund				-
Internal Service Funds				-
Housing Department				-
Successor Agency				-
Housing Authority				-
				-
Total transfers out	-	-	-	-
<b>Net transfers in/out</b>	-	<b>426,018</b>	-	<b>426,018</b>
<b>Excess/(Deficiency)</b>	<b>106,728</b>	<b>(546,000)</b>	-	<b>(439,272)</b>
<b>Ending Balance</b>	<b>47,533,193</b>	<b>2,554,141</b>	<b>947,185</b>	<b>51,034,519</b>

**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Housing Admin	CDBG	Home Program	NSP (Non-Profit)	NSP (City)	Successor Housing Agency
	1200	1201	1202	1203	1207	1208
Estimated Beginning Balance 07/01/2022	104,866	1,281,334	384,772	98,760	(107,193)	1,907,101
<b>Revenues</b>						
30 Property Tax	-	-	-	-	-	-
31 Sales Tax	-	-	-	-	-	-
32 Utility Users Tax	-	-	-	-	-	-
33 Other Taxes	-	-	-	-	-	-
34 Licenses, Permits and Fees	-	-	-	-	-	-
35 Fines, Forfeitures and Penalties	-	-	-	-	-	-
36 Interest and Investment Income	-	26,677	3,689	144	-	30,823
37 Charges for Services	-	-	-	-	-	-
38 Other Revenues	567,110	-	-	-	-	51,541
39 Rental Income	-	-	-	-	-	-
3A State and Local Taxes	-	-	-	-	-	-
3B Federal Grant Revenue	-	-	-	-	-	-
3C State Grant Revenue	-	-	-	-	-	-
3D Other Grant Revenue	-	-	-	-	-	-
3H Pension Stabilization Revenue	-	-	-	-	-	-
60 Proceeds from Sale of Property	-	-	-	-	133,664	-
61 Loan/Bond Proceeds	-	149,898	-	15,000	-	83,480
<b>Total Revenues</b>	<b>567,110</b>	<b>176,575</b>	<b>3,689</b>	<b>15,144</b>	<b>133,664</b>	<b>165,844</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

	Housing Admin	CDBG	Home Program	NSP (Non-Profit)	NSP (City)	Successor Housing Agency
FUND	1200	1201	1202	1203	1207	1208
<b>Expenditures</b>						
40 Salaries and Wages	130,042	-	-	2,373	-	114,672
41 Benefits	26,296	-	-	1,320	-	73,563
42 Professional Services	28,956	19,772	-	9,500	-	200
43 Other Operating	1,909	51	-	-	6,753	-
44 Utilities	801	-	-	-	-	-
45 Equipment & Contractual Svcs.	-	-	-	-	-	-
46 Provision for Insurance Loss	-	-	-	-	-	-
47 Cost Pool	123,459	26,923	-	-	-	-
48 Asset & Capital Outlay	-	-	-	-	-	-
49 Debt Service Expenditures	-	-	-	-	-	-
50 Grant Expenditures	-	-	-	-	-	-
51 CDBG/Home/Hsg Proj	-	935,000	-	-	-	1,000,000
52 Employment & Training Allocations	-	-	-	-	-	-
53 RHA Cost Allocation	-	-	-	-	-	-
4A A87 Cost Plan Reimbursement	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>311,463</b>	<b>981,745</b>	<b>-</b>	<b>13,193</b>	<b>6,753</b>	<b>1,188,435</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

FUND	Housing Admin	CDBG	Home Program	NSP (Non-Profit)	NSP (City)	Successor Housing Agency
FUND	1200	1201	1202	1203	1207	1208
<b>90 Transfers in from:</b>						
General Fund						
Operations						
Special Revenue						
Capital Improvements						
Debt Service						
Enterprise Fund						
Internal Service Funds						
Housing Department						
Successor Agency to RCRA						
Housing Authority						
Housing In Lieu						
<hr/>						
Total transfers in	-	-	-	-	-	-
<b>91 Transfers out to:</b>						
General Fund						
Operations						
Special Revenue						
Capital Improvements						
Debt Service						
Enterprise Fund						
Internal Service Funds						
Housing Department						
Successor Agency to RCRA						
Housing Authority						
Housing In Lieu						
<hr/>						
Total transfers out	-	-	-	-	-	-
<hr/>						
<b>Net transfers in/out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<hr/>						
<b>Excess/(Deficiency)</b>	<b>255,648</b>	<b>(805,171)</b>	<b>3,689</b>	<b>1,951</b>	<b>126,911</b>	<b>(1,022,591)</b>
<hr/>						
<b>Ending Balance</b>	<b>360,514</b>	<b>476,163</b>	<b>388,461</b>	<b>100,711</b>	<b>19,718</b>	<b>884,510</b>
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**City of Richmond**  
**FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Cal Home	Housing	Iron	Housing Capital	Housing
	Grant	In-Lieu Funds	Triangle	Project Fund	Department Total
	1209	1302	2125	2126	
Estimated Beginning Balance 07/01/2022	840,051	2,514,821	(83,187)	(166,432)	6,774,893
<b>Revenues</b>					
Property Tax	-	-	-	-	-
Sales Tax	-	-	-	-	-
Utility Users Tax	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses, Permits and Fees	-	568,000	-	-	568,000
Fines, Forfeitures and Penalties	-	-	-	-	-
Interest and Investment Income	1,000	566	250	-	63,149
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	618,651
Rental Income	-	-	-	-	-
State and Local Taxes	-	-	-	-	-
Federal Grant Revenue	-	-	300,000	-	300,000
State Grant Revenue	-	-	-	166,432	166,432
Other Grant Revenue	-	-	-	-	-
Pension Stabilization Revenue	-	-	-	-	-
Proceeds from Sale of Property	-	-	-	-	133,664
Loan/Bond Proceeds	63,142	-	-	-	311,519
<b>Total Revenues</b>	<b>64,142</b>	<b>568,566</b>	<b>300,250</b>	<b>166,432</b>	<b>2,161,415</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

	Cal Home Grant	Housing In-Lieu Funds	Iron Triangle	Housing Capital Project Fund	Housing Department Total
FUND	1209	1302	2125	2126	
<b>Expenditures</b>					
Salaries and Wages	-	98,803	-	-	345,890
Benefits	-	62,022	-	-	163,200
Professional Services	333	15,300	-	-	74,061
Other Operating	-	-	-	-	8,712
Utilities	-	-	-	-	801
Equipment & Contractual Svcs.	-	-	-	-	-
Provision for Insurance Loss	-	-	-	-	-
Cost Pool	-	-	-	-	150,382
Asset & Capital Outlay	-	1,150,000	-	-	1,150,000
Debt Service Expenditures	-	-	-	-	-
Grant Expenditures	-	-	-	-	-
CDBG/Home/Hsg Proj	-	850,000	300,000	-	3,085,000
Employment & Training Allocations	-	-	-	-	-
RHA Cost Allocation	-	-	-	-	-
A87 Cost Plan Reimbursement	-	-	-	-	-
<b>Total Expenditures</b>	<b>333</b>	<b>2,176,125</b>	<b>300,000</b>	<b>-</b>	<b>4,978,047</b>

**City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund**

FUND	Cal Home Grant	Housing In-Lieu Funds	Iron Triangle	Housing Capital Project Fund	Housing Department Total
	1209	1302	2125	2126	
<b>Transfers in from:</b>					
General Fund					-
Operations					-
Special Revenue					-
Capital Improvements					-
Debt Service					-
Enterprise Fund					-
Internal Service Funds					-
Housing Department					-
Successor Agency to RCRA					-
Housing Authority					-
Housing In Lieu					-
<hr/>					
Total transfers in	-	-	-	-	-
<b>Transfers out to:</b>					
General Fund					-
Operations		480,000			480,000
Special Revenue					-
Capital Improvements					-
Debt Service					-
Enterprise Fund					-
Internal Service Funds					-
Housing Department					-
Successor Agency to RCRA					-
Housing Authority					-
Housing In Lieu					-
<hr/>					
Total transfers out	-	480,000	-	-	480,000
<b>Net transfers in/out</b>	<b>-</b>	<b>(480,000)</b>	<b>-</b>	<b>-</b>	<b>(480,000)</b>
<b>Excess/(Deficiency)</b>	<b>63,809</b>	<b>(2,087,560)</b>	<b>250</b>	<b>166,432</b>	<b>(3,296,631)</b>
<b>Ending Balance</b>	<b>903,860</b>	<b>427,261</b>	<b>(82,937)</b>	<b>(0)</b>	<b>3,478,262</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

FUND	RHA	RHA	RHA	Housing
	Public Housing	Central Office	Capital Fund	Authority Total
	4401 Through 4409	4501	4201	
Estimated Beginning Balance 07/01/2022	5,713,782	(2,399,676)	429,252	3,743,358
<b>Revenues</b>				
Property Tax	-	-	-	-
Sales Tax	-	-	-	-
Utility Users Tax	-	-	-	-
Other Taxes	-	-	-	-
Licenses, Permits and Fees	-	-	-	-
Fines, Forfeitures and Penalties	-	-	-	-
Interest and Investment Income	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	12,000	-	-	12,000
Rental Income	650,000	-	-	650,000
State and Local Taxes	-	-	-	-
Federal Grant Revenue	1,569,286	-	1,110,141	2,679,427
State Grant Revenue	-	-	-	-
Other Grant Revenue	-	-	-	-
Pension Stabilization Revenue	-	-	-	-
Proceeds from Sale of Property	-	-	-	-
Loan/Bond Proceeds	-	-	-	-
<b>Total Revenues</b>	<b>2,231,286</b>		<b>1,110,141</b>	<b>3,341,427</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

FUND	RHA	RHA	RHA	Authority
	Public Housing	Central Office	Capital Fund	Total
	4401 Through 4409	4501	4201	
<b>Expenditures</b>				
Salaries and Wages	578,975	38,255	-	617,230
Benefits	449,311	88,354	-	537,665
Professional Services	768,636	-	-	768,636
Other Operating	131,075	-	20,000	151,075
Utilities	725,208	-	-	725,208
Equipment & Contractual Svcs.	208,700	-	-	208,700
Provision for Insurance Loss	63,540	-	-	63,540
Cost Pool	120,061	20,374	-	140,435
Asset & Capital Outlay	60,000	-	344,626	404,626
Debt Service Expenditures	-	-	-	-
Grant Expenditures	517,414	-	467,980	985,394
CDBG/Home/Hsg Proj	-	-	-	-
Employment & Training Allocations	-	-	-	-
RHA Cost Allocation	-	-	-	-
A87 Cost Plan Reimbursement	-	-	-	-
<b>Total Expenditures</b>	<b>3,622,920</b>	<b>146,983</b>	<b>832,606</b>	<b>4,602,509</b>

City of Richmond  
 FY2022-23 Adopted Comprehensive Budget by Fund

FUND	RHA	RHA	RHA	Authority
	Public Housing	Central Office	Capital Fund	Total
	4401 Through 4409	4501	4201	
<b>Transfers in from:</b>				
General Fund	1,114,099	146,983		1,261,082
Operations				-
Special Revenue				-
Capital Improvements				-
Debt Service				-
Enterprise Fund				-
Internal Service Funds				-
Housing Department	277,535			277,535
Successor Agency				-
Housing Authority				-
<hr/>				
Total transfers in	1,391,634	146,983	-	1,538,617
<b>Transfers out to:</b>				
General Fund				-
Operations				-
Special Revenue				-
Capital Improvements				-
Debt Service				-
Enterprise Fund				-
Internal Service Funds				-
Housing Department			277,535	277,535
Successor Agency				-
Housing Authority				-
<hr/>				
Total transfers out	-	-	277,535	277,535
<b>Net transfers in/out</b>	<b>1,391,634</b>	<b>146,983</b>	<b>(277,535)</b>	<b>1,261,082</b>
<b>Excess/(Deficiency)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Balance</b>	<b>5,713,782</b>	<b>(2,399,676)</b>	<b>429,252</b>	<b>3,743,358</b>

**City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund**

	<b>Genral Pension Trusts</b>	<b>Police &amp; Fire Pension Trusts</b>	<b>Garfield Pension Trusts</b>	<b>Pension Total</b>
<b>FUND</b>	<b>6050</b>	<b>6051</b>	<b>6052</b>	
<u>Estimated Beginning Balance 07/01/2022</u>	1,124,066	8,365,645	219,058	1,343,124
<b>Revenues</b>				
30 Property Tax				-
31 Sales Tax				-
32 Utility Users Tax				-
33 Other Taxes				-
34 Licenses, Permits and Fees				-
35 Fines, Forfeitures and Penalties				-
36 Interest and Investment Income				-
37 Charges for Services				-
38 Other Revenues				-
39 Rental Income				-
3A State and Local Taxes				-
3B Federal Grant Revenue				-
3C State Grant Revenue				-
3D Other Grant Revenue				-
3H Pension Stabilization Revenue				-
60 Proceeds from Sale of Property				-
61 Loan/Bond Proceeds				-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**City of Richmond  
FY2022-23 Adopted Comprehensive Budget by Fund**

	<b>Genral Pension Trusts</b>	<b>Police &amp; Fire Pension Trusts</b>	<b>Garfield Pension Trusts</b>	<b>Pension Total</b>
<b>FUND</b>	<b>6050</b>	<b>6051</b>	<b>6052</b>	
<b><u>Expenditures</u></b>				
40 Salaries and Wages				-
41 Benefits				-
42 Professional Services				-
43 Other Operating				-
44 Utilities				-
45 Equipment & Contractual Svcs.				-
46 Provision for Insurance Loss				-
47 Cost Pool				-
48 Asset & Capital Outlay				-
49 Debt Service Expenditures				-
50 Grant Expenditures				-
51 CDBG/Home/Hsg Proj				-
52 Employment & Training Allocations				-
53 RHA Cost Allocation				-
4A A87 Cost Plan Reimbursement				-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**City of Richmond  
FY 2022-2023  
Transfers In / Transfers Out Schedule**

TRANSFERS OUT			TRANSFERS IN			JUSTIFICATION
<b>Operating Transfers Out - General Fund</b>			<b>Operating Transfers In</b>			2023
<b>Org-Object</b>			<b>Org-Object</b>			
01202022-400902	Non-Departmental Activity	\$ 326,018	50335031-391992	Equipment Services	\$ 326,018	Fire Truck Holman Capital Lease #5
01917090-400902	Non-Departmental Activity	\$ 1,418,372	30511090-391994	Debt Service-2007 Lease Rev	\$ 1,418,372	2007 Refunding & Civic Center debt service
01917090-400901	Non-Departmental Activity	\$ 229,115	11233731-391994	Hilltop LMD	\$ 229,115	City contribution to Hilltop Landscaping and Maintenance District
01917090-400901	Non-Departmental Activity	\$ 462,436	11533931-391994	Marina Bay LMD	\$ 462,436	City contribution to Marina Bay Landscaping and Maintenance District
01917090-400901	Non-Departmental Activity	\$ 411,201	12571041-391994	Employment & Training	\$ 411,201	Internal service allocation subsidy
01917090-400901	Non-Departmental Activity	\$ 75,000	12571041-391994-42901	Employment & Training	\$ 75,000	Grants writing and matching
01917090-400901	Non-Departmental Activity	\$ 250,000	12571041-391991-42070	Employment & Training	\$ 250,000	Contract compliance
01917090-400901	Non-Departmental Activity	\$ 7,000	12571041-391994-42850	Employment & Training	\$ 7,000	RichmondBuild rental lease with Richmond Housing Authority
01917090-400901	Non-Departmental Activity	\$ 100,000	50362917-391994	IT Equipment Replacement	\$ 100,000	Computer refresh
01917090-400901	Non-Departmental Activity	\$ 3,936,896	13371018-391994	Department of Children and Youth	\$ 3,936,896	Funding requirement based on the voter approved Kids First Initiative
01917090-400901	Non-Departmental Activity	\$ 758,980	44444191-391991	Richmond Housing Authority	\$ 758,980	General Fund subsidy to Richmond Housing Authority -Nevin Plaza
01917090-400901	Non-Departmental Activity	\$ 355,119	44545191-391991	Richmond Housing Authority	\$ 355,119	General Fund subsidy to Richmond Housing Authority Nystrom Village
01917090-400901	Non-Departmental Activity	\$ 146,983	45142391-391991	Richmond Housing Authority	\$ 146,983	General Fund subsidy to Richmond Housing Authority-Central Office
01917090-400901	Non-Departmental Activity	\$ 88,077	65015090-391991	General Pension	\$ 88,077	General Pension ARC
01917090-400901	Non-Departmental Activity	\$ 1,320,000	15061219-391991	Reimagin PS Unhoused Intervention Pl:	\$ 1,320,000	Reimagin Public Safety Unhoused Intervention Plan
01917090-400901	Non-Departmental Activity	\$ 1,980,000	12571041-391994	Reimagin PS Youthworks	\$ 1,980,000	Reimagin Public Safety Youthworks
01917090-400901	Non-Departmental Activity	\$ 12,408	65215090-391991	Garfield Pension	\$ 12,408	Garfield Pension
<b>Total General Fund</b>		<b>\$ 11,877,605</b>			<b>\$ 11,877,605</b>	
<b>Operating Transfers Out - Other Funds</b>			<b>Operating Transfers In</b>			2023
<b>Org-Object</b>			<b>Org-Object</b>			
10114090-400902	99A POBS (Fund 3002)	809,523.00	30211090-391992	Debt Service-99A POB	\$ 809,523	Portion of unfunded accrued actuarial liability in Pension Fund
10114090-400904	Secured Pension Override	16,476,646	01917090-391991	Non-Departmental Activity	\$ 16,476,646	From PTORS to be paid toward pension obligations
40591082-400901	Marina Fund	86,778.00	01369065-391991	Economic Development	\$ 86,778	Portion of Project Manager's allocated to manage marina projects
42141191-400901	Richmond Housing Authority	277,535.00	44444191-391991	Richmond Housig Authority	\$ 277,535	RHA Capital Fund subsidy to Nevin Plaza
10114090-400901	Secured Pension Override	64,820.00	65015090-391991	Non-Departmental Activity	\$ 64,820	General Pension ARC
13235063-400901	Housing In-Lieu	480,000.00	15061219-391991	Reimagin PS Unhoused Intervention	\$ 480,000	Reimagin Public Safety Unhoused Intervention
<b>Total Other Funds</b>		<b>18,195,302.00</b>	<b>Total Other Funds</b>		<b>18,195,302.00</b>	
<b>Total Transfers Out</b>		<b>30,072,907.15</b>	<b>Total Transfers In</b>		<b>30,072,907.15</b>	

**City of Richmond**  
**Fiscal Year 22-23 Grants Listing**

Project Code	Project Name	Grant Source	Type	Grant Award	FY22-23 Budget
<b>Public Works</b>					
23007	MLK Park Turf Field	Local Initiatives Support Corporation and Friends of Recreati	O	250,000	234,000
23G06	ATP Quick Build Cycle Track-Cutting Hoffman	CA Transportation Commission	S	725,000	625,212
23G07	ATP Quick Build Cycle Track-Harbour Way	Metropolitan Transmission Commission (MTC)	O	325,000	184,300
23006	Boorman Park Revitalization	Development and Community Revitalization Program 2018	S	4,165,000	3,490,204
23G02	Bridge Preventive Maintenance	CA Department of Transportation	F	1,903,395	2,124,143
29122	Carlson Crosstown Connections	Metropolitan Transmission Commission (MTC)	O	500,000	398,410
29125	Greening the Yellow Brick Road	California Natural Resources Agency	S	4,100,000	351,769
23023	Greenway Rehab & Bike Education	Metropolitan Transmission Commission (MTC)-TDA	O	100,000	127,310
29103	Harbor Way Improvement	MTC -TDA, article 3	S	82,500	82,500
23004	Harbour 8 Park Expansion	Development and Community Revitalization Program 2018	S	8,500,000	6,194,260
23022	Harbour Way and Wright Avenue Section 130	Federal Highway Administration through Caltrans	F/P	1,200,000	1,199,075
29113	Yellow Brick Road	FHA-Thru CA- Department of Transportation	F/P	6,209,000	1,321,900
29120	13th Street Complete Street	Contra Costa Transportation Authority (CCTA)	O	3,669,000	793,870
29110	I-80 Interchange Phase II	Contra Costa Transportation Authority (CCTA)	O	2,970,000	2,199,012
<b>Total - Public Works - Grants - CIP</b>				<b>34,698,895</b>	<b>19,325,965</b>
<b>Planning &amp; Building</b>					
16G02	Local Early Action Planning	LEAP	O	500,000	500,000
<b>Total - Planning &amp; Building</b>				<b>500,000</b>	<b>500,000</b>
<b>Community Services</b>					
20F13	FY17-18 North Richmond Mitigation Fee-Beautificati	Community Housing Development Corp	O	15,600	1,037
25G09	PGE Cooling Centers	PGE	O	100,000	100,000
25G10	Nevin and Shields Resilience	PGE	O	100,000	100,000
2AX01	Volunteer Management Plan	Bechtel Jr. Grant	O	75,000	3,569
<b>Total - Community Services</b>				<b>290,600</b>	<b>204,606</b>
<b>Employment &amp; Training</b>					
27G01	Community Challenge EV Readiness	California Energy Commission CEC	S	154,949	154,949
42113	San Francisco Foundation	San Francisco Foundation	O	142,677	142,677
42116	Y.H. Soda Foundation	Y.H. Soda Foundation	O	168,300	168,300
22034	Acoe K-12 Strong Workforce	State California Department of Education	O	47,500	16,909
22194	COVID-19 ER NDWG	US. Department of Labor	F/P	215,000	30,911
22035	Dislocated Youth Worker	US. Department of Labor	F/P	250,000	45,697
22128	DOL YouthBUILD 2020	US. Department of Labor	F	1,080,000	463,726
22715	Employment Training Panel	Employment & Training Panel 13-0179	S	163,800	187,939
22126	English Language Learners	CA EDD	S	274,300	186,227
22944	EPA Workforce 2019	US Environmental Protection Agency	F	200,000	200,000
22856	Prison to Employment Planning	CA-Workforce Development Board	S	467,225	45,358
22585	SBI High Road Construction Careers	California Transportation Commission	S	364,500	154,531
22024	STEPS 2021	CA Employment Training Panel	S	250,000	172,314
22923	WIOA Youth	US. Department of Labor	F/P	301,205	40,000
22118	Workforce Accelerator 8.0	US. Department of Labor	F/P	150,000	48,155
<b>Total - Employment &amp; Training</b>				<b>4,229,456</b>	<b>2,057,693</b>

**City of Richmond**  
**Fiscal Year 22-23 Grants Listing**

Project Code	Project Name	Grant Source	Type	Grant Award	FY22-23 Budget
<b>Library</b>					
29A49	RPAL	Board of State and Community Corrections	S	8,000	8,000
29CHS	High School Diploma for Adults	Richmond Public Library Foundation	O	4,000	2,000
<b>Total - Library</b>				<b>12,000</b>	<b>10,000</b>
<b>Office of Neighborhood Safety</b>					
2BQ03	CALVIP	Board of State and Community Corrections	S	1,500,000	565,000
2CB01	ONS/Youth Reinvestment Grant	Board of State and Community Corrections	S	333,333	335,000
<b>Total - Office of Neighborhood Safety</b>				<b>1,833,333</b>	<b>900,000</b>
<b>Police</b>					
19G05	Edward Byrne Justice Grant 2019	Contra Costa County	F	68,840	63,333
19G06	Edward Byrne Justice Grant 2020	Contra Costa County	F	66,080	60,794
24118	Richmond Police Department Peer Support Enhanc	US. Department of Justice	F	100,000	40,000
19G07	Selective Traffic Enforcement	State of CA	S	235,000	235,000
<b>Total - Police</b>				<b>469,920</b>	<b>399,127</b>
<b>Housing</b>					
03D06	CDBG Grant - Public Facility ADA Rehabilitation - Booker T. Anderson		F	450,000	485,000
03F06	CDBG Grant - Public Facility ADA Rehabilitation - Parchester Center		F/PI	521,883	450,000
07A73	EPA Brownfield Assessment Grant	USA. Environmental Protection Agency	F	400,000	300,000
<b>Total - Housing</b>				<b>1,371,883</b>	<b>1,235,000</b>
<b>Economic Development</b>					
36G03	CA Energy Com Phase II Advance	California Energy Commisiion	S	345,715	265,715
13G01	CALRecycle Bev Container Payment	CA-CalRecycle	S	27,482	27,482
36G07	Cannabis Equity Program Implementation	Cal Governor's Office of Business	S	1,319,360	1,319,360
36G08	CALRecycle sb 1383 Local Assistance	State of CA Dept of Resources	S	156,235	146,235
23021	Terminal 4 Wharf Removal	California State Coastal Conservancy	S	4,150,000	3,401,288
<b>Total - Economic Development</b>				<b>5,998,792</b>	<b>5,160,080</b>
<b>Transportation</b>					
2AA18	Bike Share Capital Program	Metropolitan Transportation Commission	O	1,024,000	52,000
38G01	CEC Phase II EV Ready	California Energy Commission	S	855,380	554,949
38G02	MTC Nystrom Village Hub	(MTC) Metropolitan Transportation Commission - Nystrom Vi	S	347,851	261,646
38G03	On Demand Shuttle	CAL START	S	1,000,000	900,000
2AA23	Transportation Fund for Clean Air	Bay Area Air Quality Management District	O	55,000	19,097
<b>Total - Transportation</b>				<b>3,282,231</b>	<b>1,787,692</b>
<b>Grand Total</b>				<b>52,687,110</b>	<b>31,580,162</b>

F=Federal, F/P=Federal Pass thru, F/PI=Federal Program Income, S=State, O=Other

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>MAYOR'S OFFICE</b>					
Mayor	1.0	1.0	1.0	1.0	1.0
Assistant Admin Analyst	2.0	2.0	2.0	1.9	1.9
Management Analyst II	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.9</b>	<b>3.9</b>
<b>CITY COUNCIL</b>					
Councilmember	6.0	6.0	6.0	6.0	6.0
Senior Administrative Analyst	1.0	1.0	1.0		
Project Coordinator				1.0	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
<b>CITY CLERK'S OFFICE</b>					
City Clerk	1.0	1.0	1.0	1.0	1.0
City Clerk Technician	1.0	1.0	1.0	1.0	
Deputy City Clerk	2.0	2.0	2.0	2.0	3.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>CITY ATTORNEY'S OFFICE</b>					
Admin Services Analyst				1.0	1.0
Assistant City Attorney		2.0	2.0	2.0	2.0
Chief Assistant City Attorney		1.0	1.0	1.0	1.0
City Attorney	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0		
Office Specialist	1.0	1.0	1.0	1.0	1.0
Senior Assistant City Attorney	6.0	3.0	3.0	3.0	3.0
Supervising Office Assistant	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>
<b>COMMUNITY POLICE REVIEW COMMISSION</b>					
Assistant Administrative Analyst	0.1	0.1	0.1	0.1	0.1
<b>Total Full-Time Equivalents (FTEs)</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>
<b>INFORMATION TECHNOLOGY</b>					
Business Analyst I		1.0	1.0	1.0	1.0
Cable TV Engineering Support Asst.	1.0				
Cable TV Manager	1.0	1.0	1.0	1.0	1.0
Cable TV Programming Coordinator		1.0	1.0	1.0	1.0
Cable TV Production Support Assistant	1.0				
Duplicating/Mail Assistant I/II	1.0	1.0	1.0	1.0	1.0

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
GIS Administrator	1.0	1.0	1.0	1.0	1.0
Information Technology Assistant	1.0	1.0	1.0	1.0	1.0
Information Technology Director	1.0	1.0	1.0	1.0	1.0
Information Technology Manager	1.0	1.0	1.0	1.0	1.0
Microcomputer Support Specialist I/II		1.0	1.0	1.0	1.0
Network & Systems Security Officer	1.0	1.0	1.0	1.0	1.0
Network & Systems Specialist I/II	1.0	1.0	1.0	1.0	1.0
Senior Cable TV Production Assistant	1.0	1.0	1.0	1.0	1.0
Senior Programmer Analyst	1.0	1.0	1.0	1.0	1.0
Telecommunication Manager		1.0	1.0	1.0	1.0
Telephone Radio Specialist	1.0				
<b>Total Full-Time Equivalents (FTEs)</b>	<b>13.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>
<b>CITY MANAGER'S OFFICE</b>					
City Manager	1.0	1.0	1.0	1.0	1.0
Community & Engagement Manager	1.0	1.0	1.0		
Executive Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II		1.0	1.0	1.0	
Management Analyst I/ II					1.0
<b>Sub-total City Manager</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>
<b>Transportation Division created in FY20-21; now in Community Services</b>					
Code Enforcement Superintendent					
Management Analyst II					
Paratransit Assistant					
Paratransit Coordinator					
Paratransit Driver					
Paratransit Driver Leadworker					
Project Manager I					
Project Manager I/II					
<b>Sub-total Transportation</b>					
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>CHILDREN OF YOUTH</b>					
Associate Admin Analyst	1.0	2.0	2.0	1.0	
Deputy City Manager	1.0	1.0	1.0	1.0	1.0
Management Analyst I/II	1.0				1.0
Senior Management Analyst				1.0	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>DEPARTMENT OF CHILDREN AND YOUTH</b>					
Associate Admin Analyst					
Management Analyst I/II					
<b>Total Full-Time Equivalents (FTEs)</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>ECONOMIC DEVELOPMENT (Arts and Culture, Environmental Health Initiative, Economic Development, Real Estate, Port)</b>					
Arts & Culture Manager	1.0	1.0	1.0	1.0	1.0
Associate Admin Analyst	1.0	1.0	1.0		
Deputy City Manager	1.0	1.0	1.0	1.0	1.0
Development Project Manager II	1.0	1.0	1.0	1.0	1.0
Environmental Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II		1.0	1.0	1.0	1.0
Management Analyst I/II	2.0	2.0	2.0		1.0
Port Director/Project Manager III		1.0	1.0	1.0	1.0
Port Marketing/Operations Manager		1.0	1.0	1.0	1.0
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Sr. Admin Analyst				1.0	1.0
Sr. Business Assistance Officer		1.0	1.0	1.0	1.0
Sr. Management Analyst/Mgmt Analyst I/II				0.5	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.0</b>	<b>12.0</b>	<b>12.0</b>	<b>10.5</b>	<b>12.0</b>
<b>Frozen Positions:</b>					
Economic Development Admin	1.0	0.0	1.0	1.0	1.0
<b>Total Frozen FTEs</b>	<b>1.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>PORT is now in Economic Development as of FY21-22</b>					
Admin Services Analyst	1.0				
Executive Secretary I/II	1.0				
Port Director	1.0				
Port Marketing/Operations Manager	1.0				
<b>Total Full-Time Equivalents (FTEs)</b>	<b>4.0</b>				

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>RICHMOND HOUSING AUTHORITY</b>					
Administrative Aide		1.0	1.0	1.0	1.0
Building Maintenance Supervisor		1.0	1.0	1.0	1.0
Executive Director	1.0	1.0	1.0	1.0	1.0
Resident Housing Manager	2.0	1.0	1.0	1.0	1.0
Senior Development Project Manager		1.0	1.0	1.0	1.0
Sr. Management Analyst				0.5	0.0
Senior Property Manager		1.0	1.0		1.0
Senior Resident Housing Manager	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>4.0</b>	<b>7.0</b>	<b>7.0</b>	<b>6.5</b>	<b>7.0</b>
<b>FINANCE</b>					
Accountant I/II	6.0	7.0	7.0	8.0	8.0
Accounting Assistant I/II	6.0	6.0	6.0	6.0	5.0
Accounting Manager	3.0	3.0	3.0	2.0	2.0
Administrative Services Analyst					1.0
Budget Administrator	1.0	1.0	1.0	1.0	1.0
Budget Analyst I/II	2.0	2.0	2.0	1.0	1.0
Business License Field Inspector		1.0	1.0	1.0	1.0
Business License Specialist	2.0	2.0	2.0	2.0	2.0
Buyer I/II	1.0	1.0	1.0	1.0	1.0
Deputy Director of Finance				1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	
Director of Finance	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	2.0	2.0	2.0	2.0	2.0
Payroll Supervisor	1.0	1.0	1.0	1.0	
Payroll Manager					1.0
Senior Accountant	3.0	3.0	3.0	3.0	3.0
Senior Budget Analyst		1.0	1.0	1.0	1.0
Senior Buyer	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>30.0</b>	<b>33.0</b>	<b>33.0</b>	<b>33.0</b>	<b>32.0</b>

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>HUMAN RESOURCES</b>					
Administrative Services Analyst	1.0	1.0	1.0	1.0	1.0
Employee Benefits Analyst I	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	2.0	2.0	2.0	2.0	3.0
Human Resources Mgt. Director	1.0	1.0	1.0	1.0	1.0
Human Resources Technician I/II/III	2.0	2.0	2.0	2.0	2.0
Personnel Analyst I/II	4.0	3.0	3.0	3.0	3.0
Principal Personnel Analyst	1.0	2.0	2.0	2.0	1.0
Senior Personnel Analyst	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalent (FTEs)</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>
<b>POLICE</b>					
<b>SWORN</b>					
Asst Police Chief	1.0	1.0	1.0	1.0	1.0
Police Captain	3.0	3.0	3.0	3.0	3.0
Police Chief	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	8.0	8.0	8.0	8.0	8.0
Police Officer	114.0	107.0	107.0	107.0	107.0
Police Officer Trainee	7.0	2.0	2.0	2.0	2.0
Police Sergeant	23.0	23.0	23.0	23.0	23.0
<b>Sub-total Sworn</b>	<b>157.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>
<b>NON-SWORN</b>					
Administrative Aide	2.0	2.0	2.0	2.0	2.0
Administrative Trainee					
Assistant Police Property Technician	1.0	1.0	1.0	1.0	1.0
Administrative Service Analyst	1.0	1.0	1.0	1.0	1.0
CCTV Wireless & Systems Specialist	1.0	1.0	1.0	1.0	1.0
Civilian Admin Manager		1.0	1.0	1.0	1.0
Code Enforcement Officer I/II	1.0				
Community Services Officer		2.0	2.0	2.0	2.0
Communications Call Taker	1.0				
Communications Dispatcher I/II/III	16.0	17.0	17.0	17.0	17.0
Communications Manager	1.0	1.0	1.0	1.0	1.0
Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0
Crime Analysis Technician		1.0	1.0	1.0	1.0

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Crime Prevention Manager	1.0	1.0	1.0	1.0	1.0
Crime Prevention Specialist	1.0	1.0	1.0	1.0	1.0
Crime Scene Technician	3.0	3.0	3.0	3.0	3.0
Jailer	6.0	6.0	6.0	6.0	6.0
Network and Systems Specialist I/II	2.0	2.0	2.0	2.0	2.0
Office Assistant I/II	1.0	1.0	1.0	1.0	1.0
Parking Enforcement Representative	4.0	3.0	3.0	3.0	3.0
Police Property Technician	1.0	1.0	1.0	1.0	1.0
Police Records & Property Mgr.	1.0	1.0	1.0	1.0	1.0
Police Records Specialist	9.0	9.0	9.0	9.0	9.0
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Public Information Officer		1.0	1.0	1.0	1.0
Public Safety Technology Supervisor	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Systems Administrator	1.0	1.0	1.0	1.0	1.0
<b>Sub-total Non-Sworn</b>	<b>62.0</b>	<b>65.0</b>	<b>65.0</b>	<b>65.0</b>	<b>65.0</b>
<b>Total Full-Time Equivalent (FTEs)</b>	<b>219.0</b>	<b>210.0</b>	<b>210.0</b>	<b>210.0</b>	<b>210.0</b>
<b>FIRE</b>					
<b>SWORN</b>					
Fire Chief	1.0	1.0	1.0	1.0	1.0
Battalion Chief	4.0	4.0	4.0	4.0	4.0
Deputy Fire Chief	1.0	1.0	1.0	1.0	1.0
Deputy Fire Marshal	1.0	1.0	1.0	1.0	1.0
Fire Captain	24.0	24.0	24.0	24.0	24.0
Fire Engineer	25.0	24.0	24.0	24.0	24.0
Fire Fighter	28.0	30.0	30.0	30.0	30.0
Fire Inspector I/II	3.0	3.0	3.0	3.0	3.0
Fire Marshal	1.0	1.0	1.0	1.0	1.0
<b>Sub-total Sworn</b>	<b>88.0</b>	<b>89.0</b>	<b>89.0</b>	<b>89.0</b>	<b>89.0</b>

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>NON-SWORN</b>					
Administrative Aide	2.0	1.0	1.0	1.0	1.0
Administrative Services Analyst		1.0	1.0	1.0	1.0
Associate Admin Analyst					1.0
Emergency Services Analyst		1.0	1.0	1.0	1.0
Emergency Services Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0				
Project Manager I	1.0				
<b>Sub-total Non-Sworn</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>
<b>Total Full-Time Equivalents (FTEs)</b>	<b>93.0</b>	<b>93.0</b>	<b>93.0</b>	<b>93.0</b>	<b>94.0</b>
<b>PUBLIC WORKS</b>					
Administrative Aide	3.0	3.0	3.0	3.0	3.0
Associate Admin Analyst	1.0	1.0	1.0	1.0	1.0
Building Trades Worker I/II/III	3.0	4.0	4.0	4.0	4.0
Capital Projects Manager		1.0	1.0	1.0	1.0
Carpenter	2.0	2.0	2.0	2.0	2.0
Combo Equipment Mechanic	6.0	7.0	7.0	7.0	7.0
Construction & Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Construction Inspector I/II	2.0	3.0	3.0	3.0	3.0
Custodial Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Deputy Public Works Director				1.0	1.0
Development Project Manager I/II		0.4	0.4	0.4	0.4
Electrical Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician	5.0	5.0	5.0	5.0	5.0
Engineer I/II	1.0	1.0	1.0	1.0	1.0
Equipment Mechanic III/IV	3.0	3.0	3.0	3.0	3.0
Equipment Operator	10.0	11.0	11.0	11.0	11.0
Equipment Parts Specialist	2.0	2.0	2.0	2.0	2.0
Equipment Services Superintendent	1.0	1.0	1.0	1.0	1.0
Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Gardener	3.0	3.0	3.0	3.0	3.0
Groundskeeper/Gardener	10.0	11.0	11.0	11.0	13.0
Maintenance Leadworker	10.0	10.0	10.0	10.0	10.0
Maintenance Worker I/II	15.0	18.0	18.0	18.0	21.0
Office Aide	1.0	1.0	1.0	1.0	0.8
Office Assistant II	1.0	1.0	1.0	1.0	1.0
Painter	2.0	2.0	2.0	2.0	2.0
Parks & Landscaping Superintendent	1.0	1.0	1.0	1.0	1.0

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
Parks Construction & Maintenance Worker	5.0	7.0	7.0	7.0	5.0
Parks Supervisor	3.0	3.0	3.0	3.0	3.0
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Public Works Director	1.0	1.0	1.0	1.0	1.0
PW Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0
PW Streets Maint. Superintendent	1.0	1.0	1.0	1.0	1.0
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0
Senior Civil Engineer	2.0	1.0	1.0	2.0	2.0
Stationery Engineer	3.0	3.0	3.0	3.0	3.0
Stationery Engineer Supervisor	1.0	1.0	1.0	1.0	1.0
Tree Leadworker	1.0	1.0	1.0	1.0	1.0
Utility Worker II	10.0	10.0	10.0	10.0	10.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>117.0</b>	<b>127.4</b>	<b>127.4</b>	<b>129.4</b>	<b>132.2</b>
<b>PUBLIC WORKS (Water Resource Recovery)</b>					
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Admin Services Analyst	1.0	1.0	1.0	1.0	1.0
Deputy Director of Public Works - City Engineer		1.0	1.0	1.0	1.0
Director of Water Resource Recovery	1.0				
Engineering Infrastructure Administrator	1.0	1.0	1.0	1.0	1.0
Environmental Compliance Inspector	3.0	2.0	3.0	3.0	3.0
Environmental Services Manager	1.0	1.0	1.0	1.0	1.0
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Senior Environmental Inspector		1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>10.0</b>	<b>10.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>
<b>COMMUNITY DEVELOPMENT (Code Enforcement, Housing, and Planning &amp; Building Services)</b>					
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Associate Administrative Analyst	1.0	1.0	1.0	1.0	1.0
Building Inspector		1.0	1.0	1.0	1.0
Building Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
Building Official	1.0	1.0	1.0	1.0	1.0
Code Enforcement Manager		1.0	1.0	1.0	1.0
Code Enforcement Officer I/II	6.0	7.0	7.0	7.0	7.0
Code Enforcement Superintendent	1.0				
Deputy Building Official		1.0	1.0	1.0	1.0
Director of Community Development	1.0	1.0	1.0	1.0	1.0
Housing Manager			1.0	1.0	1.0
Industrial Building Inspector	1.0	1.0	1.0	1.0	1.0

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
Permit Technician I/II	4.0	4.0	4.0	4.0	4.0
Plan Checking Engineer	2.0	1.0	1.0	1.0	1.0
Planner I/II	1.0	2.0	3.0	3.0	3.0
Planning Manager	1.0	1.0	1.0	1.0	1.0
Planning Technician I/II	1.0				
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	1.0	1.0	1.0	1.0	1.0
Senior Building Inspector	4.0	4.0	4.0	4.0	4.0
Senior Planner	3.0	3.0	4.0	4.0	4.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>31.0</b>	<b>33.0</b>	<b>36.0</b>	<b>36.0</b>	<b>36.0</b>
<b>HOUSING is now in Community Development</b>					
Development Project Manager I/II	1.8	1.0			
Senior Admin Analyst	1.0	1.0			
<b>Total Full-Time Equivalents (FTEs)</b>	<b>2.8</b>	<b>2.0</b>			
<b>COMMUNITY SERVICES (Library)</b>					
Administrative Librarian	2.0	2.0	2.0	2.0	2.0
Administrative Services Analyst	1.0	1.0	1.0	1.0	1.0
Associate Admin Analyst	1.0	1.0	1.0	1.0	1.0
Deputy Director of Community Services - Library		1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Family Literacy Specialist	1.0	1.0	1.0	1.0	1.0
Learning Center Manager I/II	1.0	1.0	1.0	1.0	1.0
Librarian I/II	7.0	7.0	7.0	8.0	8.0
Library & Cultural Services Director	1.0				
Library Assistant I/II	6.0	6.0	6.0	6.0	6.0
Library Associate	2.0	2.0	2.0	2.0	2.0
Library Information Systems Support Technician	1.0	1.0	1.0	1.0	1.0
Literacy Program Manager	1.0	1.0	1.0	1.0	1.0
Office Assistant I/II	0.7	0.7	0.7	0.7	0.7
Senior Library Assistant	2.0	2.0	2.0	2.0	2.0
Volunteer Tutor/Learner Coordinator	3.0	3.0	3.0	3.0	3.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>30.7</b>	<b>30.7</b>	<b>30.7</b>	<b>31.7</b>	<b>31.7</b>
<b>COMMUNITY SERVICES (Office of Neighborhood Safety)</b>					
Admin Aide			1.0	1.0	1.0
Accounting Assistant			1.0	1.0	1.0
Deputy Director - ONS			1.0	1.0	1.0
Neighborhood Change Agents	5.0	5.0	11.0	11.0	11.0
ONS Field Coordinator			2.0	2.0	2.0

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
ONS Program Manager	1.0	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Recreation Program Coordinator	1.0	1.0			
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.0</b>	<b>8.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>
<b>COMMUNITY SERVICES (Recreation)</b>					
Accounting Asst I/II	1.0	1.0	1.0	1.0	1.0
Administrative Aide	2.0	2.0	2.0	1.0	1.0
Assistant Admin Analyst				1.0	1.0
Associate Admin Analyst	1.0	1.0	1.0	1.0	1.0
Auditorium Aide	3.2	3.2	3.2	3.2	3.2
Community Services Administrative Manager	1.0				
Deputy Director of Community Services - Recreation		1.0	1.0	1.0	1.0
Development Project Manager II		0.4	0.4	0.4	0.4
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Lifeguard		1.6	1.6	1.6	1.6
Office Specialist	2.0	2.0	2.0	2.0	2.0
Recreation Program Coordinator	9.0	8.0	8.0	8.0	8.0
Recreation Program Specialist	1.6	3.2	3.2	3.2	3.2
Recreation Supervisor	3.0	3.0	3.0	3.0	3.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Senior Lifeguard	1.6	1.6	1.6	1.6	1.6
<b>Total Full-Time Equivalents (FTEs)</b>	<b>27.4</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>
<b>COMMUNITY SERVICES (Employment &amp; Training)</b>					
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Assistant Administrative Analyst		1.0	2.0	2.0	2.0
Administrative Services Analyst	2.0	2.0	1.0	1.0	1.0
Deputy Director of Community Services - Employment and Training			1.0	1.0	1.0
Director, Employment & Training		1.0			
Employment Program Manager	3.0	3.0	3.0	3.0	3.0
Employment Program Specialist I/II	8.0	8.0	9.0	9.0	9.0
Finance Manager	1.0	1.0	1.0		
Library & Community Svcs Director	1.0	1.0	1.0	1.0	1.0
Office Assistant I/II	1.0	1.0			
Project Coordinator	1.0		1.0	1.0	1.0
Senior Accountant		1.0		1.0	1.0
Senior Employment Program Specialist	1.0	1.0	2.0	2.0	2.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>19.0</b>	<b>21.0</b>	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>
<b>COMMUNITY SERVICES (Transportation)</b>					

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
Management Analyst I/II	1.0				
Paratransit Assistant	1.0				
Paratransit Driver	2.0	2.0	2.0	2.0	2.0
Paratransit Driver Leadworker	1.0	1.0	1.0	1.0	1.0
Project Manager I/II	2.0	2.0	2.0	2.0	2.0
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>7.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<b>RENT CONTROL</b>					
Administrative Aide	3.0	3.0	3.0	3.0	3.0
Assistant Admin Analyst	1.0	1.0	1.0	1.0	1.0
Deputy Director Rent Program	1.0	1.0	1.0	1.0	1.0
Executive Director Rent Program	1.0	1.0	1.0	1.0	1.0
Hearing Examiner Rent Program	1.0	1.0	1.0	1.0	1.0
Rent Board General Counsel		1.0	1.0	1.0	1.0
Rent Program Analyst I/II	3.0	2.0	2.0	2.0	2.0
Senior Management Analyst		1.0	1.0	1.0	1.0
Staff Attorney Rent Program	2.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalentents(FTEs)</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>
<b>GRAND TOTAL ALL DEPARTMENTS</b>	<b>680.0</b>	<b>693.2</b>	<b>706.2</b>	<b>706.1</b>	<b>710.9</b>

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# MAYOR'S OFFICE



*Bay Front. Home Front. Out Front.*

## **Mission:**

To serve the best interests of Richmond residents by providing leadership to enhance quality of life, ensure public services, and promote strong civic and community engagement.

The Charter designates the mayor as the “chief elected officer and ceremonial head of the City, responsible for providing civic leadership and taking issues to the people, and marshalling public interest in and support for municipal activity. The Mayor shall be concerned with the general development of the community and the general level of City services and activity programs and may develop and inform City residents of policies and programs which he or she believes are necessary for the welfare of the City.” (Charter of the City of Richmond, Article III-A Sec.2.)

## **Strategic Priorities**

The mayor, supported by the Mayor's Office staff, carries out the specific responsibilities described in the Charter, and endeavors to advance community development goals through the creation and strengthening of policies and programs by:

1. Serving as leadership on numerous local, regional, state and national boards and commissions, including the West Contra Costa Transportation Advisory Committee, Contra Costa Transportation Authority, Bay Conservation and Development Commission, Local Agency Formation Commission, Association of Bay Area Governments, MCE Clean Energy, Resilient By Design, Local Government Commission, League of California Cities, Contra Costa Mayors Conference, West County Mayors and Supervisors, and U.S. Conference of Mayors. The mayor's active participation in all of these bodies, which involved travel prior to COVID-19 and may again require physical travel, provide opportunities to push funding and public policy initiatives in Richmond's favor, raise Richmond's national profile and share successful policy experience for Richmond's benefit.
2. Drafting ordinances, resolutions, policy documents, and other legislative items for City Council approval.
3. Making appointments to City of Richmond boards, commissions and committees.
4. Maintaining an external communications presence for the city, such as the management of public social media accounts and engagement with traditional news media, to keep residents informed on various happenings in Richmond, and to promote the community and businesses.
5. Providing awards and recognitions for notable accomplishments, initiatives, and occasions that are significant to the Richmond community.
6. Fielding constituent casework requests and helping to resolve them through the appropriate channels of follow-up.
7. Providing support for grant and award applications by the City and community organizations.
8. Coordinating major celebrations and special events for the City or Richmond and representing the City at such events.
9. Engaging county, regional, state and federal officials to advocate for issues of importance to Richmond, including testifying before legislative bodies.
10. Collaborating with city staff and local agencies to enhance partnerships, plan meetings, improve public outreach, and address local challenges.

# MAYOR'S OFFICE

## Strategic Priorities

Mayor Tom Butt's broad priorities are focused around issues of importance to the people of Richmond that require action locally and globally. They are all part of fulfilling the mayor's role as the ceremonial head of the city and are relevant to City's public service responsibilities.

- 1) **Business, Jobs and Economic Development:**
  - a. Helping residents, business operators, and other community stakeholders recover from the economic impacts of COVID-19.
  - b. Promoting new residential and commercial development to advance the City's long-term strategic plans including the recently entitled Point Molate and Campus Bay developments, the downtown corridor, and other priority sites.
  - c. Conducting Business Roundtables to highlight investment and improve the city's connection to the business community.
  - d. Supporting development of major housing sites with high-density mixed-use projects.
  - e. Leveraging public transit resources to expand services and solve connectivity issues that impact employees and residents.
  - f. Advocating for investments in public infrastructure and gaining commitments from agencies and business groups.
  - g. Marketing Richmond's assets and distinguishing qualities through branding strategies in order to boost interest in development, tourism, and attract residents.
  
- 2) **Environment and Sustainability:**
  - a. Supporting the City's Climate Action Plan goals through renewable energy policies and partnerships with external partners, such as MCE Clean Energy.
  - b. Strengthening policies and programs to reduce plastic waste and prevent contamination of our open space and waterways.
  - c. Developing regulations and advocating for decisions that protect residents from public nuisances like noise aggravations and light pollution, including advocacy for Richmond on the Oakland Airport-Community Noise Management Forum.
  - d. Demanding accountability and health/safety regulations for industrial sources of pollution and supporting action at all levels of government.
  - e. Advancing the expansion and improvements to the Bay Trail, Richmond Greenway and bicycle/pedestrian infrastructure that promote healthy living and accessibility for all.
  - f. Increasing awareness and supporting implementation of projects funded by the Chevron Environmental & Community Investment Agreement.
  - g. Supporting Richmond's neighborhood beautification, place-making and social programs.
  
- 3) **Equity and Quality of Life:**
  - a. Developing strategies and seeking opportunities to increase services for Richmond's homeless population.
  - b. Nominating residents and community members who are representative of city's diverse backgrounds to boards and commissions to advance equity in civic engagement opportunities.
  - c. Raising funds and distributing grants to youth sports and other local organizations through the Mayor's Community Fund.
  - d. Supporting crime prevention efforts and promoting participation in community initiatives that create stronger connections between law enforcement, social services, and residents.

# MAYOR'S OFFICE

- e. Increasing support for the Richmond Promise to create pathways for residents to earn degrees in higher education and enter careers, including engagement in the National League of Cities' Community of Practice on Post-Secondary Basic Needs.
- f. Developing sidewalk maintenance and inspection policies to improve safety and accessibility for families and residents living with disabilities.
- g. Researching and advocating for ways to strengthen the City's finances in order to provide improved public services.
- h. Hosting Mayor's Office events and helping promote and coordinate major city events.

# MAYOR'S OFFICE

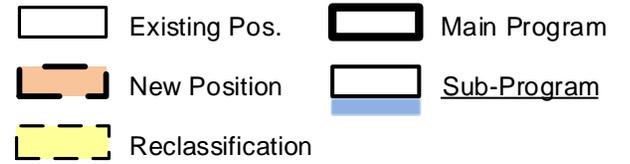
## PROGRAM ORGANIZATIONAL CHART

**MAYOR'S OFFICE**

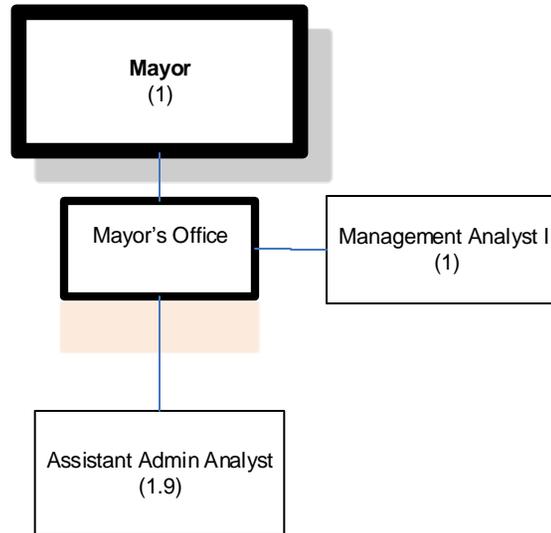
- Provides Leadership
- Represents City at Regional, State, and National Organizations
- Budget and Policy Development
- Develops and Supports Healthy and Sustainable Policies and Programs for Richmond Communities
- Leads and Fosters Community and City Department Partnerships
- Appointments to Commissions and Committees

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>MAYOR'S OFFICE</b>					
Mayor	1.0	1.0	1.0	1.0	1.0
Assistant Admin Analyst	2.0	2.0	2.0	1.9	1.9
Management Analyst II	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.9</b>	<b>3.9</b>

# Mayor's Office FY2022-23 Organizational Chart



Adopted FTE = 3.9



## Mayor's Office-10

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>REVENUE</b>						
General Fund-0001	434,173	434,173	339,171	584,820	117,175	27%
<b>TOTAL SOURCES BY FUND</b>	<b>434,173</b>	<b>434,173</b>	<b>339,171</b>	<b>584,820</b>	<b>117,175</b>	<b>27%</b>
<b>USES BY TYPE</b>						
Salaries	269,735	294,468	206,084	290,056	(4,412)	-1%
Benefits	252,401	248,268	198,380	255,823	7,555	3%
Professional Services	14	16,100	2,000	16,100	-	0%
Other Operating Expenses	221	2,400	1,603	2,400	-	0%
Utilities	1,368	1,250	2,236	1,250	-	0%
Equipment & Contract Services					-	-
Provision for Insurance Loss					-	-
Cost Pool	18,277	18,277	13,708	19,191	914	5%
Asset/Capital Outlay					-	-
A87 Cost Plan Reimbursement	(107,844)	(113,118)	(84,839)	-	113,118	-100%
Grant Expenditures					-	-
<b>TOTAL USES BY TYPE</b>	<b>434,173</b>	<b>467,645</b>	<b>339,171</b>	<b>584,820</b>	<b>117,175</b>	<b>25%</b>
<b>USES BY ORG CODE</b>						
Office of the Mayor (Admin)-01101011	434,173	467,645	339,171	584,820	117,175	25%
<b>TOTAL USES BY ORG CODE</b>	<b>434,173</b>	<b>467,645</b>	<b>339,171</b>	<b>584,820</b>	<b>117,175</b>	<b>25%</b>

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# CITY COUNCIL



## **Mission:**

The City Council establishes comprehensive goals and objectives for the City; provides leadership in establishing policies for the conduct of municipal affairs; formulates priorities for allocation of City resources; supports special legislative bodies; represents the City at local, regional, state, and nation-wide organizations; and holds regularly scheduled meetings, hearings, and study sessions to receive community input and conduct business in a public forum.

## **FY2022-23 Goals**

### **Promote a Safe and Secure Community**

- Reduce crime through effective programming and policy implementation.
- Strengthen communication with the public to assist with navigating city services.
- Support youth programs and services that enhance public safety.
- Create programs that effectively serve the residents with various emergency and safety issues.

### **Promote Effective Government**

- Strategize on methods to mitigate deficits, increase revenue and maintain a balanced budget.
- Support the City Manager and Department Heads in maximizing services and resources to the residents of Richmond.
- Support staff to design strategies to improve the city's credit rating to increase chances for better loan and bond opportunities.
- Support efforts to enhance and diversify the boards and commissions.
- Explore and take action to improve staffing levels and morale.

### **Environment, Health Equity, and Sustainable Communities**

- Support the initiatives of the Government Alliance on Race and Equity, Health in All Policies and other equity and inclusion initiatives to advance equity.
- Improve efforts to address homelessness and unstable housing.

# CITY COUNCIL

## **FY2021-22 Accomplishments**

### **Promote Sustainable Communities**

- Continued to protect tenants from eviction during the COVID-19 pandemic
- Maintained City Services and COVID-19 protocols during the pandemic

### **Promote Effective Government**

- Adopted over 214 resolutions
- Adopted over 21 Ordinances

**CITY COUNCIL'S OFFICE**  
**PROGRAM ORGANIZATIONAL CHART**

**CITY COUNCIL**

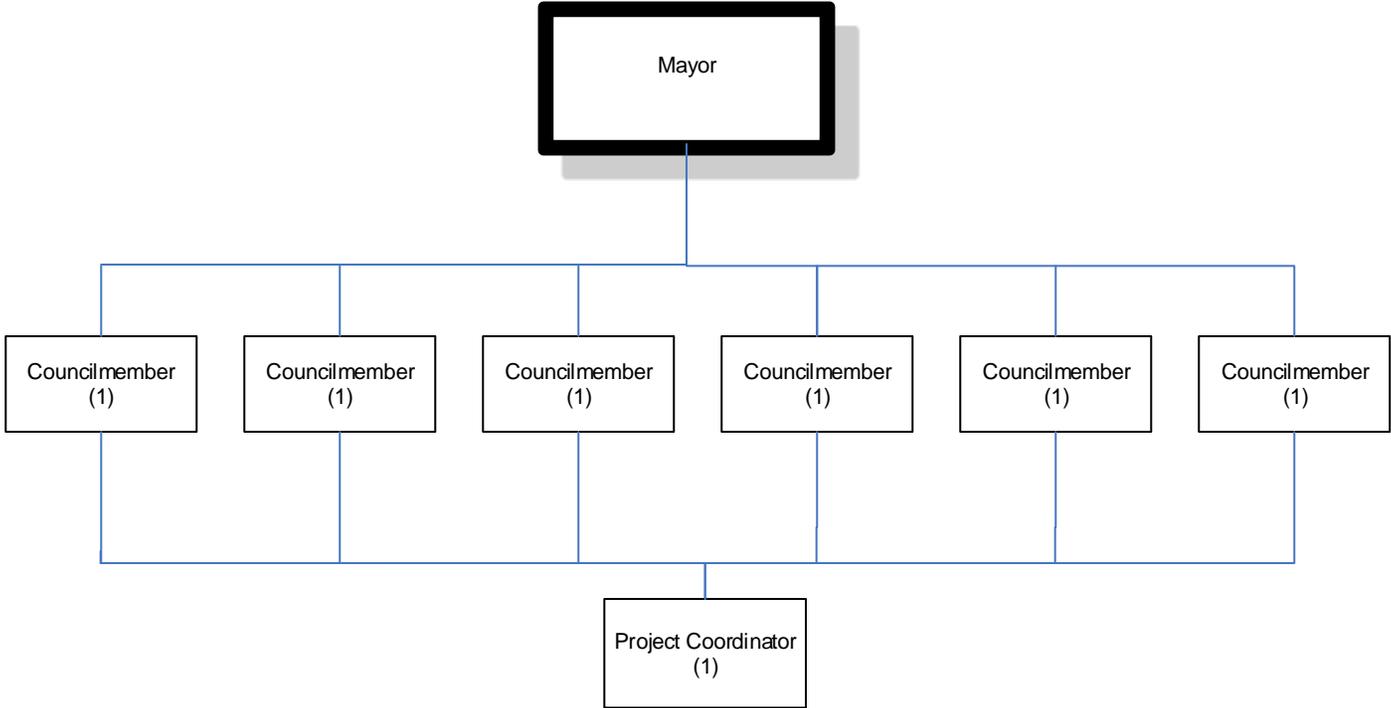
- Allocation of Resources & Policy Development
- Represents City at Local, Regional & Nation-wide Organizations
- Formulates Priorities
- Coordination between Departments & Community
- Conducts regularly scheduled meetings, hearings, and study sessions to receive citizens' input
- Support initiatives of Government Alliance on Race and Equity (GARE)

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>CITY COUNCIL</b>					
Councilmember	6.0	6.0	6.0	6.0	6.0
Senior Administrative Analyst	1.0	1.0	1.0		
Project Coordinator				1.0	1.0
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

# City Council FY2022-23 Organizational Chart

- Existing Pos.
- New Position
- Reclassification
- Main Program
- Sub-Program

Adopted FTE = 7



# City Council-11

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
	Thru Mar -2022					
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	320,220	456,561	258,254	609,055	152,494	34%
Emergency Operations & Disaster-1304	34,325				-	-
<b>TOTAL SOURCES BY FUND</b>	<b>354,545</b>	<b>456,561</b>	<b>258,254</b>	<b>609,055</b>	<b>152,494</b>	<b>34%</b>
<b>USES BY TYPE</b>						
Salaries	199,517	312,384	172,683	298,872	(13,512)	-4%
Benefits	217,784	212,364	165,781	217,790	5,426	3%
Professional Services	42,381	37,050	6,098	39,550	2,500	7%
Other Operating Expenses	12,509	18,600	7,452	18,600	-	0%
Utilities	1,191	1,100	841	1,100	-	0%
Cost Pool	30,422	30,422	22,817	31,943	1,521	5%
Asset/Capital Outlay	-	1,200	-	1,200	-	0%
A87 Cost Plan Reimbursement	(149,260)	(156,559)	(117,419)	-	156,559	-100%
<b>TOTAL USES BY TYPE</b>	<b>354,545</b>	<b>456,561</b>	<b>258,254</b>	<b>609,055</b>	<b>152,494</b>	<b>33%</b>
<b>USES BY ORG CODE</b>						
Council/City Council Div-01115011	320,220	444,061	256,967	594,055	149,994	34%
Council Member(1) (S-Div)-01115111		2,500	277	2,500	-	0%
Council Member(3) (S-Div)-01115311				2,500	2,500	-
Council Member(4) (S-Div)-01115411		2,500	910	2,500	-	0%
Council Member(5) (S-Div)-01115511				-	-	-
Council Member(6) (S-Div)-01115611		2,500	100	2,500	-	0%
Council Member(7) (S-Div)-01115711		2,500		2,500	-	0%
Council Member(8) (S-Div)-01115811		2,500		2,500	-	0%
Emergency Ope & Distr/City Council-13411511	34,325			-	-	-
<b>TOTAL USES BY ORG CODE</b>	<b>354,545</b>	<b>456,561</b>	<b>258,254</b>	<b>609,055</b>	<b>152,494</b>	<b>34%</b>

# CITY CLERK'S OFFICE

“When employees are recognized by officials, management, and the citizens of Richmond for their dedication, hard work, and collaboration to improve services provided by the City is very inspiring.”

## WHAT WE DO

- **Accept and immediately process** the following documents upon receipt: public records requests, claims against the City, subpoenas, and boards and commissions applications for appointment and reappointment.
- **Election Official** – redistricting, and election administration
- **Responsible** for updating and maintaining city ordinances and codes; providing access to legislative meeting information, receive statements of economic interest, campaign and other financial disclosure related filings.
- **Responsible** for staffing City Council meetings, agenda/package preparation, distribution, and publishing.

## WHAT WE DID

- **Agenda Management and Voting System**: Transitioned from SIRE to Escribe new agenda management system by December 31, 2021; redesigned the agenda; improved the staff reports; and the public's ability to comment and view public comments in real time on agenda items during the Council meeting through eComment.
- **Boards and Commissions**: Completed a uniformed Board and Commission Processing Manual and it was adopted by the City Council on April 27, 2021. The handbook is subject to change/modification for clarification; latest modification March 1, 2022. A copy of the latest manual may be found at: <http://www.ci.richmond.ca.us/256/Boards-and-Commissions>
- **DocuSign**: Launched on July 9, 2021, electronic signing of contracts.
- **Public Records Request**: Finalized a policy and procedures for public records request process and took full responsibility for administration effective June 7, 2021.
- **Redistricting**: Contracted with NDC to assist with the redistricting process. Held five public hearings and the Clerk's Office hosted four additional public workshops for redistricting. Map 201 was adopted by City Council April 5, 2022.

APPROXIMATELY:  
4,000 REQUESTS FOR RECORDS PER YEAR

## WHAT WE PLAN TO DO

- **DocuSign**: To launch electronic signing of resolutions, ordinances, and minutes.
- **Elections**: Prepare for the November 8, 2022, general election. This requires producing up to date forms and information regarding election laws, procedures to run for office, updating the website, etc.

## Fiscal Year 2022-23

# CITY CLERK'S OFFICE

- **Escribe:** To complete the full migration of City Council documents and videos to Escribe by June 2022.
- **Public Records Request:** Due to the numerous requests received on a daily basis, in collaboration with IT/City Attorney's Office, we will purchase records management software.. A management software will give the Clerk's Office a boost on compliance regulations and to improve our management and response efforts.
- **Passport Program:** Restart Passport services in approximately July 2022 - by appointment only. All City Clerk's Office staff, including myself, are passport acceptance agents and continue the required annual certification process and receive updates to new rules and regulations to immediately restart this program when it is safe.
- **Offer translated City Council agendas**

## CITY CLERK'S OFFICE

### PROGRAM ORGANIZATIONAL CHART



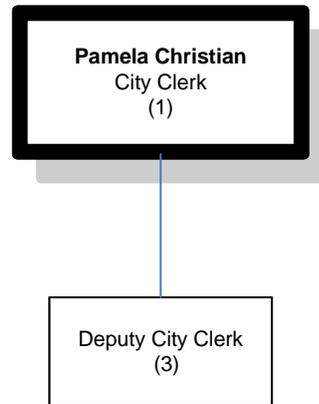
- Custodian of legislative history and records
- Preparation and publishing of agendas and packet
- Minutes preparation and publishing
- Resolutions – attest/publish
- Ordinances – attest/publish
- Contracts/Agreement execute/publish
- Elections Official
- Record deeds, street vacations, liens with County Recorder
- Attestations
- Accepts subpoenas, summons, etc.
- Passport Acceptance Facility – process passport applications
- Approves requests for use/rental of the City Council Chambers
- Publish legal notices
- Schedule appeals and regular hearings
- Records Management/Retention Schedule
- Bid Openings
- Codification and Maintenance of Municipal Code
- Research Service
- Administers Public Information Requests
- Accepts claims against the City of Richmond
- Administers Oaths of Office
- Fair Political Practice Commission Filings (FPPC)
- Staff City Council Meetings
- Monitor and track terms, absences, and resignations of Boards and Commissions

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>CITY CLERK'S OFFICE</b>					
City Clerk	1.0	1.0	1.0	1.0	1.0
City Clerk Technician	1.0	1.0	1.0	1.0	
Deputy City Clerk	2.0	2.0	2.0	2.0	3.0
<b>Total Full-Time Equivalent (FTEs)</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

# City Clerk's Office

## FY2022-23 Organizational Chart

Adopted FTE = 4



# City Clerk-14

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>REVENUE</b>						
General Fund-0001	861,593	952,723	559,280	1,035,980	83,257	9%
Emergency Operation & Disaster-1304	3,017					0%
<b>TOTAL SOURCES BY FUND</b>	<b>864,609</b>	<b>952,723</b>	<b>559,280</b>	<b>1,035,980</b>	<b>83,257</b>	<b>10%</b>
<b>USES BY TYPE</b>						
Salaries	406,992	444,369	330,563	450,250	5,881	1%
Benefits	285,202	278,754	217,080	279,190	436	0%
Professional Services	257,421	306,200	80,110	334,100	27,900	9%
Other Operating Expenses	8,829	21,800	6,173	20,300	(1,500)	-7%
Utilities	420	1,500	280	-	(1,500)	-100%
Cost Pool	21,190	21,190	15,893	22,250	1,060	5%
A87 Cost Plan Reimbursement	(115,445)	(121,090)	(90,818)	(70,463)	50,627	-42%
<b>TOTAL USES BY TYPE</b>	<b>864,609</b>	<b>952,723</b>	<b>559,280</b>	<b>1,035,627</b>	<b>82,904</b>	<b>9%</b>
<b>USES BY ORG CODE</b>						
City Clerk (Admin)-01141013	861,593	952,723	559,280	1,035,627	82,904	9%
Emergency Operation & Disaster-City Clerk-13414113	3,017				-	0%
<b>TOTAL USES BY ORG CODE</b>	<b>864,609</b>	<b>952,723</b>	<b>559,280</b>	<b>1,035,627</b>	<b>82,904</b>	<b>9%</b>

# CITY ATTORNEY'S OFFICE



“I loved growing up and now working for the city. A city that prides itself on supporting the places that have been in the area for decades. One of the most popular is Casper’s Hot Dogs, a great stop to refuel for work in the City Attorney’s Office and it’s been across the street from City Hall Since 1947.”

**Crystal Shanklin**  
Administrative Services Analyst  
22 years

## WHAT WE DO

- Provide timely and high-quality legal services to assist City officials and departments.
- Advise the City Council, City Departments, Boards & Commissions, Housing Authority, Municipal Sewer Operations, and the Port.
- Render Legal Opinions, Contract Review, Litigation Management, Ordinance and Resolution, Real Estate & Labor Negotiations.

## WHAT WE DID

- Developed emergency-related ordinances, and review COVID policies and procedures.
- Negotiated, multi-year labor MOUs with four bargaining units.
- Assisted in drafting and implementation of Measure U Gross Receipts Sales Tax Measure.
- Analyzed existing RMC Chapters 12.29 and 12.30 and drafted a new Chapter 12.30 (“Encroachments and Easements”).

“Growing up in Richmond, one of my favorite places to go was the Richmond Plunge. I learned how to swim there and spent many memorable times there with my family! My father was very civic-minded and among the many local community organizations he belonged to, he was a member of the Richmond Lions Club for 50+ years until his death in 2021. He would be so proud to know that I am now working for the city he spent so much time giving back to.”

**Zena Battle**  
Office Specialist  
May 2022 New Hire

- Responded to more than 230 subpoenas and 465 Public Records Act requests.

## WHAT WE PLAN TO DO

- Streamline the City’s process for responding to the growing demand for Public Records Act requests.
- Research and draft Military Equipment Use Policy.
- Provide training opportunities for City Staff and officials.

# 879

Total number of Legal Opinions issued in Fiscal Year 21/22



**CITY ATTORNEY'S OFFICE  
PROGRAM ORGANIZATIONAL CHART**

**CITY ATTORNEY**

**ADMINISTRATION:**

- In-House Attorneys
- Contract Attorneys
- Support Staff

**CITY ADVISORY SERVICES:**

- City Council
- Commissions
- Successor Agency
- Housing Authority
- Port
- Municipal Sewer District

**OPERATIONAL SERVICES:**

- Court Appearances
- Contract Review
- Opinions
- Ordinances
- Resolutions
- Code Enforcement

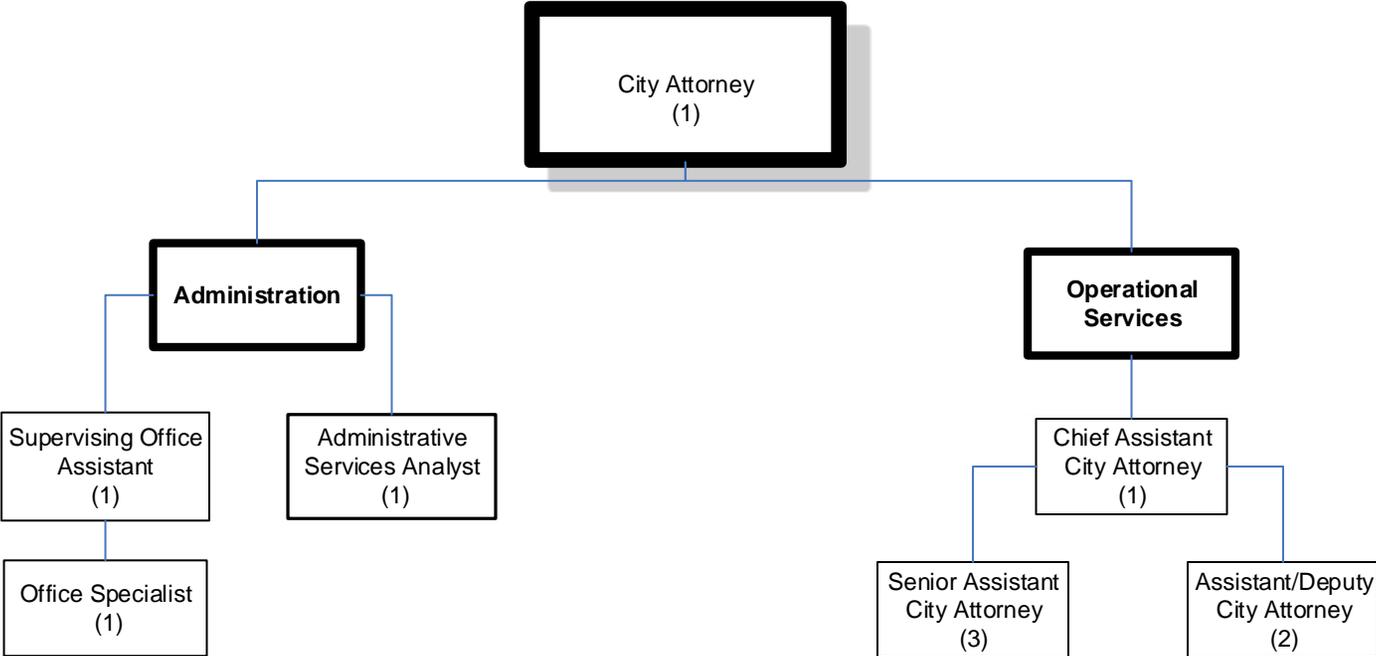
Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>CITY ATTORNEY'S OFFICE</b>					
Admin Services Analyst				1.0	1.0
Assistant City Attorney		2.0	2.0	2.0	2.0
Chief Assistant City Attorney		1.0	1.0	1.0	1.0
City Attorney	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0		
Office Specialist	1.0	1.0	1.0	1.0	1.0
Senior Assistant City Attorney	6.0	3.0	3.0	3.0	3.0
Supervising Office Assistant	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

# City Attorney

## FY2022-23 Organizational Chart

	Existing Pos.		Main Program
	New Position		Sub-Program
	Reclassification		

Adopted FTE = 10



# City Attorney-15

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	1,564,521	3,033,034	1,212,990	4,101,445	1,068,411	35%
Emergency Operation & Disaster-1304	687				-	-
<b>TOTAL SOURCES BY FUND</b>	<b>1,565,208</b>	<b>3,033,034</b>	<b>1,212,990</b>	<b>4,101,445</b>	<b>1,068,411</b>	<b>35%</b>
<b>USES BY TYPE</b>						
Salaries	961,622	1,262,891	734,203	1,485,029	222,138	18%
Benefits	557,061	651,957	366,898	725,294	73,337	11%
Professional Services	170,357	1,251,666	216,067	2,101,435	849,769	68%
Other Operating Expenses	20,736	21,500	12,727	24,750	3,250	15%
Utilities	284			-	-	-
Equipment & Contract Services	544	1,250	267	4,075	2,825	226%
Cost Pool	76,143	76,143	57,108	79,950	3,807	5%
Asset/Capital Outlay					-	-
A87 Cost Plan Reimbursement	(221,539)	(232,373)	(174,280)	(319,088)	(86,715)	37%
<b>TOTAL USES BY TYPE</b>	<b>1,565,208</b>	<b>3,033,034</b>	<b>1,212,990</b>	<b>4,101,445</b>	<b>1,068,411</b>	<b>35%</b>
<b>USES BY ORG CODE</b>						
City Attorney (Admin)-01151014	1,564,521	3,033,034	1,212,990	4,101,445	1,068,411	35%
Emergency Operation & Disaster-City Attorney-13415114	687				-	-
<b>TOTAL USES BY ORG CODE</b>	<b>1,565,208</b>	<b>3,033,034</b>	<b>1,212,990</b>	<b>4,101,445</b>	<b>1,068,411</b>	<b>35%</b>

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# City Manager's Office



**“I get to work for the City I grew up in.** It’s amazing to see the generation before me and the generation after me rise and demonstrate **tenacity** and **resilience.**”

**Irene Lozano**  
Executive Assistant to the City Manager  
7 years

## WHAT WE DO

- **Implement City Council directives** and communicate regularly to the City Council through weekly reports and regular check-ins
- **Collaborate with City departments** to develop and implement financial plans and balanced budgets, and determine effective methods to increase revenue generation
- **Establish relationships** with private and public industries, by active collaborations across other municipalities, governmental agencies, private entities, and local and regional community organizations

## WHAT WE DID

- **Expansion of “I Heart Richmond”** and established an interdepartmental collaboration to ensure city-wide clean-ups and beautification efforts
- **Prioritization** of filling vaccines organization wide
- **Established an interdepartmental team** for the successful implementation of Measure U gross receipts business tax

# \$81,000

Total amount awarded in  
Neighborhood Public Art Mini Grants  
to 13 Projects that require community  
engagement.

## CITY MANAGER'S OFFICE

### WHAT WE PLAN TO DO

- Continue collaborations with internal and external partners to clean-up and beautify the City
- Focus on revenue collection
- Continue to support retention and recruitment of City staff
- Develop and Implement Special Projects:
  - Municipal Identification Card program
  - American Rescue Plan Act
  - Fiscal Sustainability Plan
  - Environmental and Community Investment Agreement



**CITY MANAGER'S OFFICE**  
**PROGRAM ORGANIZATIONAL CHART**

**CITY MANAGER**

- Management Oversight of City Departmental Services
- City Budget Oversight and Resource Allocation
- Contract and Grant Administration
- Council Communication and Information Provision
- Agenda Packet Preparation
- Policy Recommendations
- Public Administration and Information
- Policy Research, Implementation and Development
- Inter-Governmental and Regional Collaboration
- Community Relations

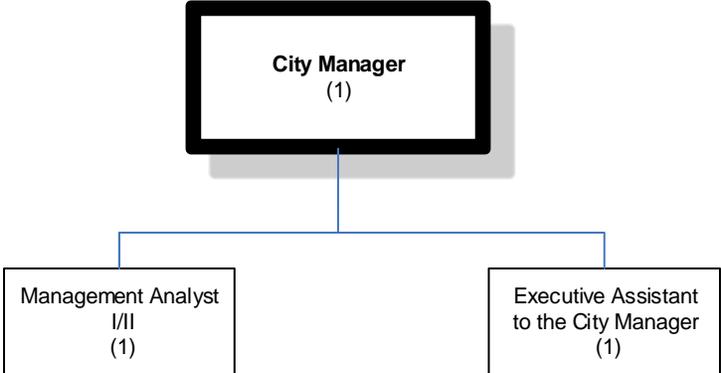
Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>CITY MANAGER'S OFFICE</b>					
City Manager	1.0	1.0	1.0	1.0	1.0
Community & Engagement Manager	1.0	1.0	1.0		
Executive Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II		1.0	1.0	1.0	
Management Analyst I/ II					1.0
<b>Sub-total City Manager</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>

# City Manager

## FY2022-23 Organizational Chart

- Existing Pos.
- New Position
- Reclassification
- Main Program
- Sub-Program

Adopted FTE = 3



# City Manager's Office-13

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	557,333	860,706	569,245	780,924	(79,782)	-9%
Transportation-1003	3,109	-	130	-	-	-
Outside Funded Grants-1006	1,086,066	1,049,662	-	-	(1,049,662)	-100%
Veolia-1009	-	100,000	-	100,000	-	0%
N. Richmond Mitigation-1010	100,301	124,207	555	124,375	168	0%
ECIA-1017	3,748,184	5,520,000	144,210	3,000,000	(2,520,000)	-46%
Kids First Initiative-1303	47,047	52,627	28,206	25,519	(27,108)	-52%
Emergency Operation & Disaster-1304	654					
<b>TOTAL SOURCES BY FUND</b>	<b>5,542,696</b>	<b>7,707,202</b>	<b>742,346</b>	<b>4,030,818</b>	<b>(3,676,384)</b>	<b>-48%</b>
<b>USES BY TYPE</b>						
Salaries	372,920	583,702	532,312	482,176	(50,136)	-9%
Benefits	208,704	353,454	167,206	265,530	98,324	59%
Professional Services	4,759,569	6,914,287	154,079	3,347,125	3,193,046	2072%
Other Operating Expenses	7,596	11,700	5,271	10,200	4,929	94%
Utilities	2,845	2,000	1,597	1,000	(597)	-37%
Equipment & Contract Services	201	200	122	200	78	64%
Cost Pool	100,038	100,038	75,027	105,040	30,013	40%
Asset/Capital Outlay	11,805	(168)	241	0	(241)	-100%
A87 Cost Plan Reimbursement	(245,982)	(258,011)	(193,508)	(180,453)	13,055	-7%
Grant Expenditures	0			0	-	-
Transfer Out	325,000			0		
<b>TOTAL USES BY TYPE</b>	<b>5,542,696</b>	<b>7,707,202</b>	<b>742,346</b>	<b>4,030,818</b>	<b>(3,676,384)</b>	<b>-48%</b>

# City Manager's Office-13

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>USES BY ORG CODE</b>						
Administration-01131013	551,415	860,706	566,707	780,924	(79,782)	-9%
Environmental-01132713	3,586		1,508		-	-
City Manager Transportation-01135013	2,333		1,030		-	-
Transportation Operations-10335013	1,368		130		-	-
Parking Management-10335913	1,741				-	-
Outside Funded Grants-10632713	1,086,066	1,049,662			(1,049,662)	-100%
Veolia-10932813	0	100,000		100,000	-	0%
North Richmond Environmental-11032713	30,000				-	-
North Richmond Mitigation-11032913	70,301	124,207	555	124,375	168	0%
ECIA-11731013	3,748,184	5,520,000	144,210	3,000,000	(2,520,000)	-46%
Kids First Initiative-13331013	47,047	52,627	28,206	25,519	(27,108)	-52%
Emergency Operation & Disaster-City Manager-13413113	654				-	-
Capital Outlay-20131031	0				-	-
<b>TOTAL USES BY ORG CODE</b>	<b>5,542,696</b>	<b>7,707,202</b>	<b>742,346</b>	<b>4,030,818</b>	<b>(3,676,384)</b>	<b>-48%</b>

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# DEPARTMENT OF CHILDREN AND YOUTH



“I see myself in the people I work with.”

**Patrick Seals**  
Senior Management Analyst  
16 years

## WHAT WE DO

- **Funder:** Fund youth-serving organizations in alignment with the Community Needs Assessment and Strategic Investment Plan (Per Article 15 of the Richmond City Charter)
- **Supporter:** Provide support to a 15-member Oversight Board (e.g., board recruitment, retention, training, agenda-setting, meeting facilitation, etc.)
- **Collaborator & Convener:** Work with internal and external organizations to discuss service delivery, opportunities for collaboration, training, etc.
- **Evaluator:** Evaluate grantees, the grant process, and the program to document the collective impact of the Fund

## WHAT WE DID

- Entered into grant service agreements with awardees and covered six priority areas
- Released the FY 22-23 Request for Proposals
  - Finalized and released the RDCY RFP with the total projected amount available for the FY 2022-2023 of ~1.6 million
- Participated in local and regional convenings
  - Attend bi-monthly Richmond funders meetings and monthly meetings of The Children’s Funding Project and Funding the Next Generation
- Supported Oversight Board at monthly meetings

**\$1.62  
Million**

Awarded to 20 youth-serving organizations

# DEPARTMENT OF CHILDREN AND YOUTH

## WHAT WE PLAN TO DO

- Award ~\$1.6 million to FY 2022-23 applicants
- Release RFCY FY 2023-24 Request for Proposal
- Host Richmond Fund for Children & Youth Oversight Board retreats
- Acquire a grants management software system to support all city-funding initiatives including Love Your Block Grant, ECIA Grant, ECIA Mini-Grant, and Neighborhood Public Art Mini-Grant
- Explore opportunities to provide resources and technical assistance to grantees
- Strengthen youth internship program
- Explore collaborative grant/funding opportunities
- Begin the FY 2024-2027 Strategic Investment Plan process



**AMENDED  
FY 2021-24  
REQUEST FOR PROPOSALS (RFP)**

**For Direct Services in the Following Priority Areas:**

- BEHAVIORAL HEALTH: MENTAL HEALTH AND WELLNESS
- EDUCATION SUPPORT AND EMPLOYMENT/TRAINING SUPPORT
- OUT OF SCHOOL, AFTER-SCHOOL, SPORTS AND ENRICHMENT
  - YOUTH VIOLENCE PREVENTION
    - ACCESS TO BASIC NEEDS
- INFORMATION, GUIDANCE AND CASE MANAGEMENT

## IN THE LOOP

with the Richmond Department of Children and Youth



**CITY MANAGER'S OFFICE**  
**PROGRAM ORGANIZATIONAL CHART**

**DEPARTMENT OF CHILDREN AND YOUTH**

- Establishment of Department of Children and Youth and Administration of grant program in alignment with Measures E & K and Board direction

- Collaboration with various governmental, faith-based, CBOs, philanthropy and community organizations to support work in the community and ensure that children and youth needs are met

- Providing support to the Oversight Board (e.g. assist with board recruitment, retention development, training, agenda, setting, meeting facilitation, etc.)

- Develop and administer the grant program in alignment with the Community Needs Assessment and Strategic Investment Plan

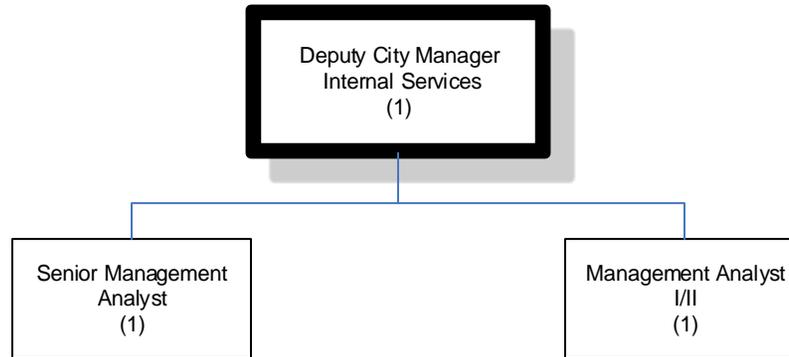
- Develop and implement a process to evaluate and / or support the evaluation of grantees, the grant process, collaborative work with other entities, and the program.

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>DEPARTMENT OF CHILDREN &amp; YOUTH</b>					
Associate Admin Analyst	1.0	2.0	2.0	1.0	
Deputy City Manager	1.0	1.0	1.0	1.0	1.0
Management Analyst I/II	1.0				1.0
Senior Management Analyst				1.0	1.0
<b>Total Full-Time Equivalent (FTEs)</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

# Department of Children & Youth FY2022-23 Organizational Chart



Adopted FTE = 3



## Department of Children & Youth-37

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	247,152	443,343	306,846	378,071	(65,272)	-15%
Chevron ECIA-1017	1,021,469	1,608,030	415,955	1,658,805	50,775	3%
Dept. of Children & Youth Services-1303	282,081	1,667,030	15,278	3,909,839	2,242,809	135%
Emergency OPE & Disaster Recovery-1304	8,262			0	-	-
<b>TOTAL SOURCES BY FUND</b>	<b>1,558,965</b>	<b>3,718,403</b>	<b>738,079</b>	<b>5,946,715</b>	<b>2,228,312</b>	<b>60%</b>
<b>USES BY TYPE</b>						
Salaries	233,166	300,105	200,027	365,013	64,908	32%
Benefits	157,706	203,895	108,662	251,997	48,102	44%
Professional Services	866,751	2,625,719	245,450	4,813,205	2,187,486	891%
Other Operating Expenses	3,365	17,400	2,429	15,500	(1,900)	-78%
Utilities				1,000	1,000	-
Equipment & Contract Services	297,976	571,284	181,511	500,000	(71,284)	-39%
<b>TOTAL USES BY TYPE</b>	<b>1,558,965</b>	<b>3,718,403</b>	<b>738,079</b>	<b>5,946,715</b>	<b>2,228,312</b>	<b>60%</b>
<b>USES BY ORG CODE</b>						
Internal Services Admin-01371118	247,152	443,343	306,846	378,071	(65,272)	-15%
Chevron ECIA-11771018	1,021,469	1,608,030	415,955	1,658,805	50,775	3%
Dept. of Children & Youth Services-13371018	282,081	1,667,030	15,278	3,909,839	2,242,809	135%
Emergency OPE & Dist-13437118	8,262			0	-	-
<b>TOTAL USES BY ORG CODE</b>	<b>1,558,965</b>	<b>3,718,403</b>	<b>738,079</b>	<b>5,946,715</b>	<b>2,228,312</b>	<b>60%</b>

# Finance Department



“What I like about working in Finance is being able to use my knowledge, skills, and abilities to add value to the City of Richmond and be a good steward of public resources.”

Finance Staff

## WHAT WE DO

The Finance Department is committed to providing timely, accurate, clear and complete information and support to council, city departments and the community at large. Below are the major areas of service in the Department:

- **Budget** develops and administers Operating and Capital Improvement Budget.
- **Accounts Payable and Purchasing** manage all procurement transactions and payments to vendors
- **Revenue** processes all the City revenue including Business Tax/Measure U
- **Treasury** monitors cash and banking transactions for the City daily

Mid-Year Total  
Funds:  
\$364,208,280

Fiscal Year 2022-23

## FINANCE DEPARTMENT

- **General Accounting** maintains the City books and issues monthly, quarterly, and annual reports, also publishes Annual Comprehensive Report (ACFR) in line with governmental accounting rules
- **Payroll** processes payroll runs twice a month and special checks in compliance with labor laws and negotiated MOUs

### WHAT WE DID IN FY 2021-22

- **Budget** developed and administered Annual FY2021-22 Operating Budget and five-year Capital Improvement Plan
- **Revenue**
  - Implemented voter approved Measure U calculation methodology for Business Tax
- **Accounts Payable and Purchasing Revenue**
  - Processed 3,434 checks and 5,794 direct deposits
- **General Accounting** published the FY2020-2021 Annual Comprehensive Financial Report
- **Treasury**
  - Reconciled monthly bond activity and submitted Treasurer Report timely and with minimal variances
  - Timely submission of the continuing disclosures
  - Executed a Call of a portion of 1999-1 Limited Obligation Bonds
- **Payroll**
  - Generated 24 regular payroll runs for more than 800 temporary and permanent employees
  - Implemented several bargaining units' negotiated MOUs

### WHAT WE PLAN TO DO

- Implement MUNIS (system of financial records) Upgrade
- Continue the implementation of Measure U by working with the local businesses
- Assist the City Manager's Office in exploring Revenue Enhancement options
- Facilitate FY2021-22 Financial Audit and publish Annual Comprehensive Financial Report
- Update Long Term Financial Forecast by incorporating new MOUs, expenditure and revenue assumptions under current economic projections
- Increase reserve level to 15% through fiscally sustainable financial management

## FINANCE DEPARTMENT

- Reduce negative cash in non-General Funds through various fiscal tools
- Refinance Pension Obligation Bonds
- Revisit potential investment opportunities to maximize the City's return on investments

# FINANCE DEPARTMENT PROGRAM ORGANIZATIONAL CHART

## Administration

- \*Manage Overall Operations of the Finance Department
- \*Purchase Order Receiving
- \*Contract Processing
- \*Website Management
- \*Maintain all files associated with Personnel and Training

## Budget

- \*Capital Improvement Plan Budgeting
- \*Operating Budgeting
- \*Monthly Variance Analysis
- \*Position Control
- \*MUNIS User Training
- \*Grants Management
- \*Performance Measures Reporting
- \*Five-Year Financial Planning

## General Accounting

- \*MUNIS Accounting System Maintenance
- \*General Ledger Maintenance
- \*Financial Analysis & Reporting
- \*Fixed Assets Accounting
- \*Audit Management
- \*Internal Controls
- \*Financial Guidance to Departments
- \*State, Federal & Local Government Reporting
- \*Comprehensive Annual Financial Report (CAFR)

## Treasury

- \*Cash Management
- \*Rating Agency/Credit Reports
- \*Debt Management
- \*Banking Services
- \*State Controller's Reports
- \*Cash Flow Reporting
- \*Trustees Liaison
- \*Financial Policies
- \*Arbitrage & Continuing Disclosure
- \*Investments Maintenance & Reporting

## Revenue

- \*Accounts Receivable
- \*Collections
- \*Business License
- \*Payment Processing
- \*Petty Cash
- \*Return Checks
- \*Wastewater & Stormwater Processing
- \*Refunds
- \*Master Fee Schedule
- \*Revenue Collections & Analysis

## Accounts Payable

- \*Process Invoices
- \*1099 Miscellaneous Reporting
- \*Process Cal-Card Statements
- \*Process Utility Payments
- \*Quarterly Diesel Fuel and Sales Tax Reporting

## Purchasing

- \*City Purchasing Agent
- \*Develop Policy and Procedures
- \*Purchasing Order Maintenance
- \*Manage BidsOnline System
- \*Maintain Vendor Database
- \*Contract Management
- \*CAL-Card Program Administration

## Payroll

- \*Annual Salary & Benefit Projection
- \*Medical Reimbursements
- \*Garnishment Payments
- \*Retiree Pension
- \*Annual State Controller's Report
- \*Federal & State Payroll Reporting
- \*Payroll Services for Active Employees
- \*W-2 & 1099R Reconciliation and Filing
- \*Compliance with Memorandum of Understandings (MOUs) and State & Federal Laws

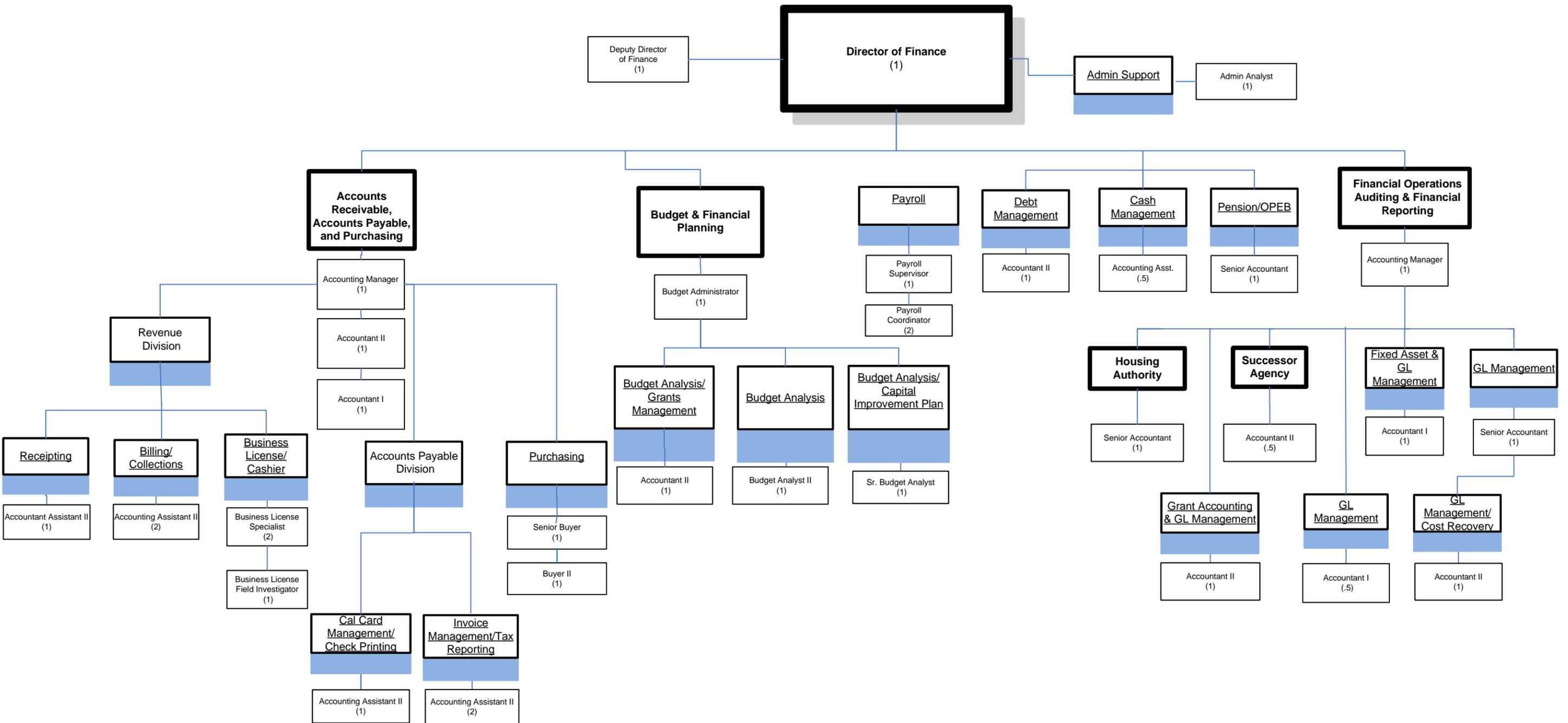
Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>FINANCE</b>					
Accountant I/II	6.0	7.0	7.0	8.0	8.0
Accounting Assistant I/II	6.0	6.0	6.0	6.0	5.0
Accounting Manager	3.0	3.0	3.0	2.0	2.0
Administrative Services Analyst					1.0
Budget Administrator	1.0	1.0	1.0	1.0	1.0
Budget Analyst I/II	2.0	2.0	2.0	1.0	1.0
Business License Field Inspector		1.0	1.0	1.0	1.0
Business License Specialist	2.0	2.0	2.0	2.0	2.0
Buyer I/II	1.0	1.0	1.0	1.0	1.0
Deputy Director of Finance				1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	
Director of Finance	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	2.0	2.0	2.0	2.0	2.0
Payroll Supervisor	1.0	1.0	1.0	1.0	
Payroll Manager					1.0
Senior Accountant	3.0	3.0	3.0	3.0	3.0
Senior Budget Analyst		1.0	1.0	1.0	1.0
Senior Buyer	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalent (FTEs)</b>	<b>30.0</b>	<b>33.0</b>	<b>33.0</b>	<b>33.0</b>	<b>32.0</b>

# Finance

## FY2022-23 Organizational Chart

Adopted FTE = 32

- Existing Pos.
- Main Program
- New Position
- Sub-Program
- Reclassification
- Frozen



Note: The Successor Agency is located in the Finance Department but will continue to be supported by their department's budget.

# Finance-17

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND (INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	7,346	68	68		-50921900%	-10%
<b>TOTAL USES BY FUND</b>	<b>7,346</b>	<b>68</b>	<b>68</b>	<b>-</b>	<b>(509,219)</b>	<b>-748851%</b>
<b>USES BY TYPE</b>						
Salaries	2,166,042	3,130,577	1,750,951	2,733,520	(397,057)	-13%
Benefits	1,716,969	2,267,453	1,272,843	2,155,114	(112,339)	-5%
Professional Services	568,740	751,942	479,864	837,722	85,780	11%
Other Operating Expenses	57,506	68,806	54,748	65,806	(3,000)	-4%
Utilities	1,081	1,394	804	1,400	6	0%
Equipment & Contract Services	3,551	385	250	435	50	13%
Cost Pool	171,164	171,164	128,372	179,722	8,558	5%
Asset/Capital Outlay					-	-
A87 Cost Plan Reimbursement	(1,009,656)	(1,059,033)	(794,276)	(1,152,435)	(93,402)	9%
<b>TOTAL USES BY TYPE</b>	<b>3,675,396</b>	<b>5,332,688</b>	<b>2,893,557</b>	<b>4,821,284</b>	<b>(511,404)</b>	<b>-10%</b>
<b>USES BY ORG CODE</b>						
Finance/Administration-01171115	580,695	669,376	459,977	863,778	194,402	29%
Finance/General Accounting-01172015	972,811	1,285,228	797,999	1,160,847	(124,381)	-10%
Finance/Budget-01173415	371,718	610,163	224,130	469,807	(140,356)	-23%
Finance/Payroll-01174015	286,200	387,011	258,854	398,825	11,814	3%
Finance/Treasury-01175715	472,491	654,607	428,684	808,950	154,343	24%
Finance/Accounts Payable-01176015	200,491	220,696	51,932	70,202	(150,494)	-68%
Finance/Revenue Collection-01177015	444,236	1,155,753	399,942	714,323	(441,430)	-38%
Finance/Purchasing-01178015	330,753	347,669	271,705	334,552	(13,117)	-4%
Emergency Operation & Disaster-Finance-1347115	16,001		333		-	
<b>TOTAL USES BY ORG CODE</b>	<b>3,675,396</b>	<b>5,330,503</b>	<b>2,893,557</b>	<b>4,821,284</b>	<b>(509,219)</b>	<b>-10%</b>

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# Human Resources Department



“**What inspires me the most** about working for the City of Richmond is the staff that I get to interact with on a daily basis. They are **hardworking**, motivated, fun, and the backbone of our department. No matter what is requested of our department this staff steps up and finds ways to help one another to get the job accomplished. The **success** of our department is the sum of all their efforts. I’m truly **grateful** to work with such a great group of people”

Human Resources Staff

## WHAT WE DO

- Attract, train, and retain a highly skilled and diversified workforce
- Maintain the City’s classification and compensation system, benefits administration, and manage personnel issues
- Manage contract negotiations, interpretation, grievances, investigations, and discipline
- Administer the City’s injury and illness prevention, safety, liability, and worker’s compensation programs

## WHAT WE DID

- Maximized employee safety by working with dept staff to respond to and comply with COVID related regulations
- Negotiated multi-year labor MOUs with four bargaining units
- Implemented an enhanced Performance Appraisal program
- Enhanced benefit and compensation information on our website
- Implemented the City’s employee newsletter

## WHAT WE PLAN TO DO

- Refine, modernize, and streamline Human Resources hiring, onboarding, and offboarding processes, procedures, and protocol to promote excellent customer service to our internal and external customers.
- Create influential leaders by ensuring that all supervisors and/or managers are properly trained and adequately coached in personnel matters.
- Modernize recruitment strategies by improving our marketing and outreach techniques to attract, recruit, and retain talented, and high-quality candidates.

# 113

Recruitments conducted during fiscal year 2021-2022



Fiscal Year 2022-23

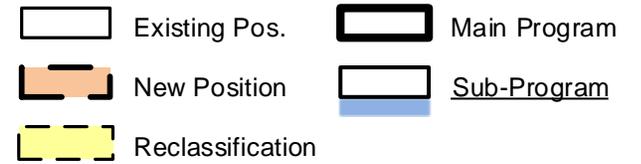
## HUMAN RESOURCES DEPARTMENT PROGRAM ORGANIZATIONAL CHART

Administration	Personnel Services	Labor Relations Services	Risk Management	Benefits
▪Leadership	▪Recruitment & Testing	▪Grievances	▪ Workers' Compensation	▪Benefits Administration
▪Program Oversight	▪ Background Check and Employee Verification	▪ Management Consultation	▪Contract Review	▪Retirement Liaison
▪ Policy & Procedure Development & Implementation	▪Salary & Compensation Administration	▪Investigations	▪General Liability	▪Employee Assistance Program
▪ ERP Administration & Maintenance	▪Job Classification	▪ Discipline Handling	▪ Claims Management	▪Employee Wellness Program
▪Payroll Assistance	▪ Organizational Studies	▪Discrimination Complaints	▪Safety & Loss Control	▪Employee Recognition Program
▪ Inventory Control	▪Application Tracking	▪ Union Negotiations	▪Insurance Procurement	▪457 Plan enrollment and management
▪ Budget	▪Job Posting & Hotline	▪Training	▪ Return to Work Program	▪Employee Training
▪ Accts Payable/Purchasing	▪Employment Lists		▪Disability Retirement	▪Management Academy
▪HR Website Maintenance	▪Applicant Input and Tracking		▪Third Party Administration & Management	
▪ Contract Administration	▪Personnel Action Form Processing		▪Special Event & Property Use Permits	
▪ Personnel Board	▪New Employee Orientation		▪Benefits Administration	
	▪Personnel File Maintenance		▪Retirement Liaison	
			▪Employee Assistance Program	
			▪Employee Wellness Program	

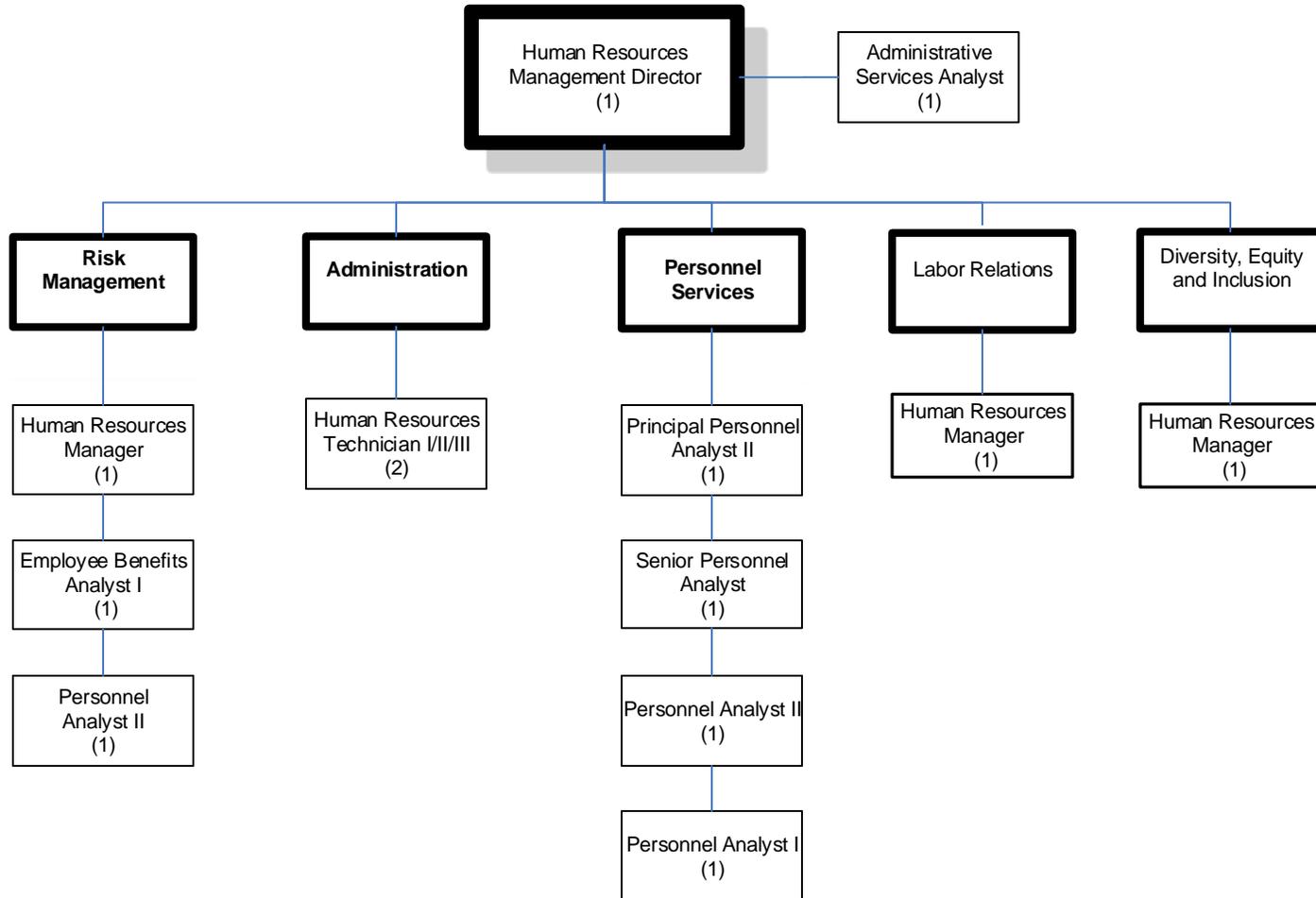
Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>HUMAN RESOURCES</b>					
Administrative Services Analyst	1.0	1.0	1.0	1.0	1.0
Employee Benefits Analyst I	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	2.0	2.0	2.0	2.0	3.0
Human Resources Mgt. Director	1.0	1.0	1.0	1.0	1.0
Human Resources Technician I/II/III	2.0	2.0	2.0	2.0	2.0
Personnel Analyst I/II	4.0	3.0	3.0	3.0	3.0
Principal Personnel Analyst	1.0	2.0	2.0	2.0	1.0
Senior Personnel Analyst	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>

# Human Resources Management

## FY2022-23 Organizational Chart



Adopted FTE =13



# Human Resources-18

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2021	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b> (INCLUDES REVENUE AND/OR FUND BALANCE)						
General Fund-0001	1,910,877	1,876,552	1,298,109	2,267,339	390,787	21%
Emergency Operation & Disaster-1304	1,580			-	-	-
Risk Management-5001	17,649,149	32,524,184	19,752,539	19,077,907	(13,446,277)	-41%
<b>TOTAL SOURCES BY FUND</b>	<b>19,561,605</b>	<b>34,400,736</b>	<b>21,050,648</b>	<b>21,345,246</b>	<b>(13,055,490)</b>	<b>-38%</b>
<b>USES BY TYPE</b>						
Salaries	1,898,716	1,652,879	1,229,468	1,445,248	(207,631)	-13%
Benefits	885,929	1,099,059	730,566	888,835	(210,224)	-19%
Professional Services	1,108,463	1,776,849	808,792	1,733,900	(42,949)	-2%
Other Operating Expenses	26,628	62,625	17,615	72,125	9,500	15%
Utilities				-	-	-
Equipment & Contract Services	69	150	122	150	-	0%
Provision for Insurance Loss	13,476,986	20,371,890	11,854,940	16,740,502	(3,631,388)	-18%
Cost Pool	612,923	612,923	459,693	641,776	28,853	5%
Asset/Capital Outlay	1,756,589	9,039,069	6,110,483	7,000	(9,032,069)	-100%
A87 Cost Plan Reimbursement	(204,698)	(214,708)	(161,031)	(184,290)	30,418	-14%
<b>TOTAL USES BY TYPE</b>	<b>19,561,605</b>	<b>34,400,736</b>	<b>21,050,648</b>	<b>21,160,956</b>	<b>(13,239,780)</b>	<b>-38%</b>
<b>USES BY ORG CODE</b>						
Human Resources (Admin)-01181016	1,910,877	1,876,552	1,298,109	2,267,339	390,787	21%
Emergency Operation & Disaster-HR-13418116	1,580			-		
Risk Mgmt (Admin)-50182116	2,941,827	3,563,423	3,056,496	3,151,317	(412,106)	-12%
Risk Mgmt Worker's Comp-50182216	6,447,784	10,553,163	5,573,366	7,428,837	(3,124,326)	-30%
Risk Mgmt General Liability-50182316	8,259,538	18,407,598	11,122,678	8,497,753	(9,909,845)	-54%
<b>TOTAL USES BY ORG CODE</b>	<b>19,561,605</b>	<b>34,400,736</b>	<b>21,050,648</b>	<b>21,345,246</b>	<b>(13,055,490)</b>	<b>-38%</b>

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# INFORMATION TECHNOLOGY DEPARTMENT IT, KCRT, Business Systems, Network, and Duplicating Mail



**“I enjoy working and living in the same city.** Working with my co-workers in all departments in the city, gives me a real **feeling of community, family, acceptance, contributing, and belonging to something greater than myself.**”

**John Hill**  
Microcomputer Support Specialist  
9 years

## WHAT WE DO

- Manage IT Infrastructure (Managing network and communications for 47 sites and 328 thousand fiber miles of broadband infrastructure)
- Manage Enterprise Business Systems (including GIS and the Open Data & Performance System for City Departments)
- Manage Hardware and Software (for the City-wide Network, VoIP phone system, 800 desktops, 275 laptops, and 450 mobile devices)
- IT supports virtual government and remote users and online systems (with 370 Enterprise Resource Planning (ERP) licensed users, and 750 Employee Self Service users)
- IT Manages Communications to the public (through KCRT TV, print services, website, and social media)

# 328 Thousand

Fiber miles of broadband infrastructure serving both internal communications and a platform for community-based internet access initiatives



## INFORMATION TECHNOLOGY DEPARTMENT

### IT, KCRT, Business Systems, Network, and Duplicating Mail

#### WHAT WE DID

- Enhanced Cyber Security (including awareness training for end users)
- Continued replacement of aging computer equipment (including network infrastructure and end user equipment)
- Collaborated with City Departments to manage, upgrade and implement Business Systems (including Measure U for the Finance Department and eSCRIBE for the City Clerk)
- Continued support of remote access and online conferencing (providing secure access)

#### WHAT WE PLAN TO DO

- IT continues to provide innovations for City wide efficiencies including expanded digital services
- IT continues to collaborate interdepartmentally in support of business systems (including managing and supporting the City of Richmond Enterprise Resource Planning System (ERP); IT will plan and execute the implementation of an enterprise Document Management System, and upgrade and or replace the City's Community Development System; IT will continue to provide technical support for Measure U)
- IT will continue revenue enhancement opportunities (including managing and negotiating increased rent for cellular service vendors on City owned properties)
- IT will continue implementation of expanded Wi-Fi both internally and externally (improving bandwidth For remote City facilities, and distance learning locations)

“I have only been here a short time, but **I like the sense of community everyone has here.** I believe that everyone here is working to improve the City of Richmond. **I personally enjoy seeing some of the projects I have worked on being utilized within the city.**”

Adam Goermar  
Duplicating Mail Specialist  
6 months

**INFORMATION TECHNOLOGY DEPARTMENT  
PROGRAM ORGANIZATIONAL CHART**

**IT Administration and Services**

- \*IT Leadership
- \*Strategic Planning
- \*Policy
- \*Budget
- \*Contracts
- \*Procurement
- \*Network Design
- \*Network Upgrades
- \*Network Maintenance
- \*Network Security
- \*Network Support
- \*Desktop Training
- \*Website Maintenance
- \*Hardware Replacement
- \*Software Replacement
- \*Desktop Maintenance
- \*Help Desk Support

**Telephones/Radios**

- \*Management
- \*Maintenance
- \*Security
- \*Support
- \*Training
- \*City Cell Tower Support
- \*City Fiber & Wired Support
- \*Community Wi-Fi

**Application Processing**

- \*Management
- \*Development
- \*Maintenance
- \*Support
- \*Security
- \*Training
- \*Website and Marquee Management

**Geographical Information**

- \*Management
- \*Development
- \*Maintenance
- \*Support
- \*Training

**IT CIP Projects**

- \*Equipment Refresh Project
- \*Document Storage Project
- \*KCRT Projects

**Media Communications Division**

- \*KCRT Operations
- \*Promote City Services & Events
- \*Crisis Emergency Info
- \*Cable Franchise Monitoring
- \*A/V Technical Assistance & Video Production  
Equipment Check Out & Assistance  
Video System Designs,
- \*Telecom Lease Negotiations
- \*KCOR Operations
- \*Social Media

**Duplicating / Mail Services**

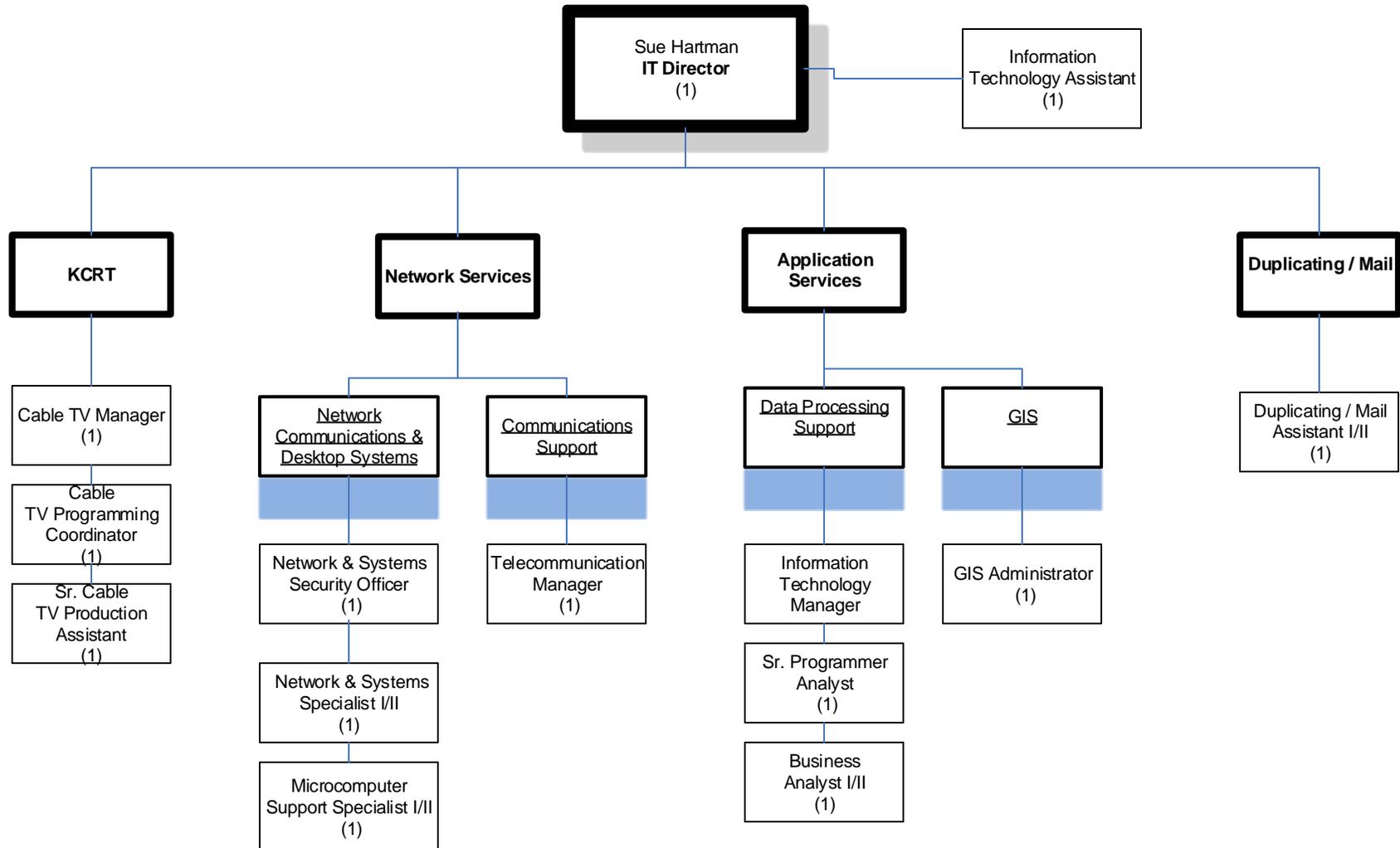
- \*Postage and Mail Room Services
- \*Duplicating / Copy Center Services

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>INFORMATION TECHNOLOGY</b>					
Business Analyst I		1.0	1.0	1.0	1.0
Cable TV Engineering Support Asst.	1.0				
Cable TV Manager	1.0	1.0	1.0	1.0	1.0
Cable TV Programming Coordinator		1.0	1.0	1.0	1.0
Cable TV Production Support Assistant	1.0				
Duplicating/Mail Assistant I/II	1.0	1.0	1.0	1.0	1.0
GIS Administrator	1.0	1.0	1.0	1.0	1.0
Information Technology Assistant	1.0	1.0	1.0	1.0	1.0
Information Technology Director	1.0	1.0	1.0	1.0	1.0
Information Technology Manager	1.0	1.0	1.0	1.0	1.0
Microcomputer Support Specialist I/II		1.0	1.0	1.0	1.0
Network & Systems Security Officer	1.0	1.0	1.0	1.0	1.0
Network & Systems Specialist I/II	1.0	1.0	1.0	1.0	1.0
Senior Cable TV Production Assistant	1.0	1.0	1.0	1.0	1.0
Senior Programmer Analyst	1.0	1.0	1.0	1.0	1.0
Telecommunication Manager		1.0	1.0	1.0	1.0
Telephone Radio Specialist	1.0				
<b>Total Full-Time Equivalent (FTEs)</b>	<b>13.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>

# Information Technology FY2022-23 Organizational Chart



Adopted FTE = 14



## Information Technology-26

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND (INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	3,073,435	3,979,264	2,783,190	4,238,486	259,222	7%
Chevron Modernization-1017	75,428	484,430	-	484,430	-	0%
Emergency Op & Disastr/Info Tech-1304	267,709			-	-	
General Capital-2001	58,660			-	-	-
KCRT - Cable Television-4008	788,955	1,236,147	809,607	1,275,168	39,021	3%
Equipment Services-5003	32,938	100,000	-	100,000	-	0%
<b>TOTAL SOURCES BY FUND</b>	<b>4,297,125</b>	<b>5,799,841</b>	<b>3,592,796</b>	<b>6,098,084</b>	<b>298,243</b>	<b>7%</b>
<b>USES BY TYPE</b>						
Salaries	1,269,166	1,479,888	1,000,745	1,434,047	(45,841)	-3%
Benefits	808,347	851,546	676,814	991,281	139,735	16%
Professional Services	599,704	1,112,882	540,005	1,186,882	74,000	7%
Other Operating Expenses	82,815	107,601	59,036	107,601	-	0%
Utilities	473,064	440,827	254,053	440,827	-	0%
Equipment & Contract Services	446,310	727,220	667,319	727,220	-	0%
Provision for Insurance Loss	575	604	604	604	-	0%
Cost Pool	252,852	252,852	189,639	370,495	117,643	47%
Asset/Capital Outlay	863,462	1,350,000	597,267	1,250,000	(100,000)	-7%
A87 Cost Plan Reimbursement	(499,171)	(523,579)	(392,686)	(410,873)	112,706	-22%
<b>TOTAL USES BY TYPE</b>	<b>4,297,125</b>	<b>5,799,841</b>	<b>3,592,796</b>	<b>6,098,084</b>	<b>298,243</b>	<b>7%</b>
<b>USES BY ORG CODE</b>						
GF-Info Tech/Admin-01261017	1,531,652	2,086,840	1,464,399	2,245,282	158,442	8%
GF-I.T./Telecommunications-01262117	619,364	524,025	377,492	301,472	(222,553)	-42%
GF-Info Tech/(Gis)-01262217	211,028	212,506	156,070	210,365	(2,141)	-1%
GF-Info Tech/Erp&App-01262417	627,207	1,035,743	756,171	1,316,260	280,517	27%
GF-Info Tech/Dsktp Sp-01262917	(20,313)	(21,306)	(15,980)	-	21,306	-100%
GF-IT/Mail Room & Duplication-01263090	104,496	141,456	45,038	165,107	23,651	17%
Chevron ECIA-11761017	75,428	484,430	-	484,430	-	-
Emergency Op & Disastr/Info Tech-13426117	267,709			-	-	
Capital Outlay-20162317	58,660			0	-	0%
I.T.-KCRT Cable TV Operations-40864181	786,034	1,016,147	789,706	1,155,168	139,021	63%
I.T.-KCRT Cable TV-40864281	2,921	220,000	19,901	120,000	(100,000)	-100%
ISF-Info Tech/Desktop-50362917	32,938	100,000	-	100,000	-	-
<b>TOTAL USES BY ORG CODE</b>	<b>4,297,125</b>	<b>5,799,841</b>	<b>3,592,796</b>	<b>6,098,084</b>	<b>298,243</b>	<b>7%</b>

# Community Development PLANNING & BUILDING



“I get to work on a collaborative, professional team committed to making a meaningful impact in serving the City of Richmond.”

**Chris Castanchoa**  
Building Official  
21 years

## WHAT WE DO

### The Planning Division:

- Updates and implements the General Plan to achieve community goals
- Reviews land use and development projects for consistency with General Plan and Zoning Ordinance
- Leads & partners in the preparation of grant applications for capital projects, plan implementation, and plan development
- Lead and support the development special area specific plans
- Staff to the Design Review Board, Historic Preservation Commission, and Planning Commission

### The Building Division:

- Enforces California Code of Regulations Title 24, the California Health and Safety Code, and the Richmond Municipal Code as they relate to construction
- Manages the Residential Rental Inspection Program to ensure minimum housing quality standards and completes habitability inspections

Fiscal Year 2022-23

# \$1.25 Million

Grant funding obtained for the Hilltop Area  
Specific Plan





# Community Development CODE ENFORCEMENT



“We can....We do....and We will assist, educate, enforce, and abate code violations as we strive to improve the quality of life of our neighborhoods.”

**Eva Mann**  
Code Enforcement Manager  
35 years

## WHAT WE DO

- **Preserve, improve and stabilize the physical, and social and economic health of our neighborhoods** by consistently reducing and eliminating blight, health and safety, public nuisance, zoning and vehicle abatement violations on private properties.
- **Code Enforcement Officers conduct private property inspections, investigate complaints, educate, seeks voluntary compliance** and provide enforcement by issuing Notice of Violations and Tiered Administrative Citations.
- **We partner and collaborate with City staff, outside governmental agencies and the community** to provide comprehensive services.

## WHAT WE DID

- Implemented cannabis business permit (CBP) - issued 16 CBPs
- Completed 1,077 inspections
- Opened 728 cases, and Closed 748 cases
- Issued 224 administrative citations
- Issued 538 notice of violations
- Issued 311 vehicle intent to tow notices

# 1,077

Inspections completed and  
538 notice of violations issued



Fiscal Year 2022-23

## **Community Development CODE ENFORCEMENT**

### **WHAT WE PLAN TO DO**

- Develop and implement alcohol, tobacco and taxi permit programs including completed associated Richmond Municipal Code (RMC) updates, as needed
- Increase vacant property registration and enforcement
- Expand enforcement of CBPs through enhanced inspections
- Expand residential rental inspection program enforcement
- Continued enforcement of dangerous, blighted properties that devalue and destabilize City neighborhoods
- Increase vehicle abatement enforcement
- Update documents, notices, and forms to comply with updated RMC requirements

# Community Development HOUSING/SUCCESSOR AGENCY



“I am a third generation Richmond resident and homeowner. It gives me great pride to assist with the development of affordable housing opportunities for individuals, families and seniors of a community that helped to raise me.”

**Charice M. Duckworth**  
Development Project Manager  
15 years

## WHAT WE DO

- Completing the recognized obligation projects - Miraflores and Metrowalk Phase 2
- Management of City's Loan portfolio
- Administers City's Inclusionary Housing and Affordable Housing Nexus Fee program, including monitoring of regulatory agreements
- Oversees and administers the Successor Agency's Deed of Trust related to certain Marina Bay developments
- Administers the Fair Chance Housing Ordinance
- Works with Richmond Rapid Response Fund to provide rental assistance
- Leads and oversees the development of the Homelessness Strategic Plan

## WHAT WE DID

- Assisted in completing Phase 1 studies for Richmond Housing Authority projects (RHA) utilizing EPA brownfield assessment funds
- Obtained \$50,000 in All Home funding for Homelessness Strategic Plan
- Obtained a new Environmental Protection Agency (EPA) \$600,000 grant for brownfield assessments

# \$600,000

EPA grant obtained to support the  
characterization and redevelopment of  
brownfield sites



## **Community Development CODE ENFORCEMENT**

- Obtained a \$4.8 Million Encampment Resolution funding for unsanctioned Castro Encampment
- Partnered with Richmond LAND to obtain a Breakthrough Grant for a housing fellow to further equitable housing policies

### **WHAT WE PLAN TO DO**

- Hire a Housing Manager
- Assist the Richmond Housing Authority in the disposition and redevelopment of Nystrom Village and Nevin Plaza
- Complete development and adoption of the Homelessness Strategic Plan
- Begin surplus property disposition process
- Support the development of the 6th Cycle Housing Element and Housing Equity Roadmap
- Begin implementation of the \$4.8 Million Encampment Resolution Funding project
- Complete Disposition and Development Agreement (DDA) amendments for MetroWalk Phase 2
- Oversee the Rehabilitation of the Historic Structures at Miraflores

# COMMUNITY DEVELOPMENT

## PROGRAM ORGANIZATIONAL CHART

### Administrative Services

- Administrative Support
- Budget Coordination
- Purchasing
- Maintain Contracts
- Personnel

### Current & Long Range Planning

- Zoning & General Plan Interpretation
- Conditional Use Permits
- Subdivision & Parcel Map Review
- Design Review
- CEQA Review
- Region & Local Planning Participation
- Transportation Planning
- Urban Design
- Grant writing
- State Law alignment

### Sustainability Planning

- Implement CalGreen & Energy Reach Code
- Implement Natural Gas Ban
- Encourage "In Fill" Development
- Encourage Transit Oriented Development
- Climate Action Planing
- Urban Greening
- Complete Street Design
- \*PDA Planning

### General Plan

- General Plan Updates
- \*Housing Element Annual Progress Reports
- DOF reports
- Specific Plans

### Code Enforcement

- Proactive field checks for violations of city codes
- Investigate & resolve complaints of RMC violations
- Coordinates inspections & dispositions of cases with various city departments, county & other agencies
- Cannabis Business Permits
- RRIP Noncompliance Enforcement
- Vacant Property Monitoring
- \*Receivership Program
- Rehab Program Referrals (Social Impact Bond)
- Tobacco, Alcohol & Taxi Permits

### Housing & Successor Agency

- Home Improvement Loan Program
- Housing Policy
- In-lieu Fee
- Monitoring of Regulatory agreement
- Subordination agreements
- EPA grant
- Safe parking program management

### Building Inspections

- Construction Inspection
- Bldg. Code Violations
- Emergency Response
- Health & Safety

### Permit Center

- Issue permits
- Schedule inspections
- Assess fees, including impact fees

### Plan Review

- Review for compliance w/CBC & RMC
- Code Interpretation
- Flood Plain Management
- Grading Plan Review
- Landscaping Plan Review
- Tentative Map Review

### Industrial Permit Services

- On-site plan review
- On-site Inspection

### Residential Rental Inspection Program

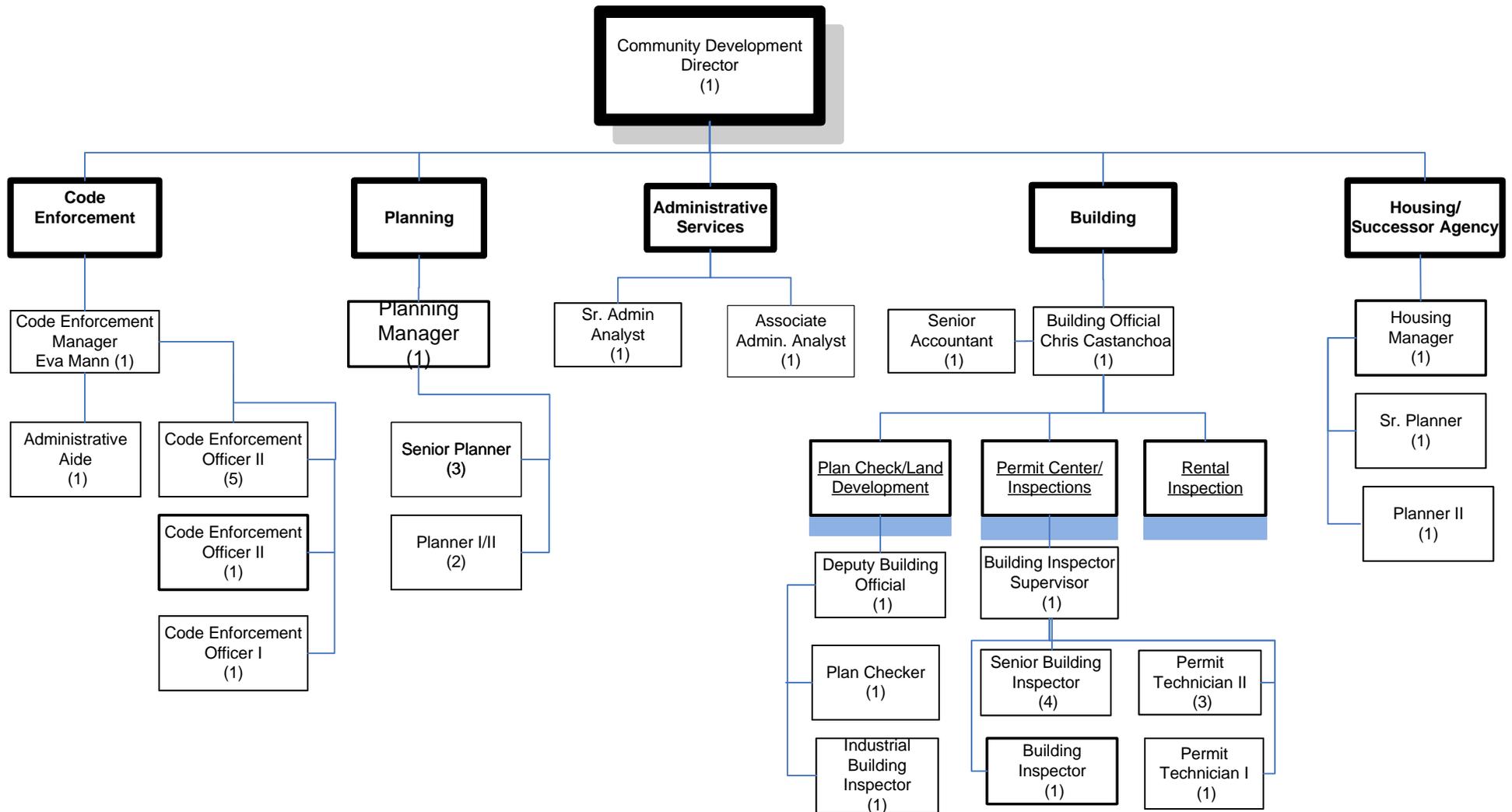
- Rental Unit Inspections
- Tenant Health & Safety
- Habitability complaints & inspections

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>COMMUNITY DEVELOPMENT (Code Enforcement, Housing, and Planning &amp; Building Services)</b>					
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Associate Administrative Analyst	1.0	1.0	1.0	1.0	1.0
Building Inspector		1.0	1.0	1.0	1.0
Building Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
Building Official	1.0	1.0	1.0	1.0	1.0
Code Enforcement Manager		1.0	1.0	1.0	1.0
Code Enforcement Officer I/II	6.0	7.0	7.0	7.0	7.0
Code Enforcement Superintendent	1.0				
Deputy Building Official		1.0	1.0	1.0	1.0
Director of Community Development	1.0	1.0	1.0	1.0	1.0
Housing Manager			1.0	1.0	1.0
Industrial Building Inspector	1.0	1.0	1.0	1.0	1.0
Permit Technician I/II	4.0	4.0	4.0	4.0	4.0
Plan Checking Engineer	2.0	1.0	1.0	1.0	1.0
Planner I/II	1.0	2.0	3.0	3.0	3.0
Planning Manager	1.0	1.0	1.0	1.0	1.0
Planning Technician I/II	1.0				
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	1.0	1.0	1.0	1.0	1.0
Senior Building Inspector	4.0	4.0	4.0	4.0	4.0
Senior Planner	3.0	3.0	4.0	4.0	4.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>31.0</b>	<b>33.0</b>	<b>36.0</b>	<b>36.0</b>	<b>36.0</b>
<b>HOUSING Is now in Community Development</b>					
Development Project Manager I/II	1.8	1.0			
Senior Admin Analyst	1.0	1.0			
<b>Total Full-Time Equivalents (FTEs)</b>	<b>2.8</b>	<b>2.0</b>			

# Community Development FY2022-23 Organizational Chart



Adopted FTE = 36



# Planning & Building-16

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	570,107	566,786	477,755	985,500	418,714	74%
Cost Recovery-1050	10,201,821	12,246,663	6,877,546	12,191,851	(54,812)	0%
Emergency Operation & Disaster-1304				-	-	-
<b>TOTAL SOURCES BY FUND</b>	<b>10,771,927</b>	<b>12,813,449</b>	<b>7,355,301</b>	<b>13,177,351</b>	<b>363,902</b>	<b>3%</b>
<b>USES BY TYPE</b>						
Salaries	2,678,064	3,226,294	2,132,879	3,272,588	46,294	1%
Benefits	1,978,201	2,402,403	1,486,946	2,247,842	(154,561)	-6%
Professional Services	3,390,728	7,361,899	1,527,373	6,393,478	(968,421)	-13%
Other Operating Expenses	55,391	109,856	34,132	112,353	2,497	2%
Utilities	21,014	31,756	16,947	20,500	(11,256)	-35%
Equipment & Contract Services	57,808	24,958	8,415	24,958	-	0%
Cost Pool	1,863,033	1,908,333	1,431,023	2,150,965	242,632	13%
Asset Capital Outlay	2,775	1,000	2,486	1,000	-	0%
Operating Transfer Out					-	-
Grant Expenditures					-	-
<b>TOTAL USES BY TYPE</b>	<b>10,047,014</b>	<b>15,066,499</b>	<b>6,640,202</b>	<b>14,223,684</b>	<b>(842,815)</b>	<b>-6%</b>
<b>USES BY ORG CODE</b>						
GF-Admin (Code Enforcement)-01163019	1,202,884	1,718,592	1,032,243	2,036,745	318,153	19%
Emgcy Ope & Distr-Planning-13416119	13,588		885		-	-
Planning Admin-15061119						
Planning Current-15061219	4,840,346	8,595,403	2,673,878	6,937,186	(1,658,217)	-19%
Planning General-15062019	95,540	184,673	79,669	446,442	261,769	142%
Rental Inspection-15063519	194,899	351,074	67,040	317,261	(33,813)	-10%
Building Registration-15063619	3,699,758	4,216,455	2,786,486	4,486,050	269,595	6%
<b>TOTAL USES BY ORG CODE</b>	<b>10,047,014</b>	<b>15,066,197</b>	<b>6,640,202</b>	<b>14,223,684</b>	<b>(842,513)</b>	<b>-6%</b>

## Housing-33

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
Housing Administration-1200	1,255,742	1,139,042	1,075,053	567,110	(571,932)	-50%
CDBG-1201	159,124	249,771	134,638	176,575	(73,196)	-29%
HOME-1202	4,481	3,153	1,083	3,689	536	17%
NSP (Non-Profit)-1203	145	15,144	10,000	15,144	-	0%
NSP (City)-1207		106,036		133,664	27,628	26%
Successor Housing-1208	122,805	263,311	64,342	165,844	(97,467)	-37%
Cal-Home Grant-1209	87,612	72,035	115,545	64,142	(7,893)	-11%
COR Rental Asstance Program-1301		500,000			(500,000)	-100%
Housing in Lieu Fee-Developer-1302	677,194	686,887	4,658	568,566	(118,321)	-17%
Iron Triangle-2125	83,619	308,069	465	300,250	(7,819)	-3%
Housing CIP-2126	1,497,887	166,432		166,432	-	0%
Transfer In						
<b>TOTAL SOURCES BY FUND</b>	<b>3,888,609</b>	<b>3,509,880</b>	<b>1,405,784</b>	<b>2,161,415</b>	<b>(1,348,465)</b>	<b>-38%</b>
<b>USES BY TYPE</b>						
Salaries	320,387	304,411	179,352	345,890	41,479	14%
Benefits	238,809	227,547.08	120,166	163,200	(64,347)	-28%
Professional Services	24,409	1,062,058	873,538	874,061	(187,997)	-18%
Other Operating Expenses	16,014	8,469	3,722	8,712	243	3%
Utilities	915	801	824	801	(0)	0%
Cost Pool	233,290	233,290	194,405	150,382	(82,908)	-36%
Asset/Capital Outlay		1,232,350	82,350	1,150,000	(82,350)	-7%
CDBG/HOME/HSG PROJ	205,215	3,836,650	444,469	3,085,000	(751,650)	-20%
Operating Transfer Out	603,714	1,042,101	520,000	480,000	(562,101)	-54%
<b>TOTAL USES BY TYPE</b>	<b>1,642,754</b>	<b>7,947,678</b>	<b>2,418,826</b>	<b>6,258,047</b>	<b>(1,689,631)</b>	<b>-21%</b>
Housing Administration-12031063	418,835	519,787	485,264	311,463	(208,324)	-40%
HSNG/CDBG Administration-12134062	16,669	20,776	11,558	19,848	(927)	-4%
HSNG/CDBG Project Admin-12135062	24,188	24,188	18,141	25,397	1,209	5%
HSNG/CDBG Program & P-12138962	22,117	920,500	427,121	936,500	16,000	2%
HSNG/HOME Administration-12236063		162	162		(162)	-100%
HSNG/HOME Programs & P-12238963		510,000	510,000		(510,000)	-100%
NSPI-NGHBRHD Stabil P-12338462	35,576	41,991	14,750	13,193	(28,798)	-69%
COR-Neighborhood Stab-12731062	15,073	6,753	3,712	6,753	-	0%
Successor Housing Age-12831063	822,917	1,174,286	200	1,188,435	14,149	1%
CAL-HOME-12931063	25,677	200	333	333	133	67%
Housing/Rental Assist-13131063		500,000			(500,000)	-100%
Devlp in Lieu Fee-Hou-13235063	53,364	2,551,124	15,300	2,656,125	105,002	4%
ARPA-13631063		1,000,000	200,000	800,000	(200,000)	-20%
Iron Triangle/EPA PRO-22531063	208,335	677,912	99,698	300,000	(377,912)	-56%
COR-Housing CIP - CIP-22632063					-	-
<b>TOTAL USES BY ORG CODE</b>	<b>1,642,754</b>	<b>7,947,678</b>	<b>1,786,240</b>	<b>6,258,047</b>	<b>(1,689,631)</b>	<b>-21%</b>

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# City Manager's Office, Economic Development ARTS & CULTURE



“One of the things I like most about working with the City of Richmond is that I know for sure that the work I do **makes a difference and supports community building.**”

**Winifred Day**  
Arts and Culture Manager  
2 years

## WHAT WE DO

- **Support non-profit art organizations and local artists** by collaborating with City departments, outside governmental entities, community-based organizations, foundations, and residents
- **Administer the 1 Percent for Public Art** for development and improvement projects
- **Implement additional arts and culture programs** such as the Neighborhood Public Art Mini-Grants and activities of Richmond Poet Laureate
- **Support the Richmond Arts and Culture Commission and Public Art Advisory Committee** with staffing and support

## WHAT WE DID

- Public Art Program and Ordinance created
- Collaborations with Richmond art organizations
- National feature on ABC 7's *Localish* segment for Ookwe Park
- 68 survey submissions collected for feedback on public art
- \$39,020 awarded in COVID-19 Relief Grants to 6 non-profits
- \$717,000 collected in 1% public art developer fees
- City of Richmond Artist database created

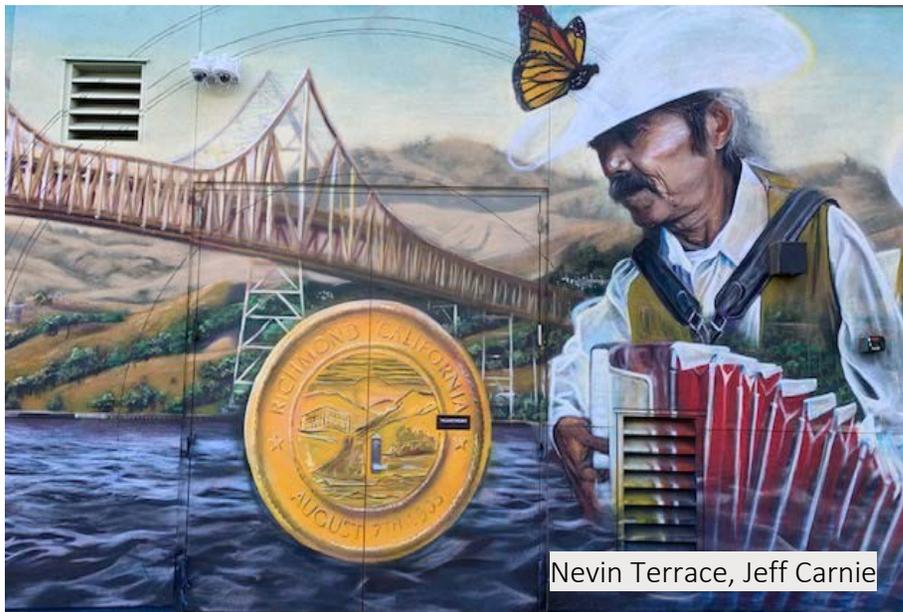
# \$81,000

Total amount of grant funds awarded in Neighborhood Public Art Mini Grants to projects that require community engagement

## CITY MANAGER'S OFFICE, ECONOMIC DEVELOPMENT ARTS & CULTURE

### WHAT WE PLAN TO DO

- Develop and maintain public art inventory, asset management, and art condition reports
- Work with Richmond Neighborhood Coordinating Council to solicit neighborhoods that want a \$100,000 artwork commissioned with a focus on underserved communities and neighborhoods
- Restore damaged art and murals, including the Judy Baca mural panels (Richmond Senior Center) and two John Wehrle murals



Nevin Terrace, Jeff Carnie



Drew Crumpler: Crossings

# City Manager's Office, Economic Development

## ECONOMIC DEVELOPMENT



“I’m excited to come back to the City of Richmond and work in the Economic Development Division. There are unique businesses and large industries that help **diversify, innovate, and ignite** our economic vitality.”

**Lizeht Zepeda**  
Senior Assistance Business Officer  
3 months

### WHAT WE DO

- **Collaborate with businesses and organizations located within the City's major thoroughfares** on business assistance needs and development of marketing strategies
- **Partner with the Economic Development Commission and community stakeholder groups** to develop and refine economic development strategies, policies, and activities within the Richmond Community
- **Assist businesses** in connecting to resources, relocating existing operations, connecting to workforce development, and facilitating business-to-business transactions

### WHAT WE DID

- Established an Economic Development Working Group
- Hosted 10+ community outreach events promoting community engagement
- Completed an Economic Development Action Plan for Local Business Recovery and Retention
- Received a \$75,000 grant to complete the Equity Assessment and adopt a resolution
- Transferred the Revolving Loan Fund from the City of Richmond to Community First Lending

**\$1.3  
Million**

Grant applied for and received for the  
Cannabis Equity Program

## CITY MANAGER'S OFFICE, ECONOMIC DEVELOPMENT ECONOMIC DEVELOPMENT

### WHAT WE PLAN TO DO

- Implement Measure U
- Economic Development Action Plan
  - Adopt Richmond Business Development Strategy Plan
  - Adopt Richmond Business Recovery Plan
- Implement a Richmond Specific Buy-Local Campaign with the Economic Development Working Group including; branding, marketing, creation of swag, and hosting events
- Support the Renewal of Downtown Richmond Property and Business Improvement District – Richmond Main Street Initiative



# City Manager's Office, Economic Development

## ENVIRONMENTAL AND HEALTH INITIATIVES



“Every day I enjoy **collaborating with the community** and City staff members to improve **sustainability** and **health** in Richmond.”

**Samantha Carr**  
Environmental Manager  
6 years

### WHAT WE DO

- **Implement and monitor the Climate Action Plan** to improve environmental quality and reduce GHG emissions
- **Implement Health in All Policies (HiAP)** to improve health equity
- **Manage** solid waste and recycling agreements and compliance with State recycling mandates
- **Support city-wide and regional initiatives** to address blight and beautify the City such as the “I Heart Richmond” campaign

### WHAT WE DID

- Adoption of a Natural Gas Ban Ordinance for new developments in collaboration with the Community Development Department
- Amended Richmond Municipal Code 9.20 for compliance with California Senate Bill 1383
- Awarded Department of Energy Community LEAP Technical Assistance
- Hosted two Community Litter Clean-ups in partnership with the I Heart Richmond interdepartmental team
- Hosted a Community Air Workshop in partnership with Groundwork Richmond and Ramboll
- Installed 38 solar systems, 9 roof repairs, and 6 Electrical Panel Upgrades on low-income Richmond homes at no cost
- Awarded over \$180,000 in grants from CalRecycle
- Hosted compost giveaway in partnership with Urban Tilth and Republic Services
- Installed 46 trash and recycling Bigbelly stations in Richmond
- Continued support for COVID-19 Vaccine and Testing efforts

# \$5 Million

Grant from Caltrans' Clean CA awarded through an interdepartmental partnership with Community Development, Community Services, & Public Works

Fiscal Year 2022-23

## CITY MANAGER'S OFFICE, ECONOMIC DEVELOPMENT ENVIRONMENTAL AND HEALTH INITIATIVES

### WHAT WE PLAN TO DO

- Begin update to the Climate Action Plan (CAP)
- Continue to implement "I Heart Richmond" campaign
- Continue to implement California Senate Bill 1383
- Begin drafting the Green-Blue New Deal Workforce Development plan with Just Transition framework
- Apply for the Transformative Climate Communities Grant

"I love working in Richmond because residents, city staff, community-based organizations, businesses, and elected officials are **working to challenge health inequalities and improve health equity.**"

Gabino Arredondo  
Project Manager  
13 years



# City Manager's Office, Economic Development REAL ESTATE & PORT OF RICHMOND



“I have enjoyed working together with the community and so many **dedicated people with grit and determination** to develop and guide projects that continue to improve the quality of living here.”

**Craig Murray**

Development Project Manager II

20 years in Redevelopment, PORT, Engineering and City Manager's Office

## WHAT WE DO

- **Manage City-owned sites and leases**
- **Coordinate with private developers** to encourage the development in Priority Development Areas
- **Maintain facilities and ongoing maintenance** including dredging and paving to comply with regular Port maintenance
- **Ensure compliance with federal and state agencies** such as San Francisco Bay Conservation & Development Commission (BCDC)
- **Coordinate** Regulatory, Tariff, and Safety Compliance

## WHAT WE DID

- Centralized 39 City, Redevelopment, and Port leases to streamline access and administration
- Created a rent roll for all City properties
- 193-unit North of Marina groundbreaking
- Executed a lease with Northland Nautical Foundation
- Finalized master lease with Terminal 3 Partners

# \$150,000

Established in revenue by finalizing lease agreement with Alcatraz Cruise.

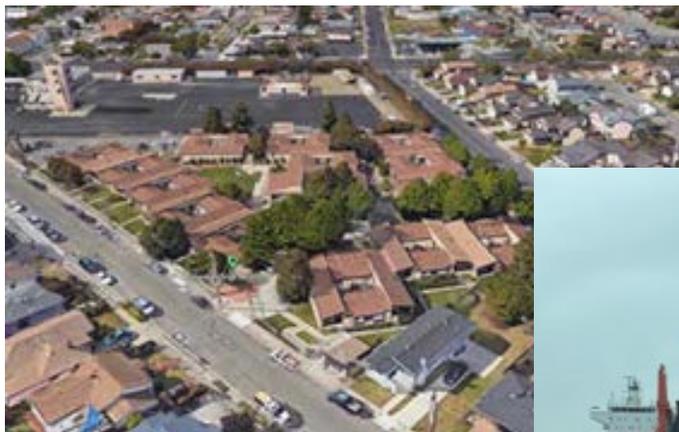
# CITY MANAGER'S OFFICE, ECONOMIC DEVELOPMENT REAL ESTATE & PORT OF RICHMOND

## WHAT WE PLAN TO DO

- Manage City leases, including Port and City-owned sites
- Establish internal processes to ensure maximum financial benefits and comply with governmental mandates
- Find opportunities to increase Port revenue with our existing resources
- Create a Port marketing plan
- Develop an efficient online lay berth form to help increase revenue
- Reduce health risks from the operations at the Port of Richmond since the adoption of the Port of Richmond Clean Air Action Plan

“I enjoy being able to collaborate with staff who is always **supportive** and **helpful**. Every task is a **team effort**.”

Lilia Corral  
Secretary I  
6 months





### WHAT IT IS

- Funds received in two equal installments one year apart
  - First: ~August 2021
  - Final: ~August 2022
- Funds encumbered by 12/2024 & SPENT BY 12/2026
- Guidance from & periodic reports to the Treasury Department
- More information: <https://www.ci.richmond.ca.us/4095/American-Rescue-Plan-Act>

### USERS OF THE FUND

- Support public health expenditures
- Address negative economic impacts caused by the public health emergency
- Replace lost public sector revenue
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband
- Equity focused
- Ineligible uses – deposits into pension funds, debt service, legal settlement or judgements, deposits to rainy day funds or financial reserves

**\$27.74  
Million**

Funds allocated to the City of Richmond

**CITY MANAGER'S OFFICE  
AMERICAN RESCUE PLAN ACT**



# City Manager's Office, Special Projects ENVIRONMENTAL AND COMMUNITY INVESTMENT AGREEMENT (ECIA)



“Interacting with community-based organizations has taught me a lot and **each experience is unique and rewarding.**”

**Shané Johnson**  
Senior Administrative Analyst  
8 years

## WHAT WE DO

- **Fund non-profit organizations** that support Richmond youth, youth sports, and community activities and programs
- **Track outcomes and impacts of organizations awarded funding**

## WHAT WE DID

- Hosted and guided more than 40 non-profits through application workshop application

## WHAT WE PLAN TO DO

- Conduct solicitation for client/customer relations management system (CRM)
  - Improve and standardize application, reporting, and invoicing
  - Improve communication and tracking
- Enhance capacity building and community engagement with service providers
- Increase staffing levels to implement and enhance services

~\$225,000

Grant funds awarded to 15 Richmond-serving organizations that support youth, youth sports, and community

**CITY MANAGER'S OFFICE, SPECIAL PROJECTS  
ENVIRONMENTAL AND COMMUNITY INVESTMENT AGREEMENT (ECIA)**



CITY MANAGER'S OFFICE PROGRAM ORGANIZATIONAL CHART

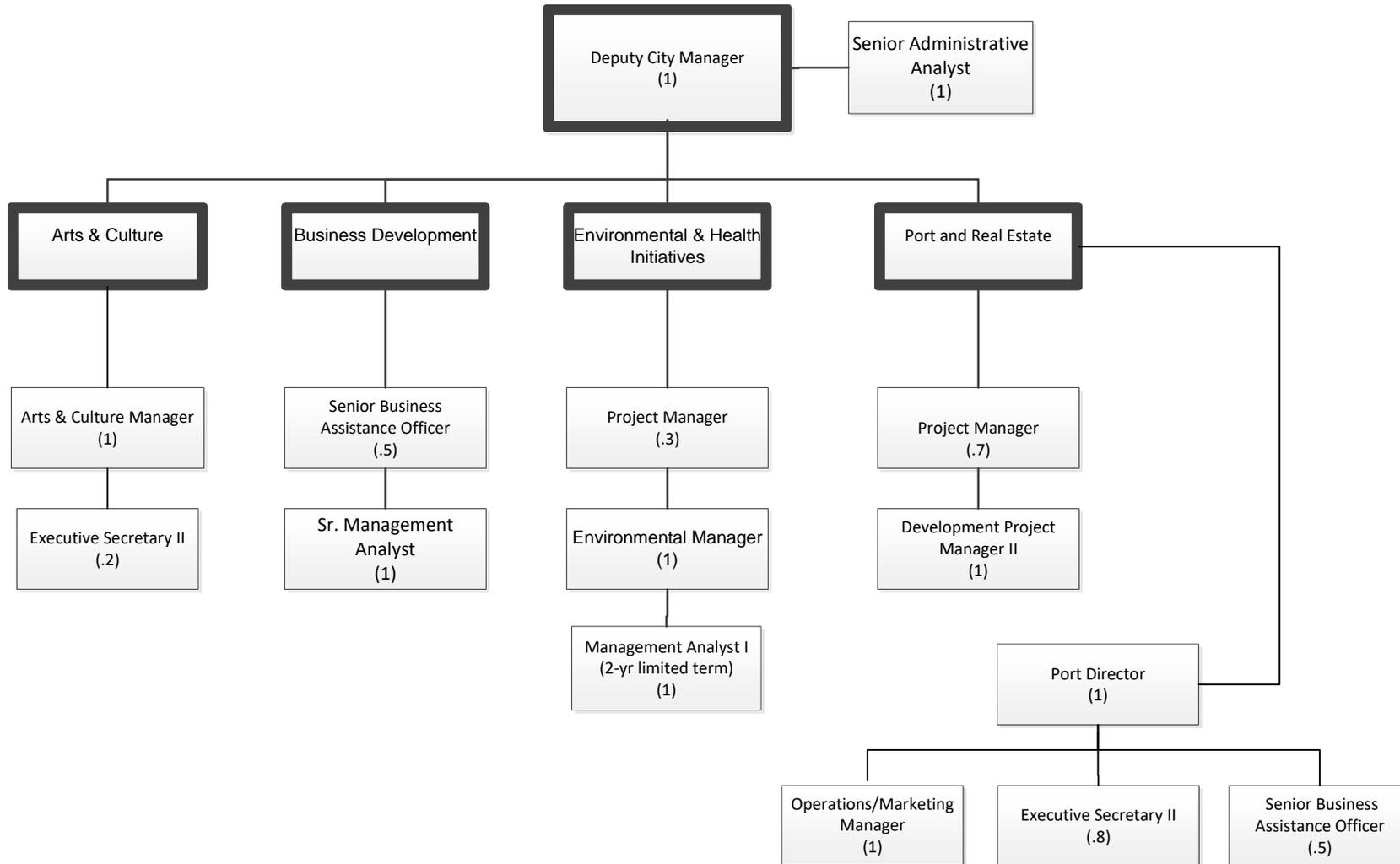
Arts & Culture	Business Development	Environmental & Health Initiatives	Richmond Housing Authority	Real Estate & Port
<p>*Prepare revised Arts &amp; Culture Division ordinances, policies, and procedures</p>	<p>*Revenue Generation</p>	<p>* Health in All Policies (HiAP) Ordinance and Strategy Implementation and reporting to improve health equity</p>	<p>*Implementation of the PHARS agreement between HUD, City of Richmond, and RHA</p>	<p>*Manage City owned sites and leases, including Port property</p>
<p>*Prepare and update an inventory of City-owned art</p>	<p>*Develop and implement an Economic Development Action short-term and long-term plan</p>	<p>* Partnerships with City Departments, UC Berkeley, other public institutions and non-profit organizations to support HiAP implementation, data tracking and analysis</p>	<p>* Repositioning of RHA Assets: Hacienda, Nevin Plaza, Administration Building, Nystrom Village, Richmond Village I, II, &amp; III</p>	<p>*Coordinate with private developers to encourage development in Priority Development Areas (Hilltop, Richmond Bay Specific Plan, etc.</p>
<p>*Support for non-profit art organizations and local artists including cross-sector collaboration with City departments, outside governmental entities, community-based organizations, foundations, and residents</p>	<p>* Richmond Business Retention, Attraction, Incentives, Promotion and Support with resource partners (i.e. Main Street, Co-Biz, Renaissance Center, Taste of Richmond, etc.)</p>	<p>* Regional and State Program Collaborations that support implementation of the CAP and HiAP</p>	<p>*Administration and Management of Public Housing (Nevin Plaza &amp; Nystrom Village): Reporting, Lease Enforcement, Maintenance, Vacancy Turnaround, Resident Services, Eviction Activity Administration and Program Oversight</p>	<p>* Developer Outreach and Support</p>
<p>*Administer the 1 Percent for Public Art on Private Development Projects &amp; 1.5 Percent on City Capital Improvement Projects</p>	<p>* Support Small Business Through Connection to Local Classes, Seminars, Collaborations and Technical Assistance</p>	<p>* Climate Action Plan implementation and monitoring via Open Data Dashboard (Transparent Richmond) to improve environmental quality and reduce GHG emissions</p>	<p>*Grant administration: Capital Planning, Modernization, Project Management, etc.</p>	<p>*Coordinate Regulatory, Tariff, and Safety Compliance</p>
<p>* Fund and administer Neighborhood Public Art mini-grants and Poet Laureate competition.</p>	<p>* Design, implement and manage projects/programs to market the City of Richmond (i.e. SF Business Times, etc.)</p>	<p>* Solid Waste and Recycling Contract Administration (Collection and Post Collection Agreement, Transfer Station Agreement, etc.)</p>	<p>*Oversight and Enforcement of RHA Development Agreements</p>	<p>*Maintain Port Clean Air Action Plan</p>
<p>* Richmond Arts &amp; Culture Commission and Public Art Advisory Committee Staffing and Support</p>	<p>* Economic Development Commission Staffing and Support</p>	<p>*Support Community Air Monitoring</p>	<p>*Administer Easter Hill Housing Corporation, RHA Corp., etc.</p>	
	<p>*Support and staff Richmond Promise Board</p>	<p>*Support Regional and State Air Quality Laws and Programs</p>	<p>* Support and staff RHA Board of Commissioners, Housing Advisory Commission, and Nevin Plaza Resident Council</p>	
		<p>* Program Funding and Grant Opportunities Research and Grant Administration</p>		

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>ECONOMIC DEVELOPMENT (Arts and Culture, Environmental Health Initiative, Economic Development, Real Estate, Port)</b>					
Arts & Culture Manager	1.0	1.0	1.0	1.0	1.0
Associate Admin Analyst	1.0	1.0	1.0		
Deputy City Manager	1.0	1.0	1.0	1.0	1.0
Development Project Manager II	1.0	1.0	1.0	1.0	1.0
Environmental Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II		1.0	1.0	1.0	1.0
Management Analyst I/II	2.0	2.0	2.0		1.0
Port Director/Project Manager III		1.0	1.0	1.0	1.0
Port Marketing/Operations Manager		1.0	1.0	1.0	1.0
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Sr. Admin Analyst				1.0	1.0
Sr. Business Assistance Officer		1.0	1.0	1.0	1.0
Sr. Management Analyst/Mgmt Analyst I/II				0.5	1.0
<b>Total Full-Time Equivalent (FTEs)</b>	<b>8.0</b>	<b>12.0</b>	<b>12.0</b>	<b>10.5</b>	<b>12.0</b>
<b>Frozen Positions:</b>					
Economic Development Admin	1.0	0.0	1.0	1.0	1.0
<b>Total Frozen FTEs</b>	<b>1.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>PORT is now in Economic Development as of FY21-22</b>					
Admin Services Analyst	1.0				
Executive Secretary I/II	1.0				
Port Director	1.0				
Port Marketing/Operations Manager	1.0				
<b>Total Full-Time Equivalent (FTEs)</b>	<b>4.0</b>				

# City Manager's Office, Economic Development FY2022-23 Organizational Chart



Adopted FTE = 12



## Economic Development-36

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	2,477,803	1,586,778	1,117,105	1,694,392	107,614	7%
Outside Funded Services - Grants - 1006		420,715	223,819	3,813,238	3,392,523	806%
Emergency OPE & Disaster-1304	-				-	-
Public Art 1%-1305	598	79,368	411,325	200,000	120,632	152%
Port		10,370,995	3,256,186	10,348,460	(22,535)	0%
<b>TOTAL SOURCES BY FUND</b>	<b>2,478,401</b>	<b>12,457,856</b>	<b>5,008,435</b>	<b>16,056,090</b>	<b>3,598,234</b>	<b>29%</b>
<b>USES BY TYPE</b>						
Salaries	746,224	1,178,669	727,777	1,170,715	(7,954)	-1%
Benefits	472,978	786,868	435,754	688,004	(98,864)	-13%
Professional Services	665,693	3,652,037	675,928	3,122,363	(529,674)	-15%
Other Operating Expenses	289,019	444,750	212,150	322,585	(122,165)	-27%
Utilities	262	368,575	239,106	360,040	(8,535)	-2%
Equipment & Contract Services	949	50,000	8,480	322,000	272,000	544%
Provision for Insurance Loss		39,080	38,080	41,000	1,920	5%
Cost Pool		453,488	340,116		(453,488)	-
Asset/Capital Outlay		1,287,409	389,462	4,651,288	3,363,879	742%
Debt Service Expenditure		4,686,500	295,768	4,690,700	4,200	-
Grant Expenditures				982,251	982,251	-
A87 Cost Plan Reimbursement					-	0%
Operating Transfers Out	303,275				-	0%
<b>TOTAL USES BY TYPE</b>	<b>2,478,401</b>	<b>12,947,376</b>	<b>3,362,621</b>	<b>16,350,946</b>	<b>3,403,570</b>	<b>26%</b>

## Economic Development-36

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>USES BY ORG CODE</b>						
Admin-01361165	457,957	444,895	286,733	580,267	135,372	30%
Spec Prj-Env-01362765	806,384	1,149,689	377,172	881,155	(268,534)	-23%
Public Art Div-01364065	600,302	658,326	387,274	679,123	20,797	3%
Real Estate Div-01369065	613,159	674,632	394,129	641,429	(33,203)	-5%
Outside Funded Grant-10661065		420,715	6,726	5,160,080	4,739,365	1127%
Emergency Operation & Distr-13436165	598				-	-
Public Art 1%-13564165		279,368	28,510	321,000	41,632	15%
ARPA-13661065		300,000			(300,000)	-100%
Capital Outlay-EC-20161031		443,409	306,345		(443,409)	-100%
Port Admin Div-40161080		7,175,343	1,248,472	6,857,055	(318,288)	-4%
Pt. Potrero Marine-40162380		65,000	650	65,000	-	0%
Port Ops/Terminal 1-40162480		100,000			(100,000)	-100%
Port Ops/Terminal 2-40162580		55,000	14,064	55,000	-	0%
Port Ops/Terminal 4-40162780		7,000	783	7,000	-	0%
Pt. Potrero Marina-40162880		330,000	229,390	330,000	-	0%
Port Operations/CIP-40163080		844,000	82,374	1,250,000	406,000	48%
	<b>2,478,401</b>	<b>12,947,377</b>	<b>3,362,621</b>	<b>16,827,109</b>	<b>3,879,732</b>	<b>30%</b>

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# City Manager's Office, Economic Development

## RICHMOND HOUSING AUTHORITY



“The best thing about working for the City of Richmond/Richmond Housing Authority is that I am giving back to a community I grew up in and care deeply about. To quote Ghandi, **‘The best way to find yourself is to lose yourself in the service of others.’**”

**Nicole Lucero**  
Administrative Aide  
6 months

### WHAT WE DO

- **Provide affordable housing for low and very low-income residents of Richmond** through federally funded programs
- **Administer and manage Public Housing for Nevin Plaza and Nystrom Village** which includes income and household composition reporting, lease enforcement, maintenance, vacancy turnaround, and property management

### WHAT WE DID

- Received an approval of HUD Section 18 Disposition of Nevin Plaza
- Submitted State Funding Application for Nevin Plaza rehabilitation
- Continued negotiations with preferred development team, composed of McCormack Baron Salazar & Richmond Neighborhood Housing Services for Nystrom Village
- Hosted a virtual groundbreaking and tours of construction site for Hacienda Affordable Housing Development
- Partnered with Contra Costa Health Services to host COVID vaccine mobile clinics

# 550+

Seniors, disabled, and family households served.

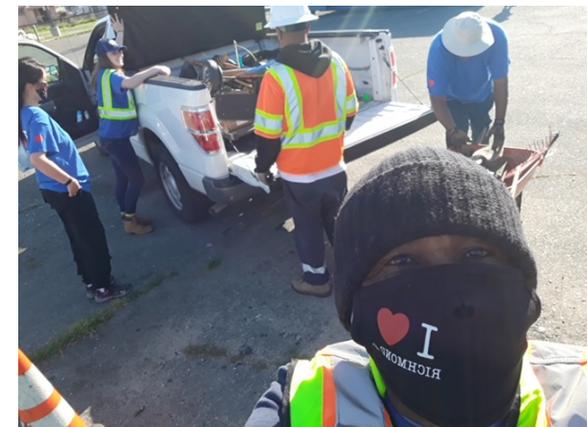
## CITY MANAGER'S OFFICE, ECONOMIC DEVELOPMENT RICHMOND HOUSING AUTHORITY

### WHAT WE PLAN TO DO

- Maintain and reposition RHA assets: Begin occupancy of Hacienda, work with selected developers to complete financing for Nevin Plaza rehabilitation to start construction and enter into an agreement with Nystrom developer to begin entitlement process and Section 18 Application
- Implement the Public Housing Authority Recovering and Sustainability (PHARS) agreement between HUD, City of Richmond and RHA
- Administer RHA Housing Corporations, Boards, Commissions, and Nevin Plaza Resident Council

“Due to Richmond’s residents’ **commitment to community engagement**, I get to hear directly from residents about the changes they wish to see and **direct projects to best incorporate Richmond residents’ opinions and desires.**”

**Thomas Omolo**  
Senior Management Analyst  
5 years



## Richmond Housing Authority

### PROGRAM ORGANIZATIONAL CHART

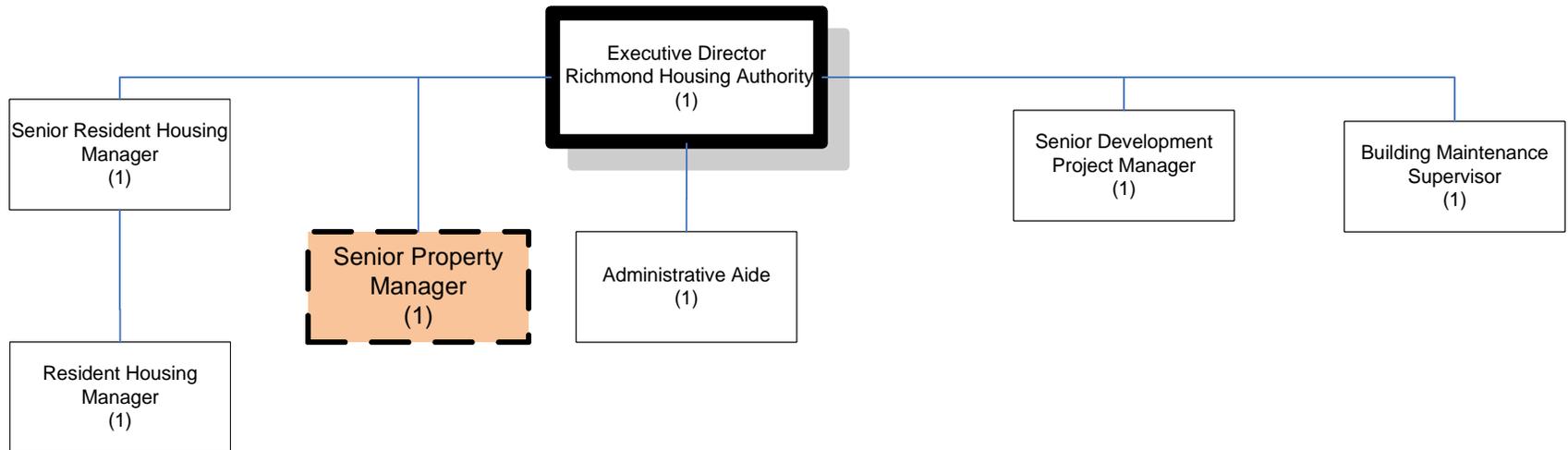
- Operation and Management of Richmond Housing Authority (RHA) assets including addressing pest issues, crime, and safety, etc.
- Conduct yearly audits of RHA
- Preparation and publishing of agenda packet for Richmond Housing Authority Board of Commissioners and Richmond Housing Authority Advisory Board
- Rent Checks – Collect/Input/Deposit
- Lead entitlement process for Asset Repositioning
- Ensure RHA adheres to HUD guidelines
- Implementation of the Public Housing Asset Repositioning Strategy (PHARS) agreement between the City of Richmond and RHA
- Repositioning of RHA Assets Nevin Plaza, Administration Building, Nystrom Village, and Richmond Village I, II and III
- Administration and Management of Public Housing (Nevin Plaza & Nystrom Village): Reporting, Lease Enforcement, Maintenance, Vacancy Turnaround, Resident Services, Eviction Activity Administration and Program Oversight
- Develop RFP/Qs for development projects, consultant services, and contractors
- Administer RHA Housing Corporation and Easter Hill Housing Corporation
- Grant administration: Capital Planning, Modernization, Project Management, etc.
- Oversight and Enforcement of RHA Development Agreements
- Support and staff RHA Board of Commissioners, Housing Advisory Commission, and Nevin Plaza Resident Council
- Address grievances resident grievances and represent RHA during court dates
- Review and approve rent adjustments, change of employment, and other changes to rental program
- Draft Agenda and Staff the Richmond Housing Authority Advisory Board
- Attend Neighborhood Council meetings to provide updates on asset repositioning and management
- RHA Advisory Board Minutes preparation and publishing
- Resolutions – Draft/review/execute
- Contracts/Agreement – draft/review/execute
- Support and staff RHA Board of Commissioners, Housing Advisory Commission, and Nevin Plaza Resident Council
- Address grievances resident grievances and represent RHA during court dates
- Review and approve rent adjustments, change of employment, and other changes to rental program
- Draft Agenda and Staff the Richmond Housing Authority Advisory Board

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>RICHMOND HOUSING AUTHORITY</b>					
Administrative Aide		1.0	1.0	1.0	1.0
Building Maintenance Supervisor		1.0	1.0	1.0	1.0
Executive Director	1.0	1.0	1.0	1.0	1.0
Resident Housing Manager	2.0	1.0	1.0	1.0	1.0
Senior Development Project Manager		1.0	1.0	1.0	1.0
Sr. Management Analyst				0.5	0.0
Senior Property Manager		1.0	1.0		1.0
Senior Resident Housing Manager	1.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>4.0</b>	<b>7.0</b>	<b>7.0</b>	<b>6.5</b>	<b>7.0</b>

# Richmond Housing Authority, Economic Development FY2022-23 Organizational Chart



Adopted FTE = 7



## Richmond Housing Authority - 34

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND GENERAL FUND SUBSIDY)</b>						
RHA - Capital Fund	758,701	1,175,958	-	1,110,141	(65,817)	-6%
RHA - Nevin Plaza	4,171,790	1,552,832	993,572	2,077,758	524,926	34%
RHA - Nystrom Village	2,019,314	700,000	657,166	1,027,748	327,748	47%
RHA - Richmond Village I	223,943	248,684	226,991	233,080	(15,604)	-6%
RHA - Richmond Village II	187,359	219,283	193,310	205,818	(13,465)	-6%
RHA - Richmond Village III	100,542	87,977	84,318	78,516	(9,461)	-11%
RHA - Central Office Cost Center	2,535,475	778,386	179,988	146,983	(631,403)	-81%
<b>TOTAL SOURCES BY FUND</b>	<b>9,997,123.88</b>	<b>4,763,119.85</b>	<b>2,335,345.70</b>	<b>4,880,044.00</b>	<b>116,924.15</b>	<b>2%</b>
<b>USES BY TYPE</b>						
SALARIES AND WAGES	227,371	481,859	281,941	617,230	135,371	28%
PYROLLFRINGE BENEFIT	(25,942)	450,604	204,001	537,665	87,061	19%
PROF & ADMIN	1,401,752	1,385,802	541,729	768,636	(617,166)	-45%
OTHER OPERATING	129,192	149,558	56,955	151,075	1,517	1%
UTILITIES	656,467	553,700	512,312	725,208	171,508	31%
EQPT & CONTRACT SVCS	190,077	297,050	102,988	208,700	(88,350)	-30%
PROVISN FOR INS LOSS	47,377	40,500	22,609	63,540	23,040	57%
COST POOL	-	-	-	140,435	140,435	-
ASSET/CAPITAL OUTLAY	127,121	340,133	6,900	404,626	64,493	19%
GRANT EXPENDITURES	582,505	769,924	345,648	985,394	215,470	28%
OPERATING XFER OUT		293,990				0%
<b>TOTAL USES BY TYPE</b>	<b>3,335,919</b>	<b>4,763,120</b>	<b>2,075,084</b>	<b>4,602,509</b>	<b>133,379</b>	<b>3%</b>
<b>USES BY FUND (INCLUDES ACTUALS AND ENCUMBRANCES)</b>						
RHA -Housing C. Voucher Sec 8-41141191			638		-	-
RHA - Capital Fund-42141191	388,682	1,175,958	124,306	1,110,141	(65,817)	-6%
RHA - Hacienda - 44141191			6,251		-	-
RHA - Nevin Plaza-44444191			1,072,723		-	-
RHA - Nystrom Village-44545191	1,700,336	1,552,832	393,132	2,077,758	524,926	34%
RHA - Richmond Village I-44646191	654,243	700,000	151,421	1,027,748	327,748	47%
RHA - Richmond Village II-44747191	277,978	248,684	124,704	233,080	(15,604)	-6%
RHA - Richmond Village III-44848191	237,553	219,283	58,146	205,818	(13,465)	-6%
RHA - Central Office Admin-45141191			1,748		-	-
RHA Central Office CC-45142091	135,237	87,977	50,773	78,516	(9,461)	-11%
RHA - Central Office Executive-45142391	10,153	778,386	91,222	146,983	(631,403)	-81%
RHA Housing/Housing Corp Admin-45243191			20			
<b>TOTAL USES BY FUND</b>	<b>3,404,181</b>	<b>4,763,120</b>	<b>2,075,083</b>	<b>4,880,044</b>	<b>116,924</b>	<b>2%</b>

# Library and Community Services

## **LIBRARY**



“I love the challenge of creating programs and resources that empower the Richmond community.”

**Angela Cox**  
Teen Services Librarian II, Richmond Public Library  
36 years

### **WHAT WE DO**

- **Provides diverse materials and services** to meet the community's personal, cultural, educational & professional needs both onsite and remotely
- **Encourages lifelong enjoyment of reading and learning** through early childhood activities, story times, author events, hands on STEAM workshops and active readers advisory
- **Promotes literacy** through English as a Second Language, Digital Literacy, workforce development, civic engagement, and family literacy
- **Supports the 5-member Library Advisory Commission** and collaborates with the Friends of the Richmond Public Library and the Richmond Public Library Foundation

### **WHAT WE DID**

- **Reopened West Side and Bayview Branch libraries** for in-person service
- **Expanded hours** at the Main Library to 41 hours per week and West Side and Bayview Branch libraries to 20 hours per week
- **Lunch at the library** moves to Free Summer Lunch Sites with a side of Books
- **Grants Awarded totaling \$282,000 and Grants Pending totaling \$10.3 million dollars**
- **Submitted \$15 million dollar** Building Forward Library Infrastructure grant application
- **Awarded \$342,000 dollar** Stronger Together Out of School Bookmobile grant to replace aging bookmobile
- **Added new self-guided online learning Courses** (Coursera, LinkedIn Learning, GetSetUp, Learning Express, Northstar Digital Library and Skillshare)

**\$10.6**  
**million**

**Total amount of grant funds to be  
disbursed in FY 2021-22 and FY 2022-23**

**Fiscal Year 2022-23**

## Library and Community Services

### LIBRARY

- **Started a new technology service lending Internet Hotspots and Chromebooks** to increase access to Library online resources

“When I first came to the library, I came here wanting to change the world and help people. I have learned through the years, that one person can’t do it alone; it takes a village. The library is that village. People come to the library for information and having information is more than just reading a book, it’s learning to use that information to make changes in the community and the world.”

**Linda Cisneros**  
Library Assistant II  
29 years

#### WHAT WE PLAN TO DO

- **Expand open hours of service** to include Saturdays at the Main Library
- **Restart in-person reading enrichment programs** at the Main Library and Bayview and West Side Branch libraries
- **Develop a Strategic Plan** with robust community engagement
- **Launch a Marketing/Communications Initiative** to raise awareness of the Library
- **Actively seek community partnerships and grant funding** to advance the mission of the library, especially to underserved communities
- **Remodel the Main Library** with grant funding from the California State Library Building Forward Library Infrastructure Program
- **Purchase a customized library bookmobile** with \$250,000 in Stronger Together grant funding from the CA State Library
- **Add a zero-emissions Electric Vehicle/Delivery Van** to move materials between libraries daily improving service to the residents of Richmond



# Library and Community Services

## Literacy For Every Adult Program (LEAP)



“I am inspired most by working with all the wonderful people, both clients and staff. It’s rewarding to see success in my clients and inspiring to work alongside people who want to make the community stronger.”

**John Adams,**  
Learning Center Manager II  
6 years

### WHAT WE DO

- **Literacy for Every Adult Program (LEAP) is a free Library program** that helps adults develop the competences and self-confidence they need to achieve their individual goals
- **LEAP provides GED test preparation, Career Online High School, English as a Second Language (ESL) and Family Literacy**
- **LEAP delivers hybrid instruction** combining online classes, face to face instruction, one-to-one tutoring
- **LEAP Community Partnerships:** Bay Area Rescue Mission, Office of Neighborhood Safety, T-Mobile, Richmond Promise, City of Richmond Youthworks and Contra Costa Health Services Career Pathways program

### WHAT WE DID

- **LEAP awarded \$195,200 in grants** to support literacy services including adult literacy instruction, families for literacy services, and English as a Second Language services
- **LEAP provided literacy services** to Richmond residents, offered GED preparation classes at Bay Area Rescue Mission, partnered with Office of Neighborhood Safety, served as host site for YouthWORKS summer youth employees, Richmond Promise mentor and Contra Costa Health Services Health Career Pathways mentor

# 20

**Adult learners who completed a GED (General Education Certificate) or high school diploma in the FY 2021-22**

## Library and Community Services

### LITERACY FOR EVERY ADULT PROGRAM (LEAP)

- **LEAP provided literacy services to 207 adults families and children:** 127 active adult learners; 14 GED certificate earned, 6 high school diplomas, 21 adults and 39 children participate in the Families for Literacy Services
- **LEAP has a group of dedicated volunteers** who donated 1,263 hours, the equivalent of \$34,985 in salary

#### WHAT WE PLAN TO DO

- **Welcome limited number of students back for face-to-face instruction**
- **Add English Language Civics** to our ESL program
- **Work with Library to bring back Summer Literacy program**
- **Partner with Employment & Training** to create a basic computer class

“I am inspired by the determination and resiliency I see in the Adult Learners who seek our support and encouragement in achieving their life’s goals of self-sufficiency. Every day I come to work; I have the wonderful pleasure of witnessing miracles. You may ask, miracles? Yes, miracles, we have the privilege of practicing the proverb, “If you give a man a fish, you feed him for one day. If you teach a man to fish, you feed him for a lifetime.” We help residents become fishermen. We are LEAP!”

**Yvette Williams-Barr**  
Associate Administrative Analyst  
4 years



# LIBRARY AND COMMUNITY SERVICES

## PROGRAM ORGANIZATIONAL CHART

**LIBRARY**

### Literacy for Every Adult Program:

- Adult Literacy
- Digital Literacy
- GED Preparation
- English as a Second Language
- Career and College Readiness

### Library:

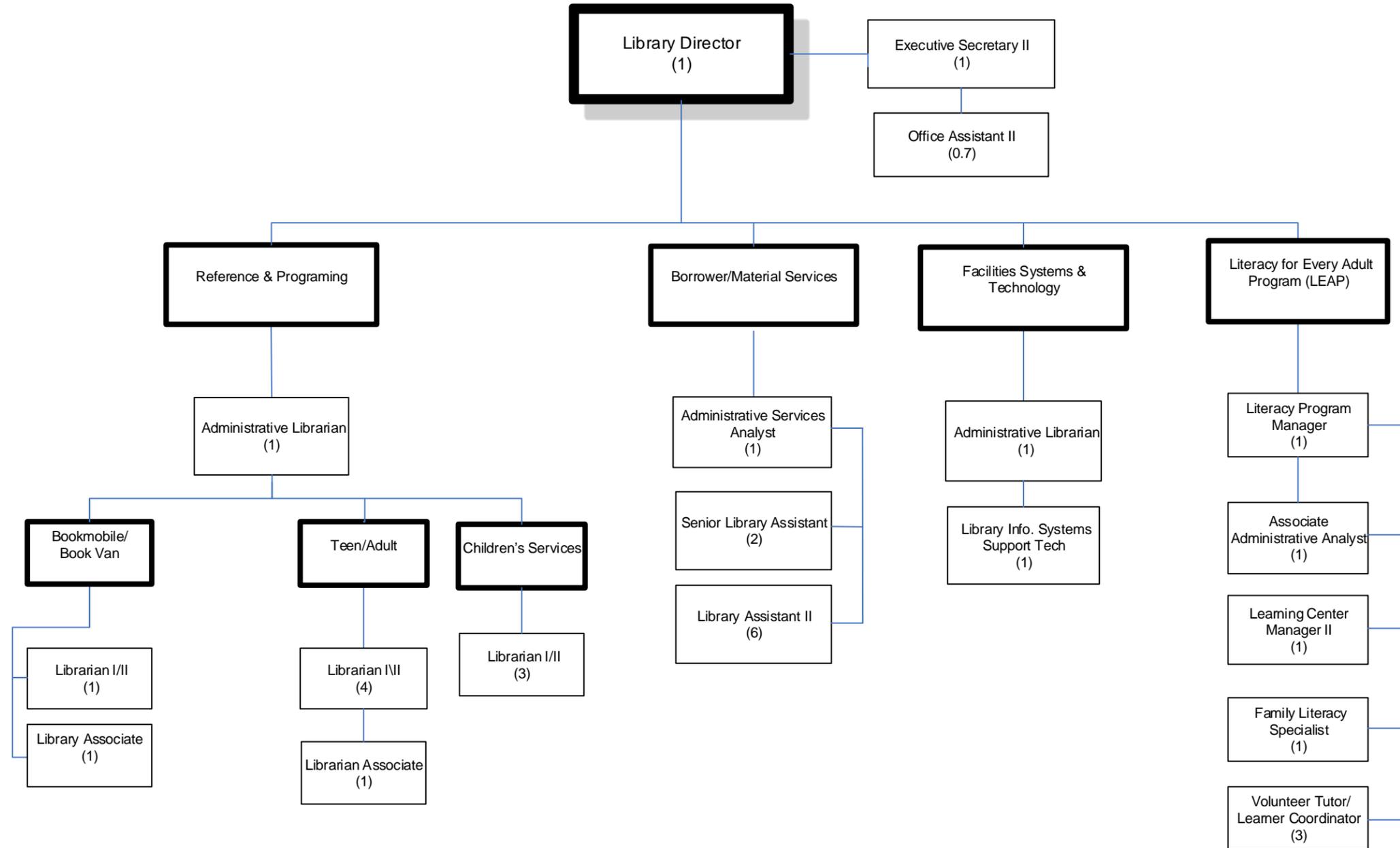
- Adult Reference Services and Programs
- Children's Reference Services and Programs
- Young Adult Reference Services and Programs
- Bookmobile/Book Van
- Richmond History Collection
- Special Community Programs (Seed Lending Library, Friends Book Nook)
- Online and In-person Homework Help
- Circulation of Books and Media for All Ages
- Link+ Resource Sharing
- Discover & Go Museum Pass Program
- Digital Health Literacy
- eResources including eBooks and Downloadable Audiobooks
- Online Career and Workforce Development Resources

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>COMMUNITY SERVICES (Library)</b>					
Administrative Librarian	2.0	2.0	2.0	2.0	2.0
Administrative Services Analyst	1.0	1.0	1.0	1.0	1.0
Associate Admin Analyst	1.0	1.0	1.0	1.0	1.0
Deputy Director of Community Services - Library		1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Family Literacy Specialist	1.0	1.0	1.0	1.0	1.0
Learning Center Manager I/II	1.0	1.0	1.0	1.0	1.0
Librarian I/II	7.0	7.0	7.0	8.0	8.0
Library & Cultural Services Director	1.0				
Library Assistant I/II	6.0	6.0	6.0	6.0	6.0
Library Associate	2.0	2.0	2.0	2.0	2.0
Library Information Systems Support Technician	1.0	1.0	1.0	1.0	1.0
Literacy Program Manager	1.0	1.0	1.0	1.0	1.0
Office Assistant I/II	0.7	0.7	0.7	0.7	0.7
Senior Library Assistant	2.0	2.0	2.0	2.0	2.0
Volunteer Tutor/Learner Coordinator	3.0	3.0	3.0	3.0	3.0
<b>Total Full-Time Equivalent (FTEs)</b>	<b>30.7</b>	<b>30.7</b>	<b>30.7</b>	<b>31.7</b>	<b>31.7</b>

# Library and Community Services FY2022-23 Organizational Chart



Adopted FTE = 31.7



# Library & Community Services-24

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	4,416,861	5,607,291	3,660,180	5,413,827	(193,464)	-3%
Library Fund-1005	365,513	389,673	90,757	183,606	(206,067)	-53%
ECIA-1017	204,639			-	-	-
Emergency Operation & Disaster-1304	33,235		688	-		
Impact Fee - Library-2117	13,210	523,334	2,609	469,295	(54,039)	-10%
<b>TOTAL USES BY FUND</b>	<b>5,033,458</b>	<b>6,520,298</b>	<b>3,754,233</b>	<b>6,066,728</b>	<b>(453,570)</b>	<b>-7%</b>
<b>USES BY TYPE</b>						
Salaries	1,924,813	2,441,672	1,658,267	2,438,588	(3,084)	0%
Benefits	1,842,340	2,382,221	1,432,327	2,023,348	(358,873)	-15%
Professional Services	795,555	990,316	426,667	819,648	(170,668)	-17%
Other Operating Expenses	60,914	79,929	37,275	80,751	822	1%
Utilities	20,067	6,000	4,432	8,000	2,000	33%
Equipment & Contract Services	727	2,136	2,405	2,136	-	0%
Provision for Insurance Loss				-	-	-
Cost Pool	246,440	246,440	184,829	258,762	12,322	5%
Asset/Capital Outlay	9,884	368,584	2,773	429,995	61,411	17%
Grant Expenditures	6,532	3,000	5,258	5,500	2,500	83%
Transfer Out	126,186			-	-	-
<b>TOTAL USES BY TYPE</b>	<b>5,033,458</b>	<b>6,520,298</b>	<b>3,754,233</b>	<b>6,066,728</b>	<b>(453,570)</b>	<b>-7%</b>

# Library & Community Services-24

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>USES BY ORG CODE</b>						
GF-Administration-01241055	3,454,090	3,771,138	2,605,433	3,984,172	213,034	6%
GF-Ls/Ref Services-01242155	165,587	208,661	160,677	240,761	32,100	15%
GF-Ls/Access Services-01242255	27,735	29,450	22,491	30,200	750	3%
GF-Ls/Children's Services-01242755	34,959	62,250	38,179	65,750	3,500	6%
GF-Ls/Circulation-01242855	87,788	117,883	108,674	127,397	9,514	8%
GF-Ls/Extension Services-01242955	24,797	50,300	29,674	58,600	8,300	17%
GF-Leap-01243055	621,906	1,367,608	695,052	906,947	(460,661)	-34%
GF-Public Art-01244055	-	-	-	-	-	0%
Library-Administration-10541055	3,087	123,560	2,821	-	(123,560)	-2009%
Library Leap-10543055	-	6,150	3,765	3,500	(2,650)	-
Library Public Art-10544055	-	-	-	-	-	-
Library Public Art-10544155	126,186	-	-	-	-	-
Library Grants-10545055	236,240	259,963	84,170	180,106	(79,857)	-31%
ECIA-11743055	204,639	-	-	-	-	-
Emergency Operation & Disaster-Library-13424155	33,235	-	688	-	-	-
Impact Fee-Library-21741055	13,210	523,334	2,609	469,295	(54,039)	-10%
<b>TOTAL USES BY ORG CODE</b>	<b>5,033,458</b>	<b>6,520,297</b>	<b>3,754,233</b>	<b>6,066,728</b>	<b>(453,569)</b>	<b>-7%</b>

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# Community Services Department

## RECREATION



“We have the most supportive and positive department in the city. Doing our job is an honor because we support people who are providing such good service to the residents.”

**Jene Levine-Snipes**  
Development Project Manager II  
10+ years of service

### WHAT WE DO

- Provide recreational experiences that enhance active health and wellness lifestyles for all age groups.
- Enrich the quality of life for our community through our special events, programs, and facilities.
- Strengthen community image and protect environmental resources through engaging our community in beautification programs
- Empower our staff to understand their budget and how they can provide the maximum service to our constituents in the most efficient way.

### WHAT WE DID

- Transitioned programs from virtual to hybrid or in-person to keep our participants active
- Reopened our pools, bringing back more opportunities as COVID-19 protocols and staffing allowed
- Beautified our community through Love Your Block programs (MLK Park, Nevin Avenue and Nystrom)
- Awarded COVID-19 Mini-Grants

**Fiscal Year 2022-23**

**\$ 14.05  
Million**  
received in grants thanks to our grants team  
and working in collaboration with city  
departments

# Community Services Department

## RECREATION

### WHAT WE PLAN TO DO

- Celebrate with our community the return of our Special Events (i.e., Third of July Fireworks, Chinese New Year)
- Return to full or expanded capacity in our programs – sports, youth, aquatics, seniors, special needs and more
- Extend Tool Lending Library hours
- Search for new grants to continue to uplift facilities and expand programs for our community

“I feel inspired by our Recreation staff because I see how invested they are in their job and the community; so much that sometimes they can’t log off after hours. Our staff listens to those who don’t feel heard from youth to those with special needs to our seniors. I can’t believe how long some of our staff members have been with the City of Richmond (10+ years) and have moved up from entry level to senior level.”

**Emmairis Amigon-Edwards**  
Accounting Assistant II  
2+ years of service



**LIBRARY AND COMMUNITY SERVICES  
PROGRAM ORGANIZATIONAL CHART**

**RECREATION**

**Finance and Administrative Operations:**

- Budgeting
- Revenue Reconciliation
- Internal Controls
- Financial Reporting
- Contract & MOU Management
- Information technology
- Rental Management
- Program Registration
- Revenue Collection
- Program Registration
- Revenue Collection
- Activity Guide and Newsletter
- Special Event Permits
- Active Net Management
- Policy and Procedure Development
- Lease & Agreements

**Grants and Special Projects:**

- Grants
- Home Loan Program
- ADA Projects
- Facilities Improvement grants

**Recreation Services:**

- Sports Fields
- Youth, Adult & Teen Sprots and Activities
- Aquatics
- Summer Camps
- Specialty Camps
- Senior Activities
- Recreation Services Program Development
- Disabled Services
- Partnership Development and Management
- Special Events

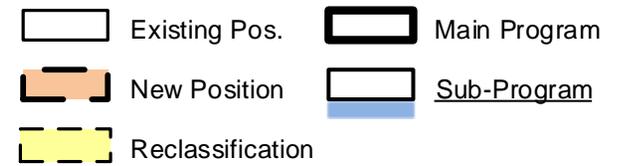
**Neighborhood and Volunteer Services:**

- Volunteer Recruitment and Management
- Outreach, Marketing, and Social Media
- Beautification Programs
- Tool Lending Library and Mobile Tool Lending Library

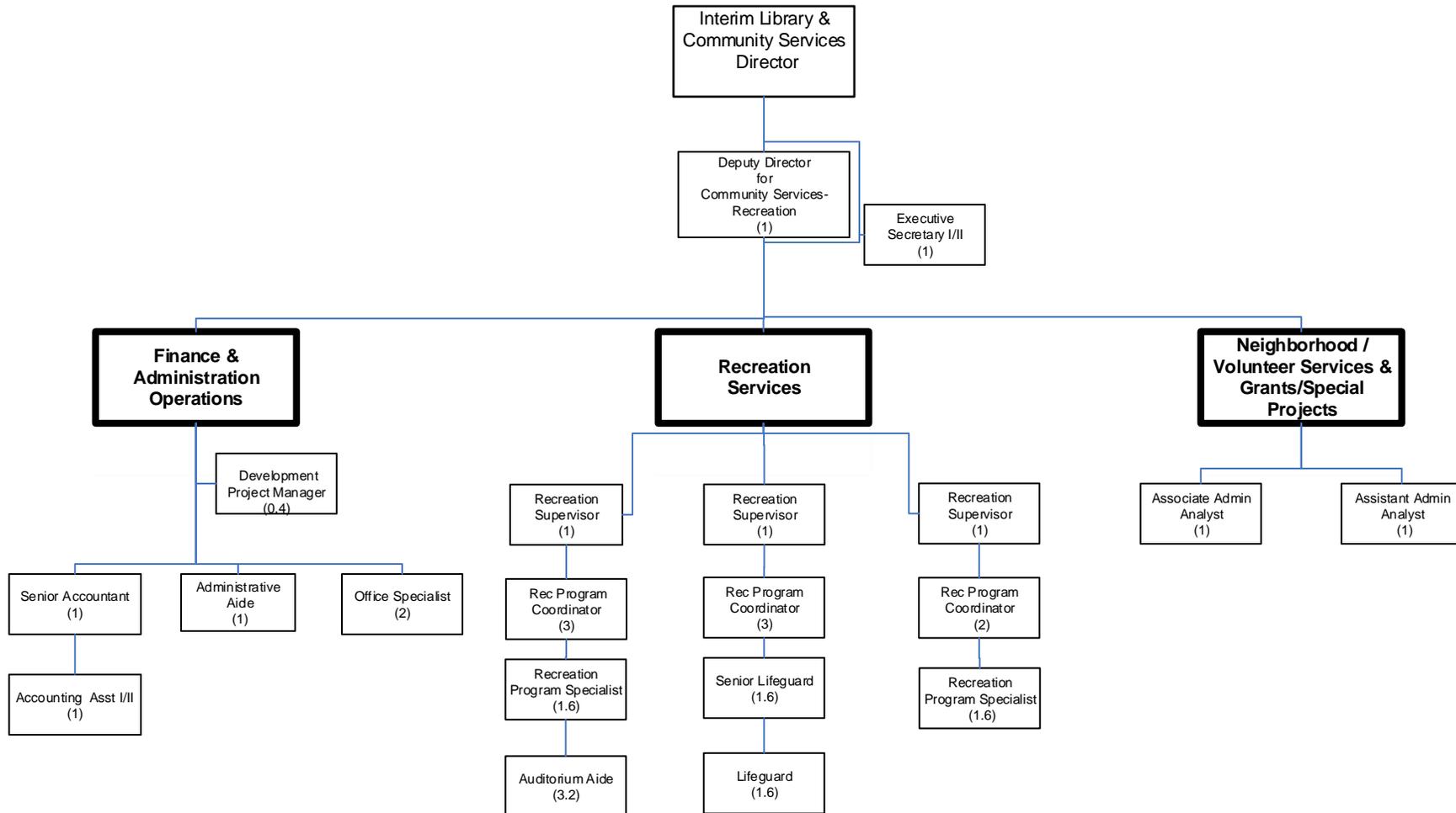
Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>COMMUNITY SERVICES (Recreation)</b>					
Accounting Asst I/II	1.0	1.0	1.0	1.0	1.0
Administrative Aide	2.0	2.0	2.0	1.0	1.0
Assistant Admin Analyst				1.0	1.0
Associate Admin Analyst	1.0	1.0	1.0	1.0	1.0
Auditorium Aide	3.2	3.2	3.2	3.2	3.2
Community Services Administrative Manager	1.0				
Deputy Director of Community Services - Recreation		1.0	1.0	1.0	1.0
Development Project Manager II		0.4	0.4	0.4	0.4
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Lifeguard		1.6	1.6	1.6	1.6
Office Specialist	2.0	2.0	2.0	2.0	2.0
Recreation Program Coordinator	9.0	8.0	8.0	8.0	8.0
Recreation Program Specialist	1.6	3.2	3.2	3.2	3.2
Recreation Supervisor	3.0	3.0	3.0	3.0	3.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Senior Lifeguard	1.6	1.6	1.6	1.6	1.6
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>27.4</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>

# Community Services - Recreation Division

## FY2022-23 Organizational Chart



Adopted FTE = 30



# Community Services Recreation -25

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND (INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	4,670,545	5,631,577	3,904,824	5,909,128	277,551	5%
Outside Funded Services-Grants-1006	11,529	1,037		201,037	200,000	19286%
ECIA-1017	50,000	50,000		50,000	-	0%
Emergency OPE & Disaster Recovery-1304	42,365		909	-		
American Rescue Plan Act-1306		250,000		150,000	(100,000)	0%
Impact Fee-2115	251,620	213,782			(213,782)	-100%
Gen Trust-6001					-	0%
<b>TOTAL SOURCES BY FUND</b>	<b>5,026,058</b>	<b>6,146,396</b>	<b>3,905,733</b>	<b>6,310,164</b>	<b>163,768</b>	<b>3%</b>
<b>USES BY TYPE</b>						
Salaries	2,020,619	2,662,675	1,801,935	2,614,550	(48,125)	-2%
Benefits	1,970,059	1,939,771	1,616,417	2,081,914	142,143	7%
Professional Services	150,355	649,533	121,619	858,356	208,823	32%
Other Operating Expenses	35,156	63,378	14,746	28,541	(34,837)	-55%
Utilities	15,331	18,389	13,371	55,520	37,131	202%
Equipment & Contract Services	19,819	12,115	730	10,500	(1,615)	-13%
Cost Pool	402,718	447,718	335,788	592,854	145,136	32%
Asset/Capital Outlay	285,778	220,317	1,126	15,430	(204,887)	-93%
Grant Expenditures	126,225	132,500	0	52,500	(80,000)	-60%
<b>TOTAL USES BY TYPE</b>	<b>5,026,058</b>	<b>6,146,396</b>	<b>3,905,733</b>	<b>6,310,164</b>	<b>163,768</b>	<b>3%</b>

# Community Services Recreation -25

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>USES BY ORG CODE</b>						
Cities of Service-01250051	268,223	308,153	141,541	198,612	(109,541)	-36%
Administration- 01251051	2,118,361	2,240,772	1,657,571	2,526,573	285,801	13%
Booker T Center-01253251	134,691	202,593	114,548	199,679	(2,914)	-1%
Nevin Center-01253451	155,820	229,760	138,232	224,960	(4,800)	-2%
Shields Reid-01253551	135,577	134,092	187,888	189,602	55,510	41%
Point Richmond -	-	0	0	(1,000)	(1,000)	#DIV/0!
Recreation Complex-01253751	217,705	310,519	201,573	259,601	(50,918)	-16%
Parchester Center-01253851	142,708	204,243	43,852	142,294	(61,949)	-30%
May Valley Center-01253951	160,461	268,399	154,160	263,193	(5,206)	-2%
Special Events-01254551	24,253	49,618	57	52,680	3,062	6%
Recreation (DPRC)-01254651	247,137	264,747	185,327	242,366	(22,381)	-8%
Senior Center-01254751	120,277	145,639	135,262	168,360	22,721	16%
Senior Center-Annex-01254851	234,693	241,661	181,787	247,169	5,508	2%
Aquatics-01256051	182,634	304,547	238,886	404,662	100,115	33%
Convention Center-01257051	357,913	378,504	309,300	341,939	(36,565)	-10%
Plunge-01259051	170,093	348,329	214,842	448,437	100,108	29%
Outside Funded Grants-10651051	11,529	1,037	-	-	(1,037)	-100%
Chevron ECIA-11752051	50,000	50,000	-	50,000	-	0%
Emergency Op & Disastr/Recreation-13425151	42,365	-	909	-	-	0%
ARPA-13654051	-	250,000	-	150,000	(100,000)	0%
Impact Fee-21551051	251,620	213,782	-	-	(213,782)	-100%
Gen Trst & Agcy Admin-60151151	-	-	-	-	-	0%
<b>TOTAL USES BY ORG CODE</b>	<b>5,026,058</b>	<b>6,146,395</b>	<b>3,905,733</b>	<b>6,109,128</b>	<b>(37,267)</b>	<b>-1%</b>

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# TRANSPORTATION



## WHAT WE DO

- Manage the R-Transit and LYFT partnership to provide 24/7 service to over 1500 registered clients
- Managed on-street and off-street parking inventory and development of parking policy, programs (neighborhood permit parking and parklets), regulations, and the parking enterprise fund
- Coordinate city electric vehicle (EV) service equipment capital improvement and manage equipment.
- Manage Micromobility services (bikeshare, on-demand shuttle and car share programs)
- Grant Administration and Technical Support with over \$7 million in grants and project partnerships

## WHAT WE DID

- Commenced the on-demand city-wide shuttle for Richmond residents
- Expanded electric vehicle (EV) charging stations for increased accessibility and EV purchases
- Reduced the cost of LYFT travel for qualified seniors and disabled person in Richmond
- Expanded coverage area
- Implemented a bike share program and launch Richmond MOVES On-Demand Shuttle program

## WHAT WE PLAN TO DO

- Expand existing micro-mobility services to underserved communities
- Increase electric vehicle charging station installations in public areas
- Continue to provide free or low-costs transportation services to eligible seniors and disabled populations
- Expand outreach regarding transportation options
- Support the transition of Richmond's City fleet from gas to electric vehicle

Fiscal Year 2022-23

# LIBRARY AND COMMUNITY SERVICES

## PROGRAM ORGANIZATIONAL CHART

### TRANSPORTATION

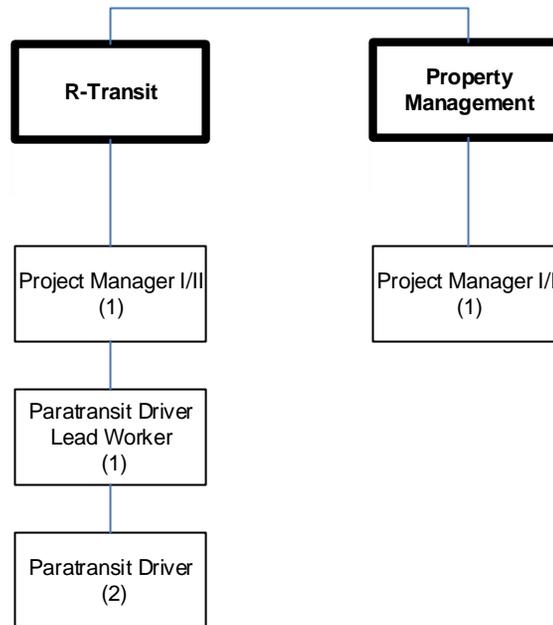
- Program Development & Implementation of Sustainable Transportation
- Implement the Richmond Integrated & Equitable Multimodal Mobility Plan
- Inter and Intra-Governmental Relations
- Contract and Grant Administration
- Transportation Infrastructure Investment and Program Development & Implementation
- Parking Management Plan Development and Implementation
- Parking Garage and City-owned Lots Management
- Paratransit Program Administration

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>COMMUNITY SERVICES (Transportation)</b>					
Management Analyst I/II	1.0				
Paratransit Assistant	1.0				
Paratransit Driver	2.0	2.0	2.0	2.0	2.0
Paratransit Driver Leadworker	1.0	1.0	1.0	1.0	1.0
Project Manager I/II	2.0	2.0	2.0	2.0	2.0
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>7.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

# Transportation Department FY2022-23 Organizational Chart



Adopted FTE = 5



# Transportation Services-38

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual <small>Thru Mar -2022</small>	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND (INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	9,714	371,661	270,975	231,225	(140,436)	-38%
Transportation Operations-1003	773,229	790,244	605,063	849,502	59,258	7%
Outside Funded Grants-1006	500	1,922,897	82,904	1,768,595	3,877,295	202%
ECIA-1017	141,210			4,012,500	7,789,520	-
<b>TOTAL SOURCES BY FUND</b>	<b>924,654</b>	<b>3,084,802</b>	<b>958,941</b>	<b>6,861,822</b>	<b>11,585,637</b>	<b>376%</b>
<b>USES BY TYPE</b>						
Salaries	203,172	345,137	333,415	347,511	14,096	4%
Benefits	236,169	409,099	283,987	292,659	8,672	3%
Professional Services	189,750	2,019,000	147,617	5,900,095	5,752,478	3897%
Other Operating Expenses	7,585	30,050	4,729	26,700	21,972	465%
Utilities	3,255	2,500	2,579	2,500	(79)	-3%
Equipment & Contract Services	35,903	29,197	-	29,097	29,097	-
Provision for Insurance Loss					-	-
Cost Pool	248,819	248,819	186,615	261,260	74,645	40%
Asset/Capital Outlay		1,000	-	2,000	2,000	-
<b>TOTAL USES BY TYPE</b>	<b>924,654</b>	<b>3,084,802</b>	<b>958,941</b>	<b>6,861,822</b>	<b>3,777,020</b>	<b>122%</b>
<b>USES BY ORG CODE</b>						
G. Fund Transportation Operations-01385051	9,714	371,661	270,975	231,225	(140,436)	-38%
Non-GF Transp. Operations-10385051	737,326	790,244	605,063	830,405	40,161	
Transportation-Parking Management-10385951	35,903			19,097	19,097	-
Outside Funded Grants-10685051	500	1,922,897	82,904	1,768,595	(154,302)	-8%
ECIA-11785051	141,210			4,012,500	4,012,500	-
<b>TOTAL USES BY ORG CODE</b>	<b>924,654</b>	<b>3,084,802</b>	<b>958,941</b>	<b>6,861,822</b>	<b>3,777,020</b>	<b>122%</b>

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# EMPLOYMENT & TRAINING



*"I enjoy working for the city where I live—knowing that my small contribution might, in one way or another, help the future of this city; this, of course, is also my hope and inspiration."*

Maria Torres, Administrative Aide, 15 years

## WHAT WE DO

- Ensure a continuum of education and training opportunities that build a skilled workforce to meet current and future employer needs
- Provide year-round and summer employment, career pathways training, internships and supportive services for youth to successfully transition into adulthood
- Help residents obtain good jobs in high growth, high wage occupations through regional employer partnerships
- Prepare residents for construction trades careers

## WHAT WE DID

- Awarded over \$11 million dollars to provide employment and training services to Richmond residents: Adult workers, Youth, Dislocated Workers, ESL, Youth with Disabilities, & Construction Trades.
- Served over 500 youth through year-round, summer employment, and supportive services
- Graduated 3 Pre-Apprenticeship (Construction Trade) Cohorts (60) with 80% placement
- Served over 6,000 residents at the One-Stop Career Center

**\$7.0M**

To be disbursed to Richmond residents and youth to provide training, supportive services, career pathways, and employment in high growth, high wage occupations.



# LIBRARY AND COMMUNITY SERVICES

## PROGRAM ORGANIZATIONAL CHART

### EMPLOYMENT & TRAINING

#### FISCAL SERVICES:

- Accounting
- Budgeting
- MIS Services
- Audit - Independent and Internal
- Subrecipient Fiscal Monitoring
- Accounts Payable
- Accounts Receivable
- Grant Reporting
- Contract Management
- Procurement & Inventory
- Participant Payroll

#### YOUTHWORKS:

- WIOA Youth
- Summer Youth Employment
- Youth Career Services (ECIA)
- Summer Training and Employment Program for Students (STEPS)

#### RICHMONDWORKS ONE STOP/AJCC:

- WIOA Adult
- WIOA Dislocated Worker
- WIOA Rapid Response
- WIOA Rapid Response Layoff Aversion
- ACES Academy
- One-Stop Career Center
- Training Services
- Employer Services
- RW Career Services (ECIA)
- Prison to Employment
- Veterans Employment Services
- COVID-19 Project Hire
- COVID-19 Impacted Individuals Supportive Services
- COVID-19 Employment Recovery NDWG

#### RICHMONDBUILD:

- Construction Skills Training
- Contractors' Resource Center
- HazMat Training
- Chevron Stage
- RB Career Services (ECIA)
- YouthBUILD

#### CONTRACT COMPLIANCE:

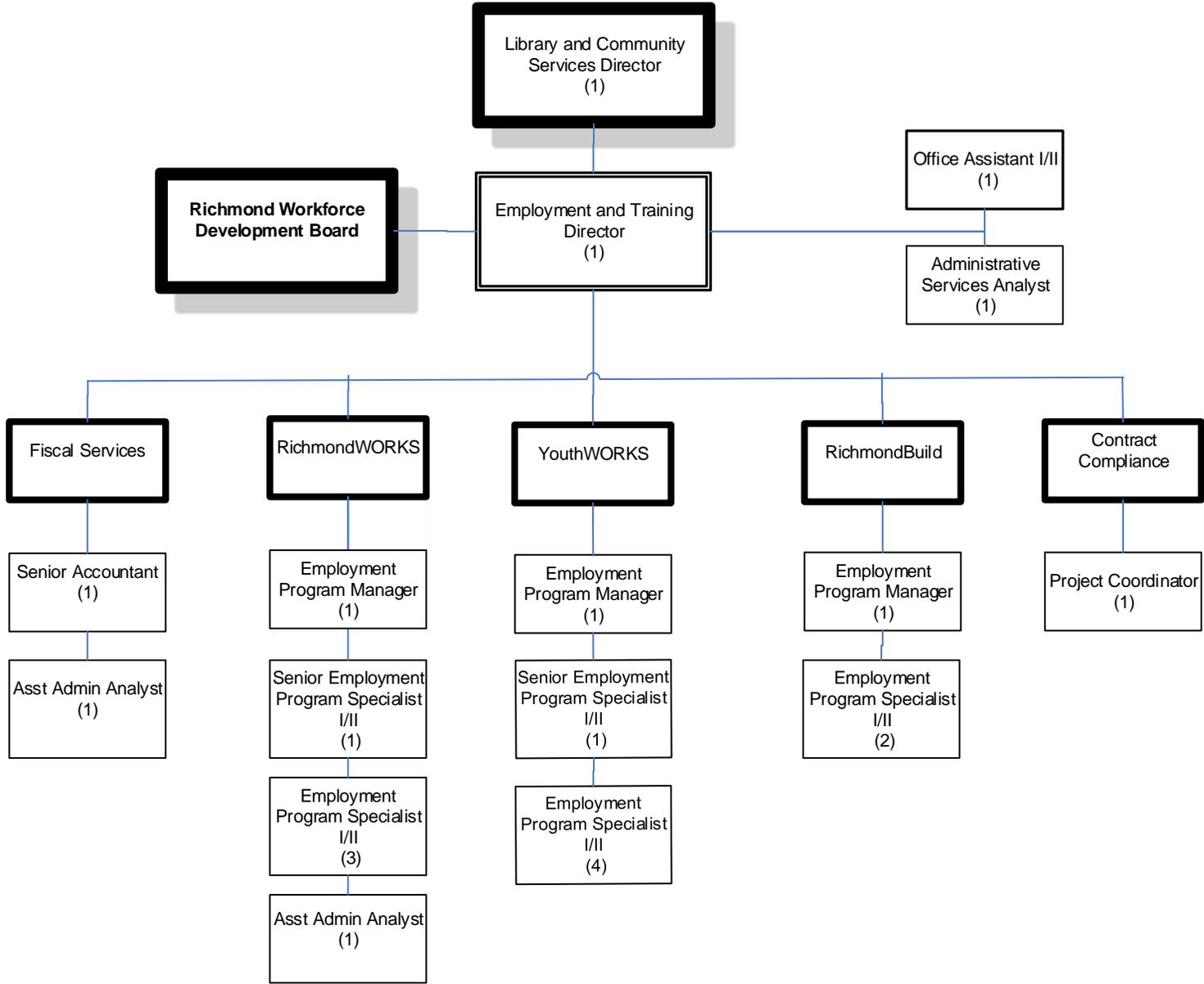
- Monitoring Labor Compliance
- Construction Bid Analysis
- EO Compliance
- Monitoring Compliance with Local Employment Ordinance
- Monitoring Compliance with Business Opportunity Ordinance
- Monitoring Compliance with Minimum Wage Ordinance

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>COMMUNITY SERVICES (Employment &amp; Training)</b>					
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Assistant Administrative Analyst		1.0	2.0	2.0	2.0
Administrative Services Analyst	2.0	2.0	1.0	1.0	1.0
Deputy Director of Community Services - Employment and Training			1.0	1.0	1.0
Director, Employment & Training		1.0			
Employment Program Manager	3.0	3.0	3.0	3.0	3.0
Employment Program Specialist I/II	8.0	8.0	9.0	9.0	9.0
Finance Manager	1.0	1.0	1.0		
Library & Community Svcs Director	1.0	1.0	1.0	1.0	1.0
Office Assistant I/II	1.0	1.0			
Project Coordinator	1.0		1.0	1.0	1.0
Senior Accountant		1.0		1.0	1.0
Senior Employment Program Specialist	1.0	1.0	2.0	2.0	2.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>19.0</b>	<b>21.0</b>	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>

# Employment & Training FY2022-23 Organizational Chart

Existing Pos.      Main Program  
 New Position      Sub-Program  
 Reclassification

Adopted FTE = 22



## Employment & Training-27

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual	FY2022-23 Budget	\$ Chg From FY21- 22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>INCLUDES REVENUE AND/OR FUND BALANCE</b>						
ECIA-1017	500,000				-	-
Employment & Training-1205	4,692,920	10,240,523	3,379,614	9,313,589	(926,934)	-9%
Emergency OPE & Disaster Recvry-1304	5,557				-	-
<b>TOTAL SOURCES BY FUND</b>	<b>5,198,476</b>	<b>10,240,523</b>	<b>3,379,614</b>	<b>9,313,589</b>	<b>(926,934)</b>	<b>-9%</b>
<b>USES BY TYPE</b>						
Salaries	1,258,627	1,800,598	1,144,788	1,838,079	37,481	2%
Benefits	1,040,679	1,519,767	776,676	1,462,600	(57,167)	-4%
Professional Services	507,279	6,200	10,122	7,300	1,100	18%
Other Operating Expenses	199,942	182,807	136,054	69,380	(113,427)	-62%
Utilities	12,350	13,000	6,325	9,000	(4,000)	-31%
Equipment & Contract Services	414,629	589,088	169,828	508,879	(80,209)	-14%
Cost Pool	493,408	543,408	407,557	693,079	149,671	28%
Asset/Capital Outlay	1,273,706	100,000	4,201	100,000	-	0%
Grant Expenditures		5,109,159	724,062	4,622,448	(486,711)	-129%
Employment & Training Allocation	(2,143)	376,496	-	2,824	(373,672)	-
<b>TOTAL SOURCES BY TYPE</b>	<b>5,198,476</b>	<b>10,240,523</b>	<b>3,379,614</b>	<b>9,313,589</b>	<b>(926,934)</b>	<b>-9%</b>
<b>USES BY DIVISION</b>						
CHEVRON ECIA - E&T-11771041	500,000				-	-
RESOURCE MNGT DIV-12571041	493,408	543,408	407,557	518,079	(25,329)	-5%
RESOURCE MNGT DIV-12571141	369,200	1,040,000	191,011	663,025	(376,975)	-36%
INTENSIVE SERVICES(FS)-12572341	236,814	275,000	239,366	893,164	618,164	225%
TRAINING SERVICES(FS)-12572441		245,000	16,091		(245,000)	-100%
TRAINING PAYMENTS(FS)-12572541	107,013	170,000	-		(170,000)	-100%
OTHER SERVICES(FS)-12572641	1,186,983	714,392	270,992	277,579	(436,813)	-61%
RAPID RESPONSE(FS)-12572741	134,356	201,000	1,596		(201,000)	-100%
WIA YOUTH IN SCHOOL(F-12573041	5,054	-	43,530	10,000	10,000	-
WIA YOUTH OUT OF SCHO-12573141	273,348	305,000	119,310	30,000	(275,000)	-90%
ADMINISTRATION(FS)-12573241	206,461	1,125	106,743	232,402	231,277	20558%
EDUCATION & JOB TRAINING-12575641				158,580		

## Employment & Training-27

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual	FY2022-23 Budget	\$ Chg From FY21- 22	% Chg From FY21-22
<b>SOURCES BY FUND</b>			Thru Mar -2022			
RB TENANT IMPROVEMENT-12576241	1,267	-	561	-	-	-
ET RICHMONDWORKS LCL-12576441	386,164	1,625,436	306,776	716,807	(908,629)	-56%
ET YOUTHWORKS LOCAL P-12576541		25,000	-		(25,000)	-100%
STATE GRANT PROGRAM(F-12576641	285,833	1,062,500	211,209	531,693	(530,807)	-50%
COMMUNITY BENEFIT AGRE-12576741	219,987	387,045	133,679	732,456	345,411	89%
OTHER COMMUNITY FUNDING-12576841	5,240	-	-		-	-
DIRECT SERVICES-12577141	59,364	118,000	37,730		(118,000)	-100%
SUPPORTING SERVICES-12577241	62,000	107,000	45,031	45,358	(61,642)	-58%
MATCHING FUNDS-12578341	197,129	135,100	87,962	7,000	(128,100)	-95%
BUSINESS SERVICES(FS)-12578441	1,373	169,536	637		(169,536)	-100%
E&T DONATED FUNDS(FS)-12578841	22,390	209,854	1,156		(209,854)	-100%
SUMMER YTH DONATED FU-12578941	429,805	2,370,000	512,010	1,956,710	(413,290)	-17%
MNDWORKS INTERM COS-12579141	(562)	7,500	2,346	7,500	-	0%
YOUTH INTERIM COST PO-12579241	816	-	1,009		-	-
OVERHEAD INTERIM COST-12579341	5,798	92,500	8,616	53,300	(39,200)	-42%
ADMIN INTERIM COST PO-12579441	308				-	-
EMPLYMNT & TRAIN SALA-12579541	3,371	436,127	634,695	2,479,936	2,043,809	469%
EMGCY OPE & DISTR/EMP-13427141	5,557				-	-
<b>TOTAL USES BY DIVISION</b>	<b>5,198,476</b>	<b>10,240,523</b>	<b>3,379,614</b>	<b>9,313,589</b>	<b>(926,934)</b>	<b>-9%</b>

# Office of Neighborhood Safety

“I just love giving back to the City that I took so much from in the past.”

Joe McCoy  
Neighborhood Change Agent  
14 Years

## WHAT WE DO

- The primary goal of the ONS is to dramatically reduce and one day eliminate gun violence and associated injuries/deaths in the City of Richmond.
- We do this by creating and providing attention intensive engagement and support structures that are designed to improve the social and emotional health and wellness of those we serve through the Operation Peacemaker Fellowship.
- By engaging those at the center of and most impacted by historical firearm related hostilities through our Street Outreach strategy.

## WHAT WE DID

- Spent over 5300 hours on 5000 face to face contacts with Richmond residents.
- Provided the community with \$1 million worth of resources through grants.
- Remained 1 of the only Urban communities in the country that didn't see a 50-100% increase in gun violence during the pandemic.

**\$3  
Million**

Total amount of grant funds to be  
disbursed in FY 22-23



# Office of Neighborhood Safety

## WHAT WE PLAN TO DO

- Have all new staff hired and highly trained to expand the ONS' work with different demographics across the City and within the school district, with the new resources allocated from the Reimagining Public Safety Task Force.
- To be awarded the \$6 million grant we applied for with the state, to be successful and efficient in expanding the work mentioned above.
- Help to continue the efforts to make the City of Richmond a happy, healthy and safe community for those who live, work and play here.

**“The ONS is the heart of my career, hitting the streets is one thing, but hitting the hearts of our youth is what makes this work priceless.”**

**Sal Garcia  
Neighborhood Change Agent  
14 years**

## LIBRARY & COMMUNITY SERVICES

### PROGRAM ORGANIZATIONAL CHART

<b>OFFICE OF NEIGHBORHOOD SAFETY</b>
--------------------------------------

- Coordination of City-initiated violence prevention initiatives

- Development of funding sources for gun violence reduction strategies

- Evaluation and provision of funding to community organizations for gun violence prevention strategies

- Coordination of Collaborative community efforts to reduce gun violence

- Identification of "best practices" and community needs to prevent gun violence

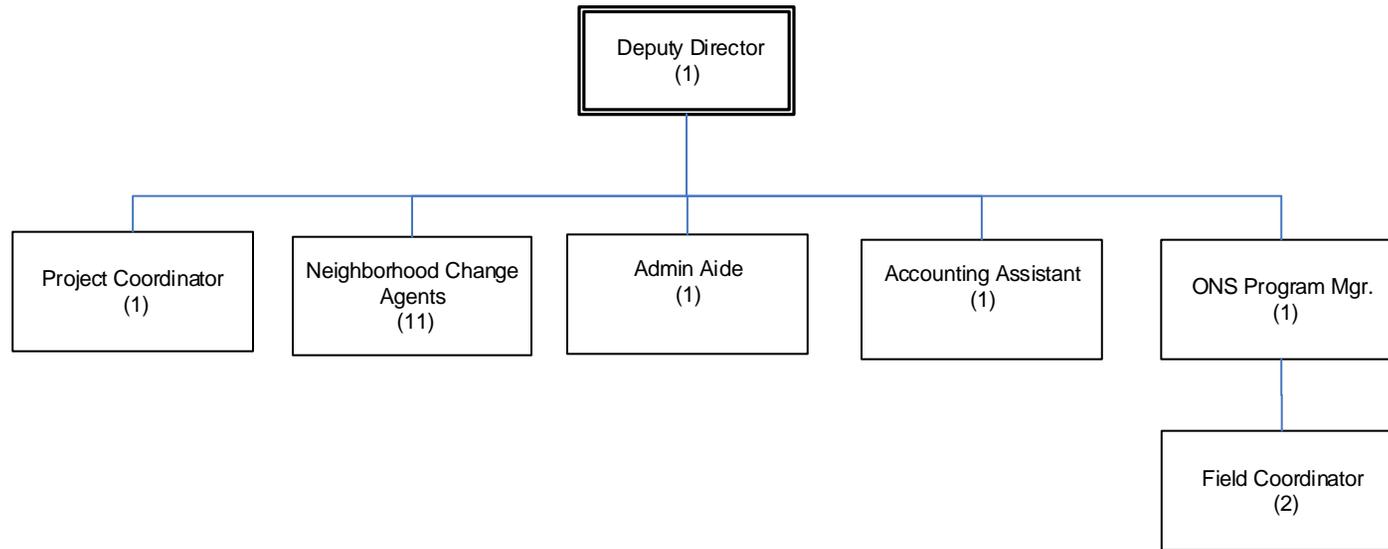
- Design and implementation of programs that reduce gun violence

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>COMMUNITY SERVICES (Office of Neighborhood Safety)</b>					
Admin Aide			1.0	1.0	1.0
Accounting Assistant			1.0	1.0	1.0
Deputy Director - ONS			1.0	1.0	1.0
Neighborhood Change Agents	5.0	5.0	11.0	11.0	11.0
ONS Field Coordinator			2.0	2.0	2.0
ONS Program Manager	1.0	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Recreation Program Coordinator	1.0	1.0			
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.0</b>	<b>8.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>

# Office of Neighborhood Safety FY2022-23 Organizational Chart



Adopted FTE = 18



# Office of Neighborhood Safety-21

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
Thru Mar -2022						
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
General Fund-0001	1,623,475	3,296,345	1,150,917	3,933,647	637,302	19%
Outside Funded Services-Grants-1006		2,040,179	437,672	900,000	(1,140,179)	-56%
ECIA-1017	58,000	58,000	-	58,000	-	0%
Emergency OPE & Disaster Recovry-1304	207				-	-
<b>TOTAL SOURCES BY FUND</b>	<b>1,681,683</b>	<b>5,394,524</b>	<b>1,588,588</b>	<b>4,891,647</b>	<b>(502,877)</b>	<b>-9%</b>
<b>USES BY TYPE</b>						
Salaries	615,247	812,496	580,393	1,341,638	529,142	65%
Benefits	506,344	600,409	431,931	1,153,168	552,759	92%
Professional Services	358,028	1,621,244	412,692	1,714,090	92,846	6%
Other Operating Expenses	11,930	1,636,040	2,356	109,640	(1,526,400)	-93%
Utilities	11,445	16,000	8,370	66,000	50,000	313%
Cost Pool	102,010	152,010	114,006	507,111	355,101	234%
Asset/Capital Outlay	4,797	9,600	1,835		(9,600)	-100%
Grant Expenditures	71,880	546,725	37,006		(546,725)	-100%
<b>TOTAL USES BY TYPE</b>	<b>1,681,683</b>	<b>5,394,524</b>	<b>1,588,588</b>	<b>4,891,647</b>	<b>(502,877)</b>	<b>-9%</b>
<b>USES BY ORG CODE</b>						
Administration-01211013	1,300,963	3,296,345	1,140,015	1,600,172	(1,696,173)	-51%
Grants-01212013	322,512		10,901	2,333,475	2,333,475	-
Outside Funded Grants-10612051		2,040,179	437,672	900,000		
ECIA-11711013	58,000	58,000	-	58,000	-	0%
Emgy Ope & Distr/ONS-13421118	207				-	-
<b>TOTAL USES BY ORG CODE</b>	<b>1,681,683</b>	<b>5,394,524</b>	<b>1,588,588</b>	<b>4,891,647</b>	<b>(502,877)</b>	<b>-9%</b>

# Fire Department ADMINISTRATION



“I believe **Knowledge is Power**, and I feel **Powerful** working for the **City of Richmond** because it has broadened my knowledge of the Public sector especially with the intricacy of the Fire Department’s operations and the services it provides to the Community. I feel blessed being part of this Community.”

**Julie U Viray**  
Administrative Services Analyst  
6.5 years

## WHAT WE DO

- Process payroll, worker’s compensation claims, annual reviews and step increases, and job requisitions
- Contract management which includes vendor sourcing, contract preparation, purchase requisition, and accounts payable
- Purchasing and account reconciliation
- System administration and support for 5 independent operational systems

## WHAT WE DID

- Hired 4 new administrative staff replacements: Fire Chief, Deputy Fire Chief, Administrative Services Analyst, Administrative Aide
- Processed job requisitions for 8 sworn staff vacancies (1 Battalion Chief, 2 Fire Captains, 2 Fire Engineers, 3 Firefighters) and 1 civilian vacancy (Office of Emergency Services Manager)
- Addressed the backlog from COVID pandemic by streamlining the administrative process with invoicing and customer service
- Renewed 3 major contracts with Kaiser for annual exams, Stryker for Emergency Medical Services maintenance and products, and Target Solutions for online training platform

# 417%

Increased in the inspection permit revenue  
from Dec 2021 to Mar 2022 once the  
backlogged from COVID pandemic was  
streamlined and invoice payments posted

# Fire Department ADMINISTRATION

## WHAT WE PLAN TO DO

- Cross train staff to complete contracts and develop a process checklist to ensure that all the tasks within a process is complete
- Digitalize file management (personnel, medical, worker's comp, and fire prevention files)
- Establish process quality assurance in reporting statistical and financial data and reconciling of revenue and expenses
- Administer Return To Work (RTW) and Advocate for Alternative Dispute Resolution Agreement (ADR) policies

# Fire Department SUPPORT SERVICES



“Within a short period of time I have been with the **City of Richmond**, I have seen the **Dedication** and **Commitment** of the individuals I work with and the **Passion** of the Community we serve.”

**Den Mark Marcelo**  
Administrative Aide  
5 months

## WHAT WE DO

- Budget Administration which includes annual budget preparation, analysis, and tracking
- Logistics which includes deployment and tracking of equipment, supplies, and services
- Analysis of incidents, risks, performance, and labor such as overtime
- Grant administration which includes writing, execution, and reporting

## WHAT WE DID

- Completed the FY2022-23 Budget and presented it in February 2022 Budget Hearings, in April 2022 Community Meetings, and in May 2022 City Council Departmental Presentation
- Performed an in-depth overtime analysis identifying the primary contributing factors to be vacancies and injury leave
- Established methodology for calculating and forecasting overtime cost

## WHAT WE PLAN TO DO

- Budget variance analysis to compare actual versus budget to monitor departmental earnings and spending
- Track overtime cost by forecasting 3 months out

**240  
hrs**

Is the basis for forecasting each  
firefighter’s monthly overtime cost

# Fire Department EMERGENCY SERVICES



“Having the privilege of **servicing the community I come from is a dream come true.** It is impressive to see people from near and far come to work in the **City of Richmond** and embrace the City as their own, serving with **immense Pride** and **tremendous Purpose.**”

**Rico Rincon**  
Fire Captain/Public Information Officer  
19 years

## WHAT WE DO

- Fire Suppression
- Technical Rescue
- Hazardous Materials Response
- Marine Response
- Fire Prevention Support

## WHAT WE DID

- Improved the Emergency Response Time by updating dispatch procedures
- Attained 85% in service calls which is above 2% above plan from Jul 2021 to Apr 2022
- Developed and implemented “Continuity Service Plan” to effectively address the COVID-19 surges in the department
- Assisted with the Fire Prevention mercantile, very high fire hazard severity zone and small apartment inspections

# 11,962

Is the number of service calls responded to from Jul 2021 to Apr 2022

# Fire Department EMERGENCY SERVICES

## WHAT WE PLAN TO DO

- Develop new operational policies to enhance emergency response to the community
- Update Policy manual to reflect current operational procedures
- Establish promotional lists for Battalion Chief, Captain, and Engineer
- Collaborate with Richmond Communication Center (RCC) to improve Computer Aided Dispatch (CAD) system that is Fire Service Specific



# Fire Department TRAINING



“The Fire Department’s Training Division continues to provide me **valuable knowledge and skillsets** in **fire operations and rescue** which has enabled me to do my job effectively and has played a **key role in my career growth** within the department.”

## WHAT WE DO

- Oversee training in Emergency Medical, Fire Suppression, Technical Rescue, Hazardous Materials, Marine Response
- Coordinate Medical Service Licensure
- Update Continuous Quality Improvement Plan with the Contra Costa County Health Department
- Develop Infection Control Policy
- Investigates all infectious disease exposure and illness
- Oversee Vaccination Program
- Develop Acting Certification Programs
- Conduct Research and Development (R&D) of new equipment and its operating procedures

**9,771**  
**hrs**

Are total logged training hours provided both company-level and formal classroom training

# Fire Department TRAINING

## WHAT WE DID

- Monthly Company Level Training
- Acting Engineer Certification
- CPR for Fire and RCC Personnel
- Emergency Medical Technician (EMT) Skills Testing
- COVID 19 Safety Protocols

## WHAT WE PLAN TO DO

- Develop and implement Acting Certification Program for Battalion Chief and Captain
- Assist Human Resources (HR) in the development of promotional exams
- Conduct Fire Recruit Academy for newly hired firefighter trainees
- Continue monthly company level training
- Continue implementation of Quality Improvement Measures within the Emergency Management Services (EMS) System
- Provide California State Fire Certified Training



# Fire Department FIRE PREVENTION



“The **People** and my **Burning Desire** to help the community is what keeps me going as a Fire Prevention professional. I strive to **Understand** the needs of our residents, as well as take **Pride** and **Enjoyment** to the services we provide the **Community**.”

## WHAT WE DO

- Enforce fire and life safety guidelines by performing mandated inspections to newly constructed buildings, businesses, and occupancies
- Conduct timely and effective fire safety plan reviews and inspection by ensuring fire safety standards
- Investigate cause and origin of fires
- Provide Fire Prevention Services to Chevron
- Vegetation Management of Very High Fire Hazard Severity Zone (VHFHSZ)
- Promote fire prevention education and information programs in schools and communities.
- Generate revenue from operational, construction and activity permits

## WHAT WE DID

- Performed over 1000 combined inspections (new construction, industrial, large apartments, schools, etc.)
- Completed 102 Plan Reviews
- Responded to 242 Fire Investigations

# 1,123

Is the total number of inspections completed from Jul 2021 to Apr 2022



# Fire Department

## FIRE PREVENTION

### WHAT WE PLAN TO DO

- Invest in automating the inspection reporting process
- Seek grant funding to mitigate fuel reduction within city owned properties of open space and all associated fire access roads and trails within Very High Fire Hazard Severity Zone (VHFHSZ)

# Fire Department OFFICE OF EMERGENCY SERVICES



“As a new staff in the department, I’ve recognized the **Importance** of the Office of Emergency Services and the **Role** it plays in providing the Community **Emergency Preparedness.**”

**Den Mark Marcelo**  
Administrative Aide  
5 months

## WHAT WE DO

- Maintain an approved Emergency Operations Plan consistent with California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) guidelines
- Establish City Emergency Operations Center (EOC) and maintain operational readiness by providing ongoing leadership and emergency preparedness training
- Provide public education and training that educates volunteers about disaster preparedness through the Community Emergency Response Teams (CERT) Program
- Collaborate and partner with other agencies to maximize resources needed to respond and recover from major disasters

## WHAT WE DID

- Conducted monthly virtual readiness training and community preparedness training
- Collaborated with City partners on public messaging, the reopening of City buildings and programs, and safe operations
- Conducted bi-weekly "Incident Action Plan" Meetings regarding COVID-19 Preparedness

# More than 10

“Incident Action Plan” regarding  
COVID-19 preparedness meetings  
completed

# Fire Department

## OFFICE OF EMERGENCY SERVICES

### WHAT WE PLAN TO DO

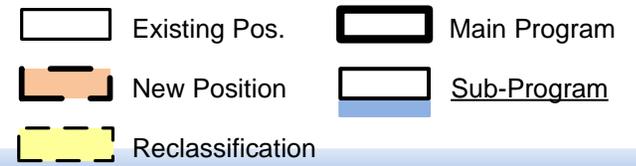
- Upgrade Nixle emergency public notification system
- Provide emergency preparedness training to the community
- Conduct EOC staff training
- Purchase signs warning of fire danger in wildland interface areas
- Create CERT database
- Pursue grant opportunities

# FIRE DEPARTMENT PROGRAM ORGANIZATIONAL CHART

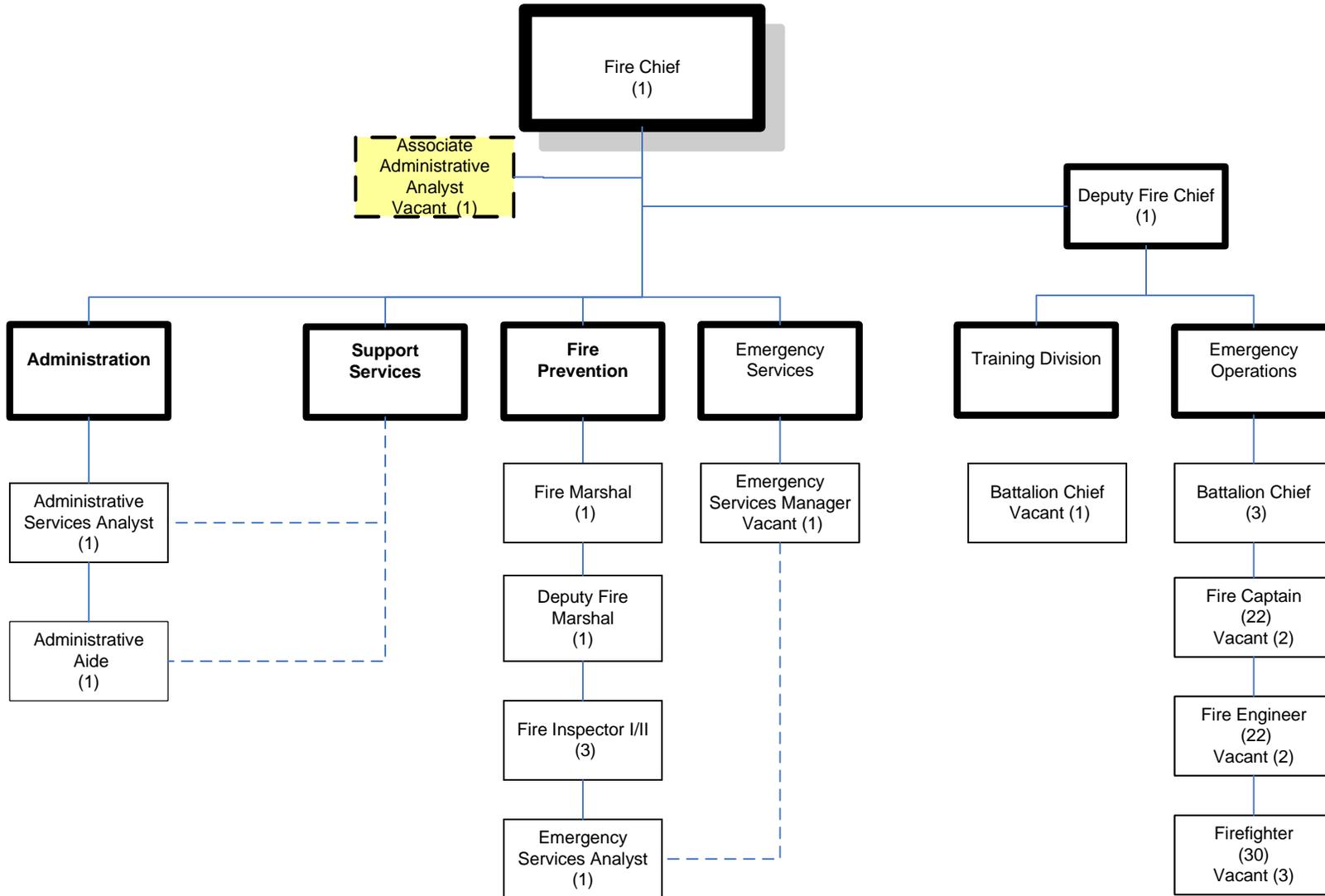
Administration	Support Services	Emergency Operations	Training Division	Fire Prevention Bureau	Office of Emergency Services
*General Department Management	*Apparatus Design and Acquisition	*Fire Suppression	*Oversight of All Training Programs	*Community Risk Reduction	*Manage the City's Emergency Operations Center
*Personnel Oversight	*Grant Writing	*Emergency Medical Services Delivery	*Fire Suppression Training	*Fire and Life Safety Inspection and Enforcement Program	*Emergency Response Plans for Disaster
* Data Management	*Station Maintenance	*Emergency Communications	*Rescue Training	*Project Development	*Emergency Preparation Training to Community
*Review and Update Policies and Procedures	*Equipment Testing & Maintenance	*Post Incident Analysis	*Apparatus Operations	*Plan Checking	*EMERGENCY CERT Community Drills
*Fiscal Planning & Management	*Inventory Control	*Regional Fire Communication Plans	*EMS Training Program & Accountability	*Project Inspection Program	*REACT/CERT Community Drills
* Employee Benefit Services	*Logistics	*Develop Operations Plans with Regional Partners	*Personnel Development	*Public Education	*Cost Recovery
*Develops Effective Labor Management Relationships	*Apparatus Purchasing	*Haz Mat Program	*Career Development	* Fire Cause and Origin Reports	* Manage Grants
* Hiring and Promotions		*Equipment Evaluation and Testing	*Infection Control Program	*Wildland Urban Interface	*Conduct Disaster Exercises
*Personnel Actions		*Marine Program	*Acting Certification	*Weed Abatement Program Enforcement	
*Workers' Compensation Program		*Rescue Program	*Task Books		
*Purchasing			*Promotional Exams		
*Contract Administration			* Research & Development		
*Website Administration			*Fire Trainee Academy		
*Succession Planning			*Regional Training Programs		
*Develop Regional Cooperation			*Implement Fire Service Best Practices		
*Mutual and Automatic Aid			*Department Safety Officer		
*Assesses & Updates Community Hazards, Threats or Risks					

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>FIRE</b>					
<b>SWORN</b>					
Fire Chief	1.0	1.0	1.0	1.0	1.0
Battalion Chief	4.0	4.0	4.0	4.0	4.0
Deputy Fire Chief	1.0	1.0	1.0	1.0	1.0
Deputy Fire Marshal	1.0	1.0	1.0	1.0	1.0
Fire Captain	24.0	24.0	24.0	24.0	24.0
Fire Engineer	25.0	24.0	24.0	24.0	24.0
Fire Fighter	28.0	30.0	30.0	30.0	30.0
Fire Inspector I/II	3.0	3.0	3.0	3.0	3.0
Fire Marshal	1.0	1.0	1.0	1.0	1.0
<b>Sub-total Sworn</b>	<b>88.0</b>	<b>89.0</b>	<b>89.0</b>	<b>89.0</b>	<b>89.0</b>
<b>NON-SWORN</b>					
Administrative Aide	2.0	1.0	1.0	1.0	1.0
Administrative Services Analyst		1.0	1.0	1.0	1.0
Associate Admin Analyst					1.0
Emergency Services Analyst		1.0	1.0	1.0	1.0
Emergency Services Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0				
Project Manager I	1.0				
<b>Sub-total Non-Sworn</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>93.0</b>	<b>93.0</b>	<b>93.0</b>	<b>93.0</b>	<b>94.0</b>

# Fire Department FY2022-23 Organizational Chart



Adopted = 94



## Fire-20

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
General Fund-0001	32,481,310	36,811,379	25,288,255		(36,811,379)	-100%
Outside Funded Svc-1006	3,501	20,000	0		(20,000)	-100%
Emergency Med Svc-1007	218,705	301,900	67,989	215,586	(86,314)	-29%
Donations-1011						
Hazmat-1013	260,528	360,335	3,966		(360,335)	-100%
ECIA-1017	97,415	67,000	7,958		(67,000)	-100%
Emergency Operation & Disaster-1304	123,302				-	-
Impact Fee-2113	74,637	126,762	0			0%
<b>TOTAL SOURCES BY FUND</b>	<b>33,259,399</b>	<b>37,687,376</b>	<b>25,368,168</b>	<b>215,586</b>	<b>(37,471,790)</b>	<b>-99%</b>
<b>USES BY TYPE</b>						
Salaries	16,915,495	18,632,677	13,169,070	18,574,259	(58,418)	0%
Benefits	13,815,750	14,428,325	10,404,664	14,824,371	396,046	3%
Professional Services	669,161	1,865,420	121,987	1,599,815	(265,605)	-14%
Other Operating Expenses	256,769	407,877	61,441	426,677	18,800	5%
Utilities	28,207	33,500	15,172	33,500	-	0%
Equipment & Contract Services	152,248	177,950	30,122	234,850	56,900	32%
Provision for Insurance Loss	10,618	24,861	24,861	23,000	(1,861)	-7%
Cost Pool	892,331	1,642,331	1,231,748	1,214,448	(427,883)	-26%
Asset/Capital Outlay	77,811	33,639	7,179	80,500	46,861	139%
Debt Service Expenditure	114,991	114,778	57,409	114,613	(165)	0%
Operating Transfer Out	326,018	326,018	244,514	326,018	(0)	0%
<b>TOTAL USES BY TYPE</b>	<b>33,259,399</b>	<b>37,687,376</b>	<b>25,368,168</b>	<b>37,452,051</b>	<b>(235,325)</b>	<b>-1%</b>

# Fire-20

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>USES BY ORG CODE</b>						
Administration-01201022	1,324,296	2,934,326	1,565,719	(2,934,326)	-100%	
Suppression-01202022	28,117,846	29,510,817	21,463,644	(29,510,817)	-100%	
Prevention -01203022	1,316,983	1,647,077	1,160,248	(1,647,077)	-100%	
Chevron Prevention-01203722	860,512	757,591	412,688	(757,591)	-100%	
Support Services-01204022	291,974	1,369,757	181,142	(1,369,757)	-100%	
Training-01205022	382,158	414,064	359,537	(414,064)	-100%	
Office of Emergency Med Svc-01206022	187,542	177,747	145,278	(177,747)	-100%	
Outside Funded Grant-10601022	3,501	20,000	0	(20,000)	-100%	
Office of Emergency Svc-10706022	218,705	301,900	67,989	(301,900)	-100%	
Hazmat Training-11305022	260,528	360,335	3,966	(360,335)	-100%	
ECIA-11702022	97,415	67,000	7,958	(67,000)	-100%	
EMGY Ope & Distr-Fire-13420122	123,302					
Impact Fees/Fire-21301022	74,637	126,762	0	(126,762)	-100%	
<b>TOTAL USES BY ORG CODE</b>	<b>33,259,399</b>	<b>37,687,376</b>	<b>25,368,168</b>	<b>- (37,687,376)</b>	<b>-100%</b>	

# Police Department



“The most honorable and fulfilling way I can give back to the community that helped raise me is to protect and serve them.”

**Leah Joseph**  
Sergeant  
16 years of service

## WHAT WE DO

- Engage with the community to prevent crime and maintain order (Community Ambassador Academy, Coffee with a Cop, Neighborhood Council meetings)
- Smart policing through crime analysis and adoption of new technologies (Crime Accountability meetings, Police Strategies use of force analysis, Peregrine data integration)
- Build public trust to strengthen community relationships (command-level use of force review, civilian oversight of Internal Affairs, Transparent Richmond)
- Problem-solve community concerns to address underlying conditions that contribute to crime (geographic patrol deployment, decentralized chain of command, community-policing culture)

## WHAT WE DID

- Strategically restructured units to maximize employee collaboration, workflow efficiency, and improve service to the community.
- Provided essential police services through a pandemic and resumed community events, e.g. Shop with a Cop, Coffee with a Cop, Holiday Food and Toy drives.
- Conducted promotional testing for all ranks to improve management oversight and quality control of police services.

## WHAT WE PLAN TO DO

- Resume pre-pandemic community policing strategies and in-person community events.

**Fiscal Year 2022-23**

# 34

Active beat projects focused on neighborhood quality of life issues such as illegal dumping, speeding vehicles, human trafficking and abandoned vehicles.



## POLICE DEPARTMENT

- Develop and implement a comprehensive recruiting strategy to fill key vacancies.
- Transition responsibility of mental health and homeless service calls to non-sworn service providers.
- Evaluate and reinforce wellness program to build employee resiliency and improve police-community relations.



## POLICE PROGRAM ORGANIZATION CHART

### Office of the Chief of Police

- Leadership
- Manage Overall Operations of the Police Department
- Crime Prevention
- Office of Professional Accountability
- Public Information
- SB1421 / AB743 Compliance

### Personnel and Training

- Recruiting, Hiring, and Retention
- Coordinate all Department Training
- Maintain all Files Associated with Personnel, Backgrounds and Training
- Risk Management

### Police Activities League

- Outreach to the Community
- Serve over 10,000 Children through Programs
- Connect cops with children
- Programs that are alternatives to delinquency

### Police Chaplains

- Liaison with the Community
- Comfort/Support Community
- Emotional wellbeing of Community and cops in the aftermath of human tragedy/trauma

### Office of Professional Accountability

- Investigations into Activity Detrimental to Police Function
- Early Warning Tracking System
- Service Complaints
- Misconduct Investigations
- Mediation
- SB1421 Compliance

### Technical Services CAD Enhancement Maintenance

- Operation of multidisciplinary 911 Dispatch Center – Police, Fire, and Emergency Services
- Plan for Equipment Purchase and Upgrades for Communications Center
- Manage East Bay Regional Communications dispatch contracted services

### Patrol Division Policing Bureau

- Provide Professional Police Services
- Traffic Enforcement
- Marine Patrol
- Crime Accountability Program
- Emergency Readiness

### Investigations Division Policing Bureau

- Conduct Criminal Investigations
- Prepare Cases for Court
- Multi-jurisdiction Task Force Operations
- Obtain Criminal Intelligence
- Victim Outreach
- Crime Analysis

### Support Services

- Operate the Jail
- Coordinate Records Storage and Dissemination
- Communications Center
- Property and Evidence
- Prisoner Transportation
- Mobile Command Center

### Financial Services

- Accounts Payable
- Grant Management
- Procurement
- Revenue Projections
- Contract Management
- Annual and Mid-year Budget Preparation

### Information Technology

- Manage CAD, RMS, and Mobile Technology
- Implement New Technology
- CCTV
- Cellular Telephones
- Shotspotter
- InTime Attendance Software
- SPIDR Technology

### Technical Service RMS Records Management

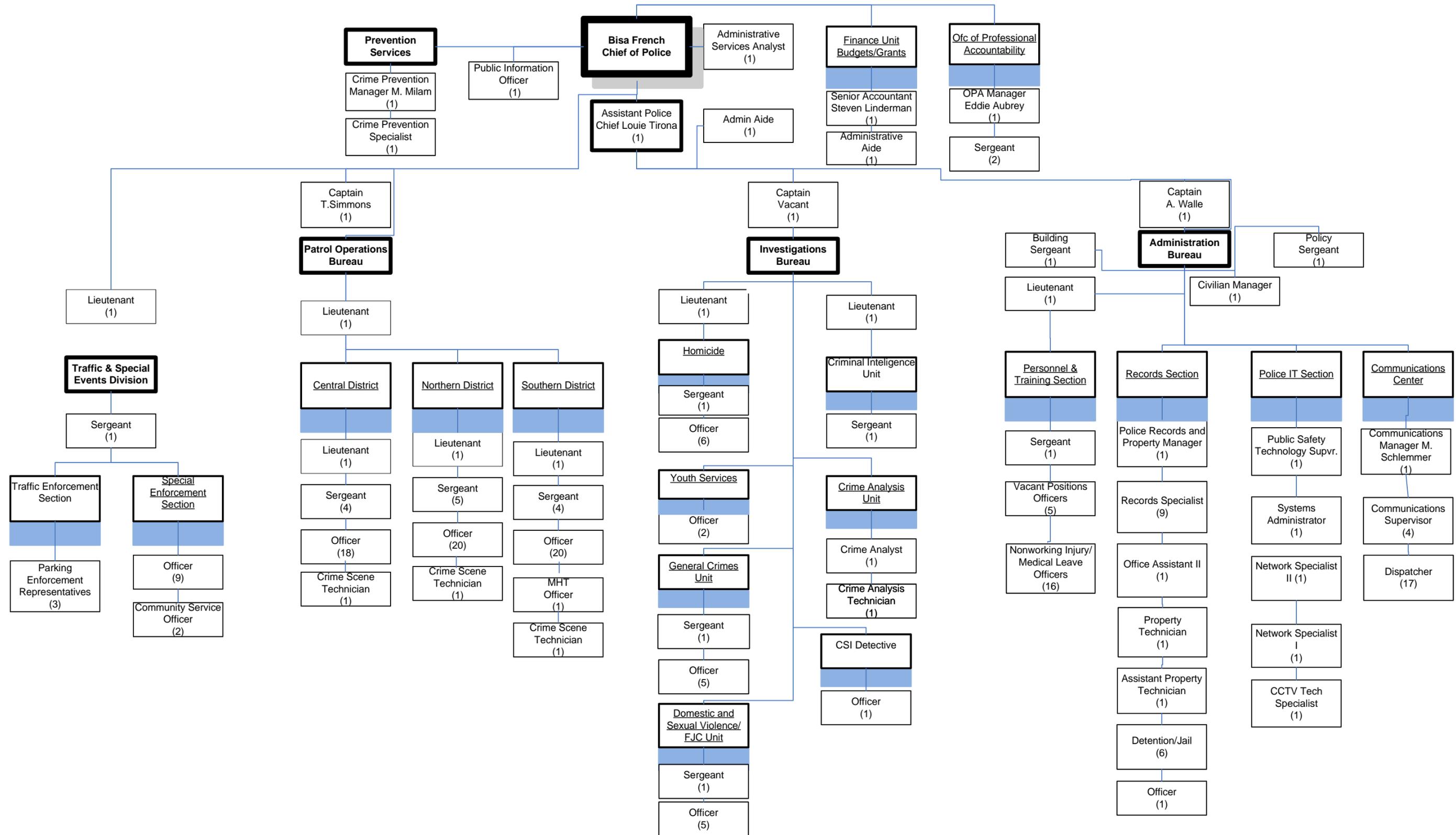
- Provide Records Management Software and Hardware
- Maintain Mobile Data Computers
- Maintain Crime Reports
- UCR Reporting to State
- Misdemeanor case prep

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>POLICE</b>					
<b>SWORN</b>					
Asst Police Chief	1.0	1.0	1.0	1.0	1.0
Police Captain	3.0	3.0	3.0	3.0	3.0
Police Chief	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	8.0	8.0	8.0	8.0	8.0
Police Officer	114.0	107.0	107.0	107.0	107.0
Police Officer Trainee	7.0	2.0	2.0	2.0	2.0
Police Sergeant	23.0	23.0	23.0	23.0	23.0
<b>Sub-total Sworn</b>	<b>157.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>
<b>NON-SWORN</b>					
Administrative Aide	2.0	2.0	2.0	2.0	2.0
Administrative Trainee					
Assistant Police Property Technician	1.0	1.0	1.0	1.0	1.0
Administrative Service Analyst	1.0	1.0	1.0	1.0	1.0
CCTV Wireless & Systems Specialist	1.0	1.0	1.0	1.0	1.0
Civilian Admin Manager		1.0	1.0	1.0	1.0
Code Enforcement Officer I/II	1.0				
Community Services Officer		2.0	2.0	2.0	2.0
Communications Call Taker	1.0				
Communications Dispatcher I/II/III	16.0	17.0	17.0	17.0	17.0
Communications Manager	1.0	1.0	1.0	1.0	1.0
Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0
Crime Analysis Technician		1.0	1.0	1.0	1.0

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Crime Prevention Manager	1.0	1.0	1.0	1.0	1.0
Crime Prevention Specialist	1.0	1.0	1.0	1.0	1.0
Crime Scene Technician	3.0	3.0	3.0	3.0	3.0
Jailer	6.0	6.0	6.0	6.0	6.0
Network and Systems Specialist I/II	2.0	2.0	2.0	2.0	2.0
Office Assistant I/II	1.0	1.0	1.0	1.0	1.0
Parking Enforcement Representative	4.0	3.0	3.0	3.0	3.0
Police Property Technician	1.0	1.0	1.0	1.0	1.0
Police Records & Property Mgr.	1.0	1.0	1.0	1.0	1.0
Police Records Specialist	9.0	9.0	9.0	9.0	9.0
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Public Information Officer		1.0	1.0	1.0	1.0
Public Safety Technology Supervisor	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Systems Administrator	1.0	1.0	1.0	1.0	1.0
<b>Sub-total Non-Sworn</b>	<b>62.0</b>	<b>65.0</b>	<b>65.0</b>	<b>65.0</b>	<b>65.0</b>
<b>Total Full-Time Equivalent (FTEs)</b>	<b>219.0</b>	<b>210.0</b>	<b>210.0</b>	<b>210.0</b>	<b>210.0</b>

# Police Department FY2022-23 Organizational Chart

Adopted FTE = 210



# Police-19

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
General Fund-0001	64,631,509	71,635,679	47,388,560	72,600,483	25,211,924	53%
Assest Seizure Fund-1004	38,869	219,500	0	20,000	20,000	-
Outside Funded Services-Grants-1006	534,162	999,266	200,670	399,127	198,457	99%
ECIA-1017	22,121	81,000	13,154	83,000	69,846	531%
Emergency Operation & Disaster-1304	3,363				-	-
Impact Fee-Police-2114	4,795	41,000			-	-
CAD Dispatch System-5005	187,179				-	-
RMS Records Services-5006	9,372				-	-
<b>TOTAL SOURCES BY FUND</b>	<b>65,431,369</b>	<b>72,976,445</b>	<b>47,602,383</b>	<b>73,102,610</b>	<b>126,165</b>	<b>0%</b>
<b>USES BY TYPE</b>						
Salaries	30,113,212	33,053,920	21,403,729	32,201,099	10,797,370	50%
Benefits	24,903,402	26,827,180	18,023,039	28,524,847	10,501,809	58%
Professional Services	3,408,032	4,802,688	3,109,891	4,638,475	1,528,584	49%
Other Operating Expenses	2,415,391	2,806,629	1,887,603	2,556,280	668,677	35%
Utilities	294,336	395,000	244,686	400,000	155,314	63%
Equipment & Contract Services	280,938	910,347	215,545	692,996	477,451	222%
Provision for Insurance Loss	1,725	1,812	1,812	1,725	(87)	-5%
Cost Pool	3,142,833	3,230,833	2,423,126	3,269,974	846,848	35%
Asset/Capital Outlay	438,790	703,611	56,793	469,433	412,640	727%
Debt Service Expenditure	236,160	244,424	236,160	206,031	(30,129.86)	-13%
Operating Transfer Out	196,551				-	-
<b>TOTAL USES BY TYPE</b>	<b>65,431,369</b>	<b>72,976,445</b>	<b>47,602,383</b>	<b>72,960,859</b>		<b>0%</b>

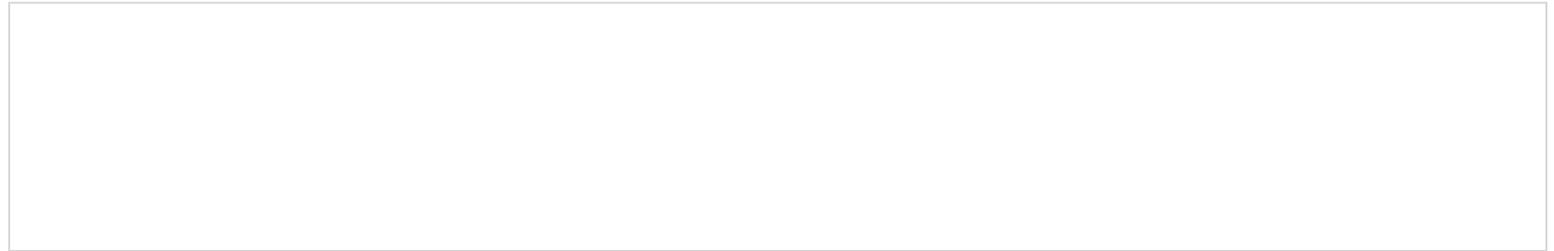
# Police-19

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>USES BY ORG CODE</b>						
Administration-01191021	58,492,842	64,854,520	43,351,717	65,477,564	623,044	1%
Patrol-01192021	12,394	8,750	4,718	13,750	5,000	57%
Crime Prevention-01193021	205,149	371,985	157,807	362,090	(9,895)	-3%
Cops Grant-01194021	1,055,716	560,137	464,056	776,498	216,361	39%
Regulatory-01196021	626,523	675,076	445,703	708,616	33,540	5%
CAD Dispatch System-01197021	3,653,666	4,471,797	2,600,847	4,575,722	103,925	2%
RMS Records System-01197121	253,347	306,247	195,621	306,434	187	0%
GF-Parking Enforcement-01199021	331,873	387,167	168,092	379,809	(7,358)	-2%
State Asset Seizure-10491521	38,869	219,500	0	20,000	(199,500)	-91%
Outside Funded Grant-Police-10691021	534,162	999,266	200,670	399,127	(600,139)	-60%
ECIA-11791021	22,121	81,000	13,154	83,000	2,000	2%
Emergency Operation & Disaster-Police-13419121	3,363				-	-
Impact Fee-21491021	4,795	41,000			(41,000)	-100%
CAD - Maintenance-50597921	187,179				-	-
Records Mgt Sys-Maintenance-50697121	9,372.03				-	-
Records Mgt Sys-Enhancement-50697421					-	-
<b>TOTAL USES BY ORG CODE</b>	<b>65,431,369</b>	<b>72,976,445</b>	<b>47,602,383</b>	<b>73,102,610</b>	<b>126,165</b>	<b>0%</b>

# Public Works Department

## WATER RESOURCE RECOVERY DIVISION



### WHAT WE DO

- Oversee contract operation of Wastewater Treatment Facility and Sewer Collection System to comply with State Permits
- Clean/televise the sanitary sewer collection system to locate defects and then develop projects to repair.
- Maintain and Operate the sewer pump stations (13) and stormwater pump stations (11) around the City.
- Respond to Emergency Calls... 24/7

### WHAT WE DID

- Met Baykeeper Settlement Agreement Sanitary Sewer Overflows (SSOs) Requirement for 2021 – Reported 20 SSOs (limit was 20).
- Completed 52 Point Repairs in Sanitary Sewer System
- Awarded 55 Sewer Lateral Repair Grants totaling \$99,000.
- Awarded Capital Improvement Projects:
  - Upgrade Sodium Bisulfite Tank at WWTP - \$6.4M
  - North Richmond Pump Station - \$1.8M (ARPA)
  - High Priority Sewer Line Replacements - \$956k
  - Grade 5 Sewer Line Replacements - \$474k
  - Ferry Point Pump Station Rehabilitation - \$2.7M

# 55

Lateral Grants awarded (year-to-date) to property owners in the Richmond Municipal Sewer District.

## **Public Works Department**

### **WATER RESOURCES RECOVERY DIVISION**

#### **WHAT WE PLAN TO DO**

- Complete First Street Wet Weather Project (replace/rehabilitate 7,452 linear feet of sewer line = 1.4 miles)
- Rehabilitate brick maintenance holes in sanitary sewer system
- Replace/rehabilitate Force Main Sewer Line on Dornan Drive
- Finalize Feasibility Study for Keller Beach Sewer Line
- Install Trash Capture Device in stormwater collection system at Bayview Ave

**WATER RESOURCE RECOVERY DIVISION'S  
PROGRAM ORGANIZATIONAL CHART**

<b>VEOLIA CAPITAL PROGRAM MANAGEMENT</b>	<b>VEOLIA OPERATIONS &amp; MAINTENANCE</b>	<b>SOURCE CONTROL &amp; ENVIRONMENTAL COMPLIANCE</b>	<b>ADMINISTRATIVE SERVICES</b>	<b>INFRASTRUCTURE SUPPORT SERVICES</b>	<b>SEWER LATERAL COMPLIANCE</b>
<b>CIP Projects</b>	<b>Wastewater Treatment Plant</b>	<b>Stormwater System Pollutant Reduction</b>	<b>Administrative</b>	<b>Recordkeeping</b>	<b>Sewer Lateral Grant Program</b>
Delivery of capital improvement projects at the treatment plant, and in the sanitary and storm sewer systems	Operate and maintain the wastewater treatment plant	Ensure compliance with National Pollutant Discharge Elimination System (NPDES) permit and Municipal Regional Permit (MRP).	Policies & Procedures	Record Drawings	Manage Grant Application Process
Adherence to City contracting and procurement procedures	Adequate staffing of operators, mechanics, laboratory technicians, and admin staff	Participation in the Contra Costa County Clean Water Program	Employee Training	Department Webpage	Oversight of Lateral Grant budget and grant awards
Master planning and other engineering studies	NPDES Permit Compliance and Reporting	Industrial/Commercial Stormwater Inspection Program	Customer service on phone and at the counter	Department record database maintenance	
		Investigation and Abatement of Harmful Non-Stormwater Discharges	Clerical Support	Apply for Grants that may be applicable for improving infrastructure	
		Implementation of Green Infrastructure Plan	Prepare agenda documents for City Council (contracts, reports, resolutions, etc.).		
	<b>Wastewater Collection System Operations</b>	Trash Load Reduction Plans Affecting Waterways	Safety Compliance	<b>GIS Mapping and Management</b>	<b>Sewer Lateral Inspection Program</b>
	Operate and maintain the sanitary sewers, pump stations, and force mains in the Richmond Municipal Sewer District	Mercury and PCBs Pilot Studies for Load Reduction	Baykeeper Settlement Agreement Compliance & Reporting	GIS Mapping and Management	Ensuring private sewer laterals are compliant with Richmond Municipal Code §12.17 and Sanitary Sewer Standards and Specifications
	Adequate staffing of sewer cleaning and inspection crews, and admin staff	Public Outreach on Stormwater Issues	Sanitary Sewer Overflow (SSO) Waste Discharge Requirement (WDR) Reporting & Compliance	Geotechnical Investigation Database	Residential, Commercial & Industrial lateral inspection oversight
	Ensure compliance with the Baykeeper settlement agreement and Waste Discharge Requirement (WDR and NPDES)	Coast/Watershed Clean Up Programs	Ordinance Updates as required	Monthly Utility Coordination meetings	Issue certificates of lateral compliance (COC)
	GIS Management	Construction Site Run-off/Erosion & Sediment Control	Veolia Contract Compliance		Follow up with reports provided by Veolia on damaged private sewer laterals
	Overflow Emergency Response (OER) Sanitary Sewer Overflow (SSO) Response	Stormwater Treatment in Development Projects			
	<b>Stormwater Collection System</b>	<b>Pretreatment Program</b>	<b>Financial</b>	<b>Other Technical Support</b>	<b>Other Related Sewer Tasks/Projects</b>
	Operate and maintain the storm sewer system (pipes, V-ditches, and open drainage channels) and stormwater pump stations within the Richmond city limits	Ensure compliance with National Pollutant Discharge Elimination System (NPDES) permit.	Request for Proposals and Bids	Inspection & Plan Checking	Manage contracts for/with firms for plan check, video review and inspection services.
	GIS Management	Administration of Federal Pretreatment Program (40 CFR 403)	Invoice Processing		Coordinate consultant service for hydraulic loading for new construction/development projects that are connecting to sanitary sewer system
		Administration of Fats, Oils, & Grease (FOG) Program	Contract Management		Assist with accessing properties for sewer lateral or main line work as need through legal warrants
		Slug Response and Investigation	Permits		Work with Veolia regarding sewer easement work and CIP projects
		Public Outreach	Budget Oversight		
		Ensure compliance with Baykeeper requirements regarding Fats, Oils, and Grease (FOG) program	Grant management for Division Calculation of Annual Sanitary and Storm Fees		
			Ensure compliance with Debt Service		

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>PUBLIC WORKS (Water Resource Recovery)</b>					
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Admin Services Analyst	1.0	1.0	1.0	1.0	1.0
Deputy Director of Public Works - City Engineer		1.0	1.0	1.0	1.0
Director of Water Resource Recovery	1.0				
Engineering Infrastructure Administrator	1.0	1.0	1.0	1.0	1.0
Environmental Compliance Inspector	3.0	2.0	3.0	3.0	3.0
Environmental Services Manager	1.0	1.0	1.0	1.0	1.0
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Senior Environmental Inspector		1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalents (FTEs)</b>	<b>10.0</b>	<b>10.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>



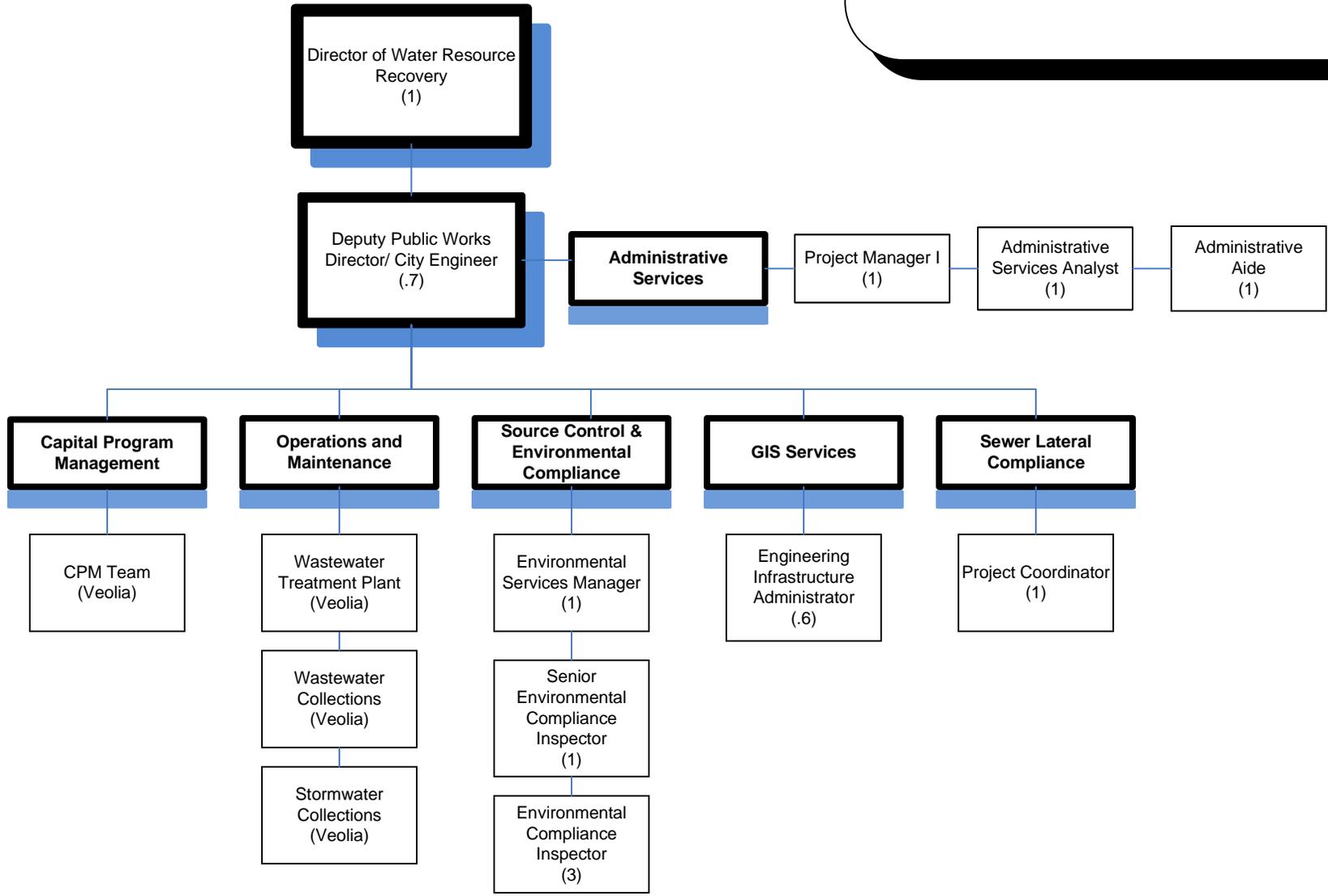
# Water Resource Recovery

## FY 2022-23 Organizational Chart

Adopted FTE = 11

**Legend:**

- Existing Pos. (white box)
- Proposed Pos. (green dashed box)
- Reclassification (yellow dashed box)
- Main Program (blue shaded box)
- Main Program (blue shaded box)
- Sub-Program (white box)



# Water Resource Recovery-22

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
Emergency Operation & Disaster-1304	2,366					
Impact Fee Storm Drain-2119	37,964				-	-
Impact Fee Wastewater-2120	424,748	1,946,212	212,543	794,130	(1,152,082)	-59%
Wastewater-4003	20,453,474	86,432,953	33,371,225	59,517,817	(26,915,137)	-31%
Stormwater-4006	1,796,420	2,609,140	845,864	2,026,361	(582,779)	-22%
<b>TOTAL SOURCES BY FUND</b>	<b>22,714,972</b>	<b>90,988,305</b>	<b>34,429,632</b>	<b>62,338,308</b>	<b>(28,649,997)</b>	<b>-31%</b>
<b>USES BY TYPE</b>						
Salaries	1,044,284	1,402,780	688,703	1,327,041	(75,739)	-5%
Benefits	342,294	891,272	427,364	809,587	(81,685)	-9%
Professional Services	9,299,634	11,207,697	5,510,609	11,930,751	723,054	6%
Other Operating Expenses	267,291	334,891	6,901	348,846	13,955	4%
Utilities	983,445	1,347,433	617,922	1,349,573	2,140	0%
Equipment & Contract Services	890,568	627,350	173,803	415,000	(212,350)	-34%
Provision for Insurance Loss					185,822	21%
Cost Pool	887,873	887,873	665,904	1,073,695	(29,191,594)	-44%
Asset/Capital Outlay	3,993,751	66,295,909	18,350,937	37,104,315	(13,600)	0%
Debt Service	5,005,831	7,993,100	7,987,489	7,979,500	-	-
<b>TOTAL USES BY TYPE</b>	<b>22,714,972</b>	<b>90,988,305</b>	<b>34,429,632</b>	<b>62,338,308</b>	<b>(28,649,997)</b>	<b>-31%</b>
<b>USES BY ORG CODE</b>						
Impact Fee Storm Drain-21923431	37,964				-	-
Impact Fee Wastewater-22022031	424,748	1,946,212	212,543	794,130	(1,152,082)	-59%
Wastewater Admin-40322431	5,920,884	8,954,037	8,645,952	9,144,490	190,454	2%
Sanitary Sewer-40322631	5,658,741	6,039,991	3,038,157	6,540,694	500,703	8%
Treatment Plant-40322731	5,265,753	6,658,355	3,190,345	6,513,145	(145,210)	-2%
Pre-Treatment-40322831	626,540	1,024,491	358,377	1,014,303	(10,188)	-1%
Wastewater Capital-40322931	2,981,557	63,756,081	18,138,394	36,305,185	(27,450,896)	-43%
Stormwater Utilities/Admin-40623431	1,796,420	2,609,140	845,864	2,026,361	(582,779)	-22%
Emergency Op & Disatr-Wastewater-13422231	2,366					
<b>TOTAL USES BY ORG CODE</b>	<b>22,714,972</b>	<b>90,988,305</b>	<b>34,429,632</b>	<b>62,338,308</b>	<b>(28,649,997)</b>	<b>-31%</b>

# Public Works Department

## ABATEMENT DIVISION

“I absolutely love working for the city I was born and raised in. It’s a pleasure to serve the citizens of Richmond, addressing and resolving their issues and concerns brings me joy”

**Tiphanee Smith**  
Administrative Aide – Abatement/Building Maintenance Divisions  
21 years

### WHAT WE DO

- Remove illegal dumping citywide
- Coordinate and execute Neighborhood Council Dumpster Days (neighborhood clean-ups)
- Vegetation management for approximately 3.5 miles of Richmond Parkway and 30 City properties/ROW (alleyways & vacant lots)
- Abate homeless encampments
- Build and repair City fences
- Abate graffiti citywide
- Vacant property and emergency board-ups

### WHAT WE DID

- Removed approximately 2400 tons of Illegal dumping citywide
- Coordinated and executed 25 neighborhood cleanups, which included assisting seniors and disabled residents in debris removal
- Deployed five Flash Cameras to curtail Illegal dumping and catch and prosecute illegal dumpers
- Maintained approximately 3.5 miles of Richmond Parkway and 30 City properties/ROW (alleyways & vacant lots) three times per year
- Installed 4 fences to prevent illegal dumping activities

**102**

Richmond Republic’s # of Loads collected  
from Neighborhoods Dumpster Days  
(Approximately 430 tons).

# Public Works Department

## ABATEMENT DIVISION

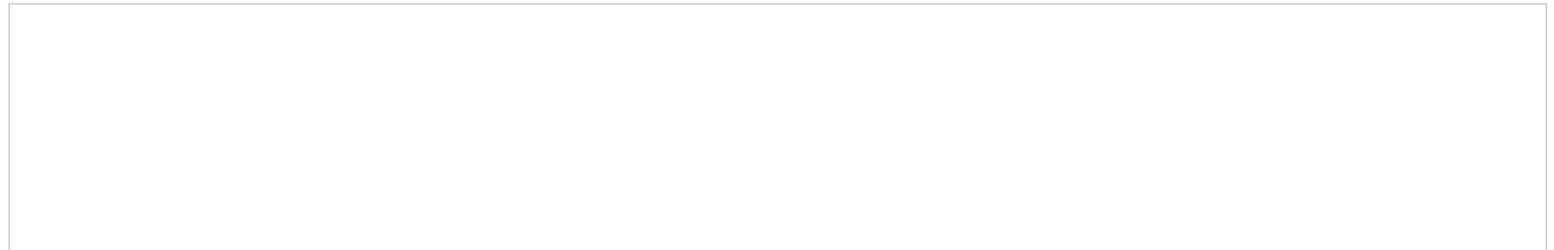
### WHAT WE PLAN TO DO

- Increase the budget to fund staffing and resources to provide better services for a better quality of life for the citizens of Richmond.
- Increase the number of camera installations to curtail illegal dumping and catch and prosecute illegal dumpers

# Public Works Department

## PARKS & LANDSCAPE MAINTENANCE

### DIVISION



#### WHAT WE DO

##### Maintain:

- 21 miles of median and roadway
- 3 miles of Greenway
- 11 pedestrian pathways
- 20 acres of port property
- 290 acres of Very High Fire Safety Zone
- 40,000+ trees

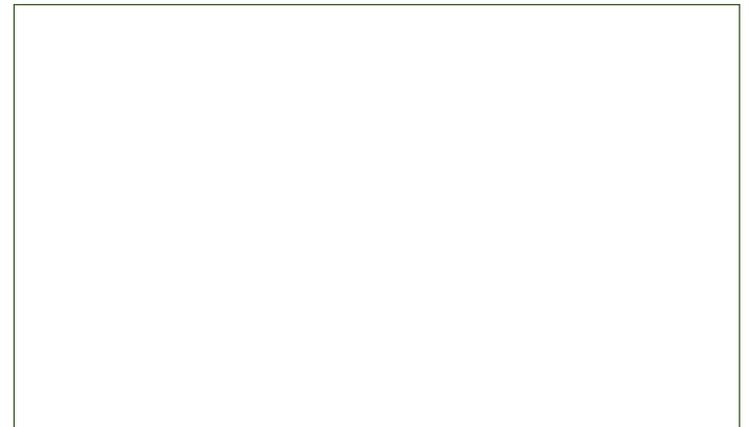
#### WHAT WE DID

- Completed MLK turf replacement
- Clean various unhoused encampments

#### WHAT WE PLAN TO DO

- Continue working on Harbour 8 expansion
- Continue working on Boorman Park rehab
- Continue working on Shields Reid expansion

Fiscal Year 2022-23



# Public Works Department ENGINEERING & CAPITAL IMPROVEMENT PROJECTS DIVISION



“It’s an honor to implement the City’s Bicycle Master Plan”

**Patrick Phelan**  
Infrastructure Administrator  
11 years

# 1,476

Number of encroachment permits  
issued in FY 21/22.

## WHAT WE DO

- Develop studies to enhance pedestrian, bicycle, and vehicular movements
- Develop plans to enhance the environment
- Fund, design, procure & deliver projects
- Process traffic calming requests & investigate sidewalk hazard complaints
- Issue permits for various types of work in the public rights-of-way

## WHAT WE DID

- Generated almost \$1.4 million in revenue via encroachment permit fees
- Installed 2 miles of new bike lanes
- Constructed a 350 foot long culvert over San Pablo Creek to stabilize and rebuild Via Verdi Drive
- Replaced 2,277 square feet of sidewalk
- Installed new traffic signals at Macdonald Ave & 33<sup>rd</sup> Street and new left-turn signals at Barrett Ave & 37<sup>th</sup> Street

**Fiscal Year 2022-23**

## **Public Works Department**

### **ENGINEERING & CAPITAL IMPROVEMENT PROJECTS**

#### **WHAT WE PLAN TO DO**

- Complete the Local Roadway Safety Plan and apply for implementation funding
- Complete the Yellow Brick Road project, a community-driven 1-mile long bicycle and pedestrian boulevard with stormwater treatment planters
- Construct the Point Molate Bay Trail project, funded by grants totaling \$3 million
- Commence the Terminal 4 Warf Removal Project

# Public Works

## FLEET MAINTENANCE

“I enjoy helping and supporting City staff from an operational perspective”

**Liliana Almonte**  
Administrative Aide  
13 years

### WHAT WE DO

- Maintain and repair the City of Richmond’s fleet, including Police and Fire Department apparatus.
- Maintain and repair small engine equipment used by the Streets and Parks divisions.
- Purchase and replace aging or totaled vehicles and equipment.
- Facilitate bulk fuel for the City’s fleet at three fuel sites throughout the City.

### WHAT WE DID

- Performed 293 preventative maintenance services on vehicles.
- Conducted 40 road calls to aid City staff with their vehicle (i.e. tire changes, dead batteries).
- Hired two new Equipment Mechanics.
- Sent 16 vehicles and equipment to public auction.

### WHAT WE PLAN TO DO

- Purchase 92 vehicles and equipment to be compliant with the California Air Resources Board, the Bay Area Air Quality Management District and other regulating agencies.
- Increase the percentage of time that spent on preventative maintenance from 16.20% to 25%.

933

Amount of work orders on 328 pieces of equipment completed to date this fiscal year.

**Public Works**  
**FLEET MAINTENANCE**

**“I like seeing my talents being used to help keep City vehicles running smoothly”**

Combination Equipment Mechanic  
4 Years

**PUBLIC WORKS DEPARTMENT  
PROGRAM ORGANIZATIONAL CHART - FY 2022-23**

<b>ADMINISTRATIVE SERVICES</b>	<b>ABATEMENT SERVICES</b>	<b>BUILDING MAINTENANCE</b>	<b>FLEET</b>	<b>STREET MAINTENANCE</b>
<b>Administrative Support</b>	<b>Divisional Admin Support</b>	<b>Divisional Admin Support</b>	<b>Divisional Admin support</b>	<b>Divisional Admin Support</b>
Clerical support to the Director and other divisions, as needed Department vision and leadership  Policies, procedures & user training  Personnel leave balances, injury reports & file maintenance Document preparation & input for City Council approval  State Toxic Substance Control Manifest Program Set up 'on call' as 'as needed' contracts for capital projects  Customer service by phone and at the counter	Clerical support to Abatement Superintendent  Internal and external customer service  Divisional contract management; file maintenance and invoice payments  Preparation of divisional injury reports	Clerical support to Facilities Maintenance Superintendent  Internal and external customer service  Divisional contract management; file maintenance and invoice payments  Preparation of divisional injury reports	Clerical support to Equipment Services Superintendent  Internal and external customer service  Divisional contract management; file maintenance and invoice payments  Preparation of divisional injury reports	Clerical support to Streets Superintendent & Supervisor  Internal and external customer service  Divisional contract management; file maintenance and invoice payments  Preparation of divisional injury reports
	<b>Abatement</b>	<b>Building Services</b>	<b>Fleet Services</b>	<b>Streets Maintenance</b>
	Pick up illegally dumped trash & bulk debris from public streets & sidewalks Weed abatement on city-owned vacant lots, alley ways and other properties  Manage neighborhood clean-ups  Abate weeds and remove debris from N. Richmond Mitigation areas Board-up and monitor vacant or abandoned properties	Repair and remodel City-owned buildings	Fleet services for all City-owned vehicles & machinery	Resurfacing & general maintenance of City streets
		<b>Stationary Engineers</b>	<b>Maintenance</b>	<b>Street Sweeping</b>
	Manage neighborhood clean-ups  Abate weeds and remove debris from N. Richmond Mitigation areas Board-up and monitor vacant or abandoned properties	Operates and maintains the City's HVAC system  Oversee maintenance of photovoltaic systems	Maintenance of small engines and motorized tools  Manage mobile camera program	Weekly and monthly sweeping of medians, residential and commercial streets
<b>Financial Support</b>		<b>Utility Section</b>		<b>Pavement Maintenance</b>
Budget management  Grant management  Revenue management  Issuance of work authorizations Bidding & Request for Proposals Invoicing for damage to City property	Install fencing and signage, as needed  Citywide graffiti removal Demolition of city-owned & private properties as determined by Code Enforcement	Provides custodial services to city-owned and leased facilities		Pothole repair  Street Resurfacing  Minor drainage and excavation
		<b>Electrical</b>		<b>Traffic Signs &amp; Lines</b>
		Traffic signal maintenance and repair  Street light maintenance and repair City-owned facilities electrical maintenance and repair		Sign fabrication, installation, maintenance & repair Pavement markings installation, maintenance & repair

**PUBLIC WORKS DEPARTMENT  
PROGRAM ORGANIZATIONAL CHART - FY 2022-23**

PARKS MAINTENANCE	ENGINEERING & CAPITAL IMPROVEMENT PROGRAMS				
Divisional Admin Support	Encroachment Permits	Engineering	Traffic	Capital Improvement	Transportation Services
<p>Clerical support to Parks &amp; Landscaping Superintendent and Supervisors</p> <p>Internal and external customer service</p> <p>Divisional contract management; file maintenance and invoice payments</p> <p>Preparation of divisional injury reports</p>	<p>Inspection services - encroachment permits</p> <p>Bond reimbursements</p> <p>Fiber optics contractors</p> <p>Coordinate outside utility agencies - AT&amp;T, EBMUD and PG&amp;E</p>	<p><b>Design Services...</b></p> <p>Capital Improvement Projects</p> <p>Pavement Maintenance Projects</p> <p>Sidewalk Program</p> <p>ADA Curb Ramp Program</p> <p>Surface Drainage Program</p> <p>Street Light Master Plan</p>	<p>Crosswalk Improvement Program</p> <p>Traffic Safety Improvement Program</p> <p>Railroad Crossing Improvement Program</p> <p>Traffic reviews of new developments, traffic control plans, truck route permits, and regional transportation projects</p>	<p><b>Project Planning...</b></p> <p>Planning and coordination with Planning Dept.</p> <p>Regional transportation planning with WCCTAC, CCTA and MTC</p> <p>Interagency/interjurisdictional coordination</p>	<p><b>R-Transit Program...</b></p> <p>Paratransit Program administration</p> <p><b>Transportation Infrastructure</b></p> <p>Program development and implementation of sustainable transportation</p>
<b>Parks &amp; Districts</b>		<b>Construction Services...</b>	<p>Conducts traffic counts, speed surveys, engineering studies, site visits and measurements</p>	<p>Project grant funding - monitor sources and secure grants</p>	<p>Implement Richmond's Integrated &amp; Equitable Mobility Plan</p>
<p>Maintenance of parks, facility grounds, medians, R-O-Ws and open spaces</p> <p>Planting and maintenance of city-owned trees</p>		<p>Right-of-Way - Investigation of infrastructure issues and claims</p> <p>Materials testing Improvement Act of 1911</p>	<p>Coordinate federally funded transportation projects</p>	<p>Public outreach during development of projects</p>	<p>Inter and intra-governmental relations</p>
<b>Hilltop Landscape District</b>		Administration of pipeline		<b>Project Management...</b>	<p>Contract and grant administration and management</p>
Richmond Parkway maintenance		Franchise Coordination		<p>Administer design and construction of projects that result in a substantial change to the existing facility and exceeds \$100k in value</p> <p>Public outreach in support of project</p>	<p>Transportation infrastructure investment and program development and implementation</p>
<b>Marina Bay Lighting District</b>				<p>Administration of project grants</p>	<p>Parking Management Plan and development and implementation</p>
Bay Trail and pathway lighting				<p>Manage mediation of City-owned contaminated properties</p> <p>Manage quiet zone projects</p>	<p>Parking garage and city-owned lot management</p>

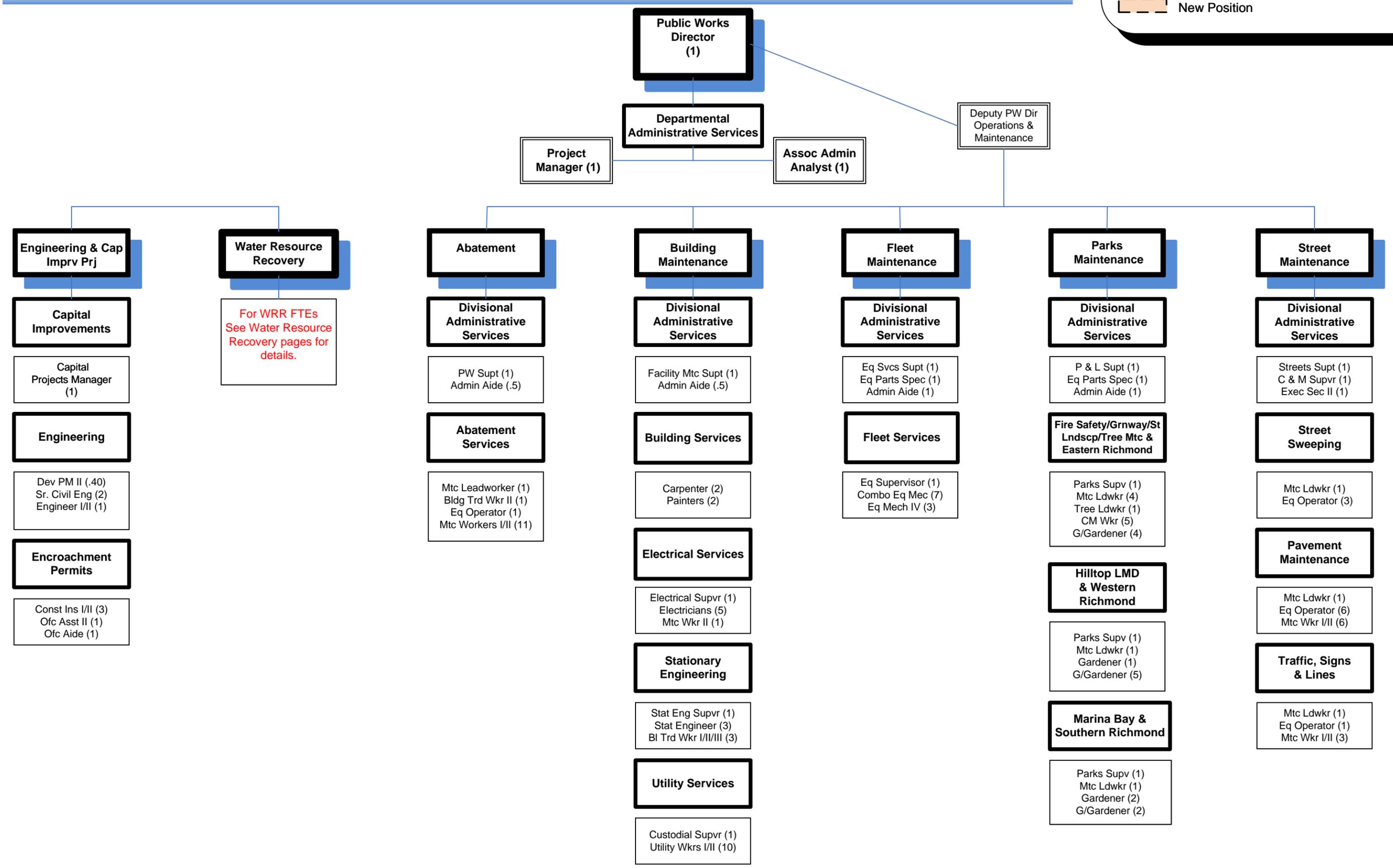
Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>PUBLIC WORKS</b>					
Administrative Aide	3.0	3.0	3.0	3.0	3.0
Associate Admin Analyst	1.0	1.0	1.0	1.0	1.0
Building Trades Worker I/II/III	3.0	4.0	4.0	4.0	4.0
Capital Projects Manager		1.0	1.0	1.0	1.0
Carpenter	2.0	2.0	2.0	2.0	2.0
Code Enforcement Officer I/II					
Combo Equipment Mechanic	6.0	7.0	7.0	7.0	7.0
Construction & Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Construction Inspector I/II	2.0	3.0	3.0	3.0	3.0
Custodial Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Deputy Public Works Director				1.0	1.0
Development Project Manager I/II		0.4	0.4	0.4	0.4
Electrical Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician	5.0	5.0	5.0	5.0	5.0
Engineer I/II	1.0	1.0	1.0	1.0	1.0
Equipment Mechanic III/IV	3.0	3.0	3.0	3.0	3.0
Equipment Operator	10.0	11.0	11.0	11.0	11.0
Equipment Parts Specialist	2.0	2.0	2.0	2.0	2.0
Equipment Services Superintendent	1.0	1.0	1.0	1.0	1.0
Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Executive Secretary I/II	1.0	1.0	1.0	1.0	1.0
Gardener	3.0	3.0	3.0	3.0	3.0
Groundskeeper/Gardener	10.0	11.0	11.0	11.0	13.0
Maintenance Leadworker	10.0	10.0	10.0	10.0	10.0
Maintenance Worker I/II	15.0	18.0	18.0	18.0	21.0
Office Aide	1.0	1.0	1.0	1.0	0.8
Office Assistant II	1.0	1.0	1.0	1.0	1.0
Painter	2.0	2.0	2.0	2.0	2.0
Parks & Landscaping Superintendent	1.0	1.0	1.0	1.0	1.0
Parks Construction & Maintenance Worker	5.0	7.0	7.0	7.0	5.0
Parks Supervisor	3.0	3.0	3.0	3.0	3.0
Project Manager I/II	1.0	1.0	1.0	1.0	1.0
Public Works Director	1.0	1.0	1.0	1.0	1.0
PW Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0
PW Streets Maint. Superintendent	1.0	1.0	1.0	1.0	1.0
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0
Senior Civil Engineer	2.0	1.0	1.0	2.0	2.0

Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
Stationery Engineer	3.0	3.0	3.0	3.0	3.0
Stationery Engineer Supervisor	1.0	1.0	1.0	1.0	1.0
Tree Leadworker	1.0	1.0	1.0	1.0	1.0
Utility Worker II	10.0	10.0	10.0	10.0	10.0
<b>Total Full-Time Equivalentents (FTEs)</b>	<b>117.0</b>	<b>127.4</b>	<b>127.4</b>	<b>129.4</b>	<b>132.2</b>

Adopted FTE = 132.2

**Legend:**

- Existing Pos.
- Frozen
- Reclassification
- New Position
- Main Program
- Sub-Program



## Public Works Department-23

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-221 Adjusted	FY2021-22 Actual	FY2022-23 Budget	FY2020-21 \$ Change	FY2020-21 % Change
	Thru Mar - 2022					
<b>SOURCES BY FUND</b>						
General Fund-0001	25,515,210	29,855,002	18,744,748	30,618,556	763,554	3%
State Gas Tax-1002	2,505,332	2,847,544	1,535,688	2,815,755	(31,789)	-1%
Outside Funded Services-Grants-1006	-	262,888	28,888	234,000	(28,888)	-11%
Hilltop Landscape Maint. Dist.-1012	1,330,369	1,378,748	874,595	1,407,372	28,624	2%
Marina Bay Landscape & Light Dist.-1015	1,114,249	1,224,666	839,827	1,291,290	66,624	5%
ECIA-1017	487,778	3,356,393	561,259	1,437,497	(1,918,896)	-57%
RMRA-1019	772,155	2,736,042	864,894	1,395,337	(1,340,705)	-49%
Engineering Grants-1054	2,655,094	26,218,508	5,660,129	14,509,778	(11,708,730)	-45%
Encroachment Services-1055	667,141	878,609	501,564	906,309	27,700	3%
Emergency Operation & Disaster-PW-1304	68,427	-	1,764	-	-	-
American Rescue Plan Act-1306	-	3,000,000	35,275	1,820,400	-	-
General Capital Fund-2001	780,974	3,268,495	224,336	3,061,487	(207,008)	-6%
Measure J-2002	1,701,621	5,920,523	1,174,391	3,786,947	(2,133,576)	-36%
Impact Fee Parks-2110	16,777	15,000	15,000	15,000	-	0%
Impact Fee Traffic-2111	318,372	725,498	340,724	263,639	(461,859)	-64%
Impact Fee Parks/Open-2116	34,743	373,264	-	373,264	-	0%
Marina -4005	-	946,161	-	929,161	-	-
Equipment Services 5003	1,059,286	3,359,409	430,954	5,992,018	2,632,610	78%
<b>TOTAL SOURCES BY FUND</b>	<b>39,027,529</b>	<b>86,366,751</b>	<b>31,834,036</b>	<b>70,857,810</b>	<b>(14,312,341)</b>	<b>-17%</b>
<b>USES BY TYPE</b>						
Salaries	9,004,563	10,627,401	7,138,512	11,217,425	590,024	6%
Benefits	7,953,081	9,200,329	5,953,352	8,973,688	(226,641)	-2%
Professional Services	1,057,304	3,334,104	850,139	2,516,559	(817,545)	-25%
Other Operating Expenses	2,206,539	2,289,438	1,407,627	2,241,242	(48,196)	-2%
Utilities	3,914,230	4,382,907	2,621,213	4,353,561	(29,346)	-1%
Equipment & Contract Services	2,261,756	2,240,911	1,538,731	2,202,124	(38,787)	-2%
Provision for Insurance Loss	-	-	-	-	-	0%
Cost Pool	4,013,632	4,366,142	3,030,858	5,027,112	660,970	1%
Asset/Capital Outlay	8,608,879	49,589,804	9,305,292	33,931,114	(15,658,690)	-
Debt Service	778,686	1,032,175	595,034	1,042,383	10,208	1%
A87 Cost Plan Reimbursement	(771,140)	(696,460)	(606,721)	(647,398)	49,062	-7%
Operating Transfer Out	-	-	-	-	-	-
<b>TOTAL USES BY TYPE</b>	<b>39,027,529</b>	<b>86,366,751</b>	<b>31,834,036</b>	<b>70,857,810</b>	<b>(15,508,941)</b>	<b>-18%</b>

## Public Works Department-23

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-221 Adjusted	FY2021-22 Actual	FY2022-23 Budget	FY2020-21 \$ Change	FY2020-21 % Change
	Thru Mar - 2022					
<b>USES BY ORG CODE</b>						
GF-PW Admin Division-01231031	3,929,339	3,569,372	2,690,421	3,995,586	426,214	12%
CR-PW Engineering Services Division-01231131	878,034	1,306,548	423,564	1,136,034	(170,514)	-13%
GF-PW Facilities Maint./Admin-01232131	204,782	480,995	243,696	673,747	192,752	40%
GF-FM Stationary Engineers-01232231	1,021,846	1,199,589	797,034	1,267,291	67,702	6%
GF-FM Building Services-01232331	781,134	811,675	583,315	794,021	(17,654)	-2%
GF-FM Utility Section-01232431	1,702,731	1,839,689	1,207,842	1,826,909	(12,780)	-1%
GF-FM Electirc-01232531	4,517,594	4,447,057	2,776,791	4,663,420	216,364	5%
GF-FM Street Lights & Signals-01232831		467,834	223,608	538,251	70,417	15%
GF-Parks & Landscape Maint. Admin.-01233631	4,292,433	5,140,016	3,339,333	5,374,944	234,928	5%
GF-PW Streets Admin-01234231	452,412	747,288	428,829	928,908	181,620	24%
GF-PWSD Street Sweeping-01234331	441,298	631,693	474,373	443,858	(187,835)	-30%
GF-PWSD Pavement Maint.-01234431	1,477,404	2,383,819	1,080,917	2,051,102	(332,717)	-14%
GF-PWSD Traffic Signals & Lanes-01234531	822,555	865,517	661,326	974,723	109,206	13%
GF-PWSD Abatement-01234631		100,000	75,012	-	(100,000)	-100%
GF-PWSD Equipment Services-01235031	3,116,145	3,598,165	2,252,907	3,456,895	(141,270)	-4%
GF-I&M Abatement Svcs-01237031	1,876,467	2,265,746	1,485,318	2,492,867	227,121	10%
GF-I&M Property & Assets Mgmt-01239031	1,037		462	-	-	-
Gas Tax-PW\Pavement Maintenance-10234431	2,505,332	2,847,544	1,535,688	2,815,755	(31,789)	-1%
Outside Funded Grants-10633031	-	262,888	28,888	234,000	(28,888)	-11%
Hilltop Landscaping & Maintenance Dist.-11233731	1,330,369	1,378,748	874,595	1,407,372	28,624	2%
Marina Bay Landscaping & Lights Dist.-11533931	1,114,249	1,224,666	839,827	1,291,290	66,624	5%
Chevron ECIA Capital Project-11731331	334,010	3,084,593	409,126	1,313,655	(1,770,938)	-57%
ECIA-11733631	153,769	271,800	152,133	123,842	(147,958)	-54%
SB1 RMRA Capital Projects-11931031	772,155	2,736,042	864,894	1,395,337	(1,340,705)	-49%
Emergency Operation & Disaster-PW-13423131	68,427	-	1,764	-	-	-
ARPA/Public Works-13636031		3,000,000	35,275	1,820,400		
Public Works Grants Admin.-15436431	2,655,094	26,218,508	5,660,129	14,509,778	(11,708,730)	-45%
Encroachment Services-15531031	667,141	878,609	501,564	906,309	27,700	3%
Capital Outlay-20136031	780,974	3,268,495	224,336	3,061,487	(207,008)	-6%
Measure J Public Works-20236031	1,701,621	5,920,523	1,174,391	3,786,947	(2,133,576)	-36%
Impact Fee Parks-Public Works-21033131	16,777	15,000	15,000	15000	-	0%
Impact Fee Traffic\Public Works-21136031	318,372	725,498	340,724	263,639	(461,859)	-64%
Impact Fee-Open Parks-21633131	34,743	373,264	-	373,264	-	0%
Marina-40536031		946,161	-	929,161		
ISF-PW Equipment Svcs-50335031	82,827	501,018	244,514	326,018	(175,000)	-35%
Equipment Svcs CIP Division-50336031	976,460	2,858,390	186,440	5,666,000	2,807,610	98%
<b>TOTAL USES BY ORG CODE</b>	<b>39,027,529</b>	<b>86,366,751</b>	<b>31,834,036</b>	<b>70,857,810</b>	<b>(14,312,341)</b>	<b>-17%</b>

# RENT PROGRAM

## **Mission:**

The mission of the Rent Program is to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those landlord/tenant matters that reasonably relate to rents and evictions, while maintaining a landlord's right to a fair return.

## **FY 2020-21 Accomplishments**

- Provided over 5,301 counseling sessions to Tenants, Landlords, and Property Managers on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance and relevant State laws
- Conducted Rent Program Community Workshops:
  - Workshops are held monthly via Zoom due to the pandemic.
    - 316 community members have attended the educational community workshops
- Trained Rent Program Services Analyst on conducting mediations and continuing training
  - Continued to conduct informal mediations between landlords and tenants as part of the normal course of work conducted by Rent Program Services Analyst.
- Re-enrolled all rental property owners in Richmond to further refine rental housing database and began collection of Tenancy Registration forms (approx. half of units collected) to register and track the Maximum Allowable Rents.
- Third billing cycle of the Rental Housing Fee (to date approx. 96% of revenue has been collected, with funds continuing to be collected until the end of the fiscal year)
- Hearings Unit is fully operational. To date 27 rent adjustment petitions have been filed. A Settlement Agreement was reached for 17, individual rent decrease ordered for 7 and individual rent increase ordered for 3. The Board has heard a handful of appeals hearings.

## **FY 2022-23 Goals**

### PROGRAM DEVELOPMENT:

1. Continue to invest in staff training and professional development to ensure staff members are knowledgeable on the requirements of the Rent Ordinance, Rent Board Regulations, and related State and Federal laws.
2. Continue to develop online services (e.g., filing system for the submission of Property Enrollment and Tenancy Registration forms, online appointment scheduling system, increasing Zoom counseling sessions, as well as the filing of rent increase and termination of tenancy notices).

# RENT PROGRAM

## OUTREACH:

1. Increase awareness of the Rent Ordinance by publicizing and distributing the comprehensive Guide to Rent Control in Richmond and continue to develop online outreach services (e.g., fact sheets, webinars, and podcasts on new pandemic related laws and other common topics such as Just Cause for Eviction, Owner Move-In Evictions, Rent Increases, the Rent Adjustment Petition process, the Ellis Act, and the Relocation Ordinance).
2. Expand education efforts through targeted outreach to specific groups, such as (but not limited to) tenants and providers of affordable housing, realtors, monolingual Spanish speaking households, small property owners, and problem properties (those with code violations).
3. Develop systems to produce Notices of the Maximum Allowable Rent (MAR) (sent to Landlords and Tenants when Tenancy Registration Forms are submitted), including a database accessible to the public where community members can research the MAR for a particular rental unit.

## PROGRAM SUSTAINABILITY AND COMPLIANCE:

1. Maintain collection of the Rental Housing Fee (greater than 90% compliance) to solidify the Rent Program's reserves to assure the viability of the Program and meets the necessary operating financial needs.
2. Improve and focus on sustainability of the agency. The success of the Program is tied to the ability to retain, develop, and effectively deploy staff resources in the most effective and efficient manner possible.
3. Continue to work collaboratively with other City departments to improve rental housing inspection options, Richmond's Rent Assistance Program, enforcement of the Relocation Ordinance, and the collection of other City fees (e.g., Business License Tax, Fire Prevention Services Fee, and Rental Inspection Program fee).
4. Continue to develop and refine the Rent Program's database, transitioning from using the City's eTrak-iT database, to a new database solution designed to work specifically for the needs of the Rent Program. A more effective and efficient database will allow for more accurate billing, enhancing the Program's collection rate, and improving the Program's ability to accurately track lawful rents, Hearing's decisions, eviction trends, etc. The anticipated long-term impact should be a decrease in overall long-term staff costs, by reducing the number of positions necessary to perform the work of the agency.

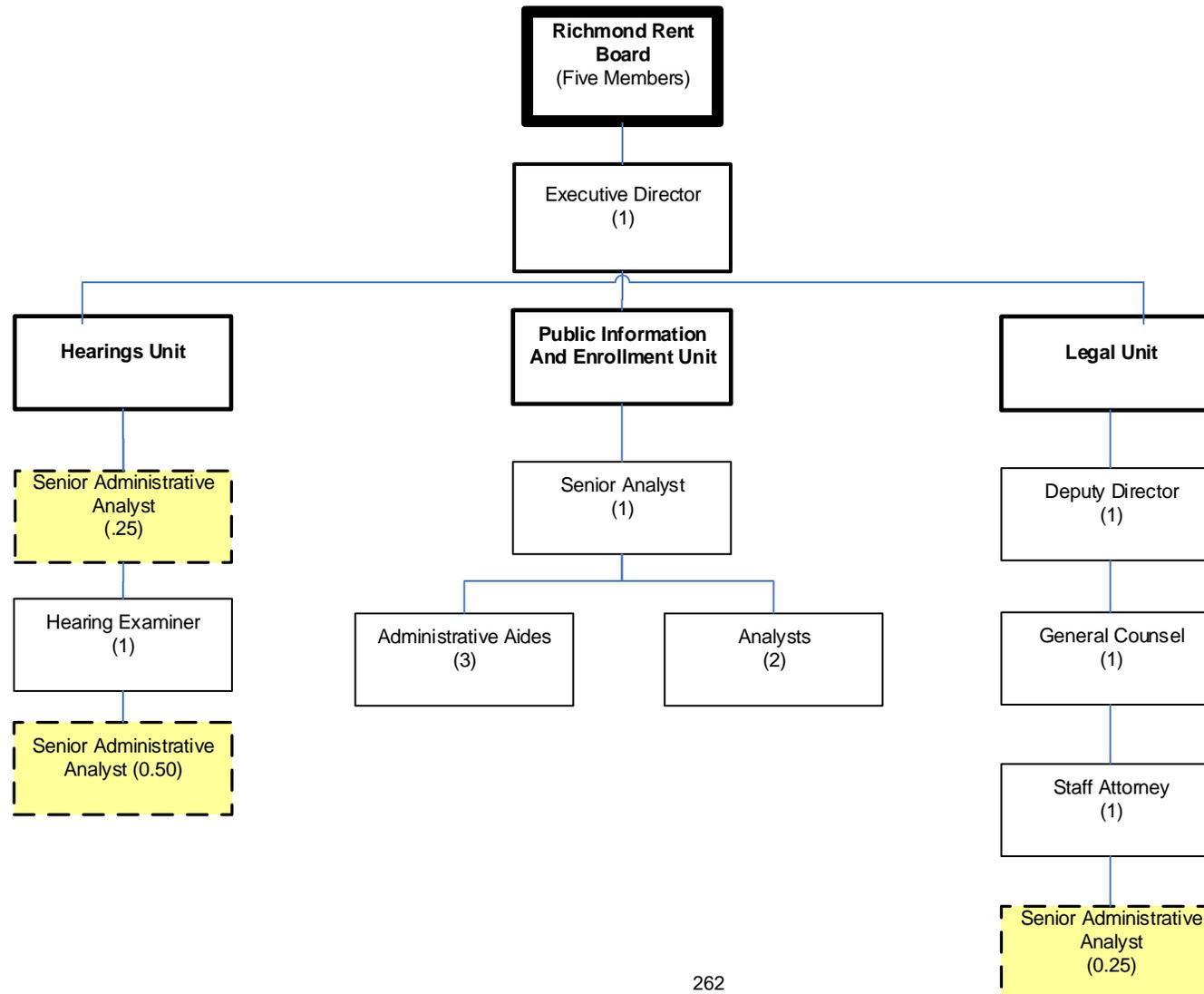
Department	Revised FY2020-21	Adopted FY2021-22	Revised FY2021-22	Mid-Year FY2021-22	Adopted FY2022-23
<b>RENT CONTROL</b>					
Administrative Aide	3.0	3.0	3.0	3.0	3.0
Assistant Admin Analyst	1.0	1.0	1.0	1.0	1.0
Deputy Director Rent Program	1.0	1.0	1.0	1.0	1.0
Executive Director Rent Program	1.0	1.0	1.0	1.0	1.0
Hearing Examiner Rent Program	1.0	1.0	1.0	1.0	1.0
Rent Board General Counsel		1.0	1.0	1.0	1.0
Rent Program Analyst I/II	3.0	2.0	2.0	2.0	2.0
Senior Management Analyst		1.0	1.0	1.0	1.0
Staff Attorney Rent Program	2.0	1.0	1.0	1.0	1.0
<b>Total Full-Time Equivalents(FTEs)</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>

# Rent Program

## FY2022-23 Organizational Chart



Adopted FTE = 12



# Rent Control-35

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND (INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
Rent Control-1018	2,143,246	2,616,278	1,614,594	2,735,580	119,302	5%
Emergency Op & Disastr/Rent Cont-1304	437					
<b>TOTAL SOURCES</b>	<b>2,143,684</b>	<b>2,616,278</b>	<b>1,614,594</b>	<b>2,735,580</b>	<b>119,302</b>	<b>5%</b>
<b>USES BY TYPE</b>						
Salaries	1,049,091	1,256,858	782,086	1,246,571	(10,287)	-1%
Benefits	727,447	843,017	508,443	872,288	29,271	3%
Professional Services	169,889	243,425	153,128	362,085	118,660	49%
Other Operating Expenses	16,300	69,374	24,360	60,204	(9,170)	-13%
Utilities	551	500	407	500.00	-	0%
Equipment & Contract Services	103.44	300	150	0	(300)	-100%
Provision for Insurance Loss	9,047	9,300	8,991	9,300	-	0%
Cost Pool	171,256	182,704	137,028	184,632	1,928	1%
Asset/Capital Outlay	0	10,800	0	0	(10,800)	-100%
A87 Cost Plan Reimbursement					-	-
Grant Expenditures					-	-
<b>TOTAL USES BY TYPE</b>	<b>2,143,684</b>	<b>2,616,278</b>	<b>1,614,594</b>	<b>2,735,580</b>	<b>119,302</b>	<b>5%</b>
<b>USES BY ORG CODE</b>						
Rent Control Program-11850065	2,143,246	2,616,278	1,614,594	2,735,580	119,302	5%
Emergency Op & Disastr/Rent Cont-13435165	437				-	-
<b>TOTAL USES BY ORG CODE</b>	<b>2,143,684</b>	<b>2,616,278</b>	<b>1,614,594</b>	<b>2,735,580</b>	<b>119,302</b>	<b>5%</b>

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# General Government-91

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
General Fund-0001	27,888,566	183,785,646	114,686,916	197,377,419	13,591,773	7%
Sec Pen Ov-1001	11,207,356	11,420,605	25,010	17,350,450	5,929,845	52%
Eda Grant-1014	448,646				-	-
Emergency Ope & Disas-1304	453,606	-	252,890		-	-
American Rescue-1306			13,886,643	2,770,400		
Harbor Fund-2007			74			
DS/05 POB-3001	11,601,869	12,659,853	12,660,098	13,052,125	392,272	3%
DS/99A POB-3002	1,091,687	1,092,338	1,092,623	809,523	(282,815)	-26%
DS07 CVCCTR-3005	7,726,982	7,851,999	5,979,631	6,767,442	(1,084,557)	-14%
Comp Abs-5008	2,175,310	2,600,000	1,949,996		(2,600,000)	-100%
Com9 On AGN-6004	2,259	30,000	1,728		(30,000)	-100%
SR Trust-6007	10,946	54,000	13,151		(54,000)	-100%
Certbt Plan Fund-RPOA-6047	219,584	-	544,429		-	-
Opeb Plan Trust-6048	7,123,046	-	(266,149)		-	-
PT Molate Trust-6049	211,836	-	201		-	-
GEN Pen-6050	401,991	345,348	347,010	152,897	(192,451)	-56%
PL & Fr Pen-6051	1,485,241	1,868,008	(3,757,396)		(1,868,008)	-100%
Garfield-6052	50,048	12,408	12,852	12,408	-	0%
San Pablo 854 Assessment-6056			431			
Harbor Navigation-6057			291			
SA/Marina-6058	320,509	-	175,989		-	-
SA/CCVISTA-6059	684,720	-	490,242		-	-
SA/CCRE03A-6060			3,005			
9999 Investment Fund			(339,813)		-	-
<b>TOTAL SOURCES</b>	<b>73,104,205</b>	<b>221,720,205</b>	<b>147,759,852</b>	<b>238,292,664</b>	<b>16,572,459</b>	<b>7%</b>

## USES BY TYPE

Salaries	4,548,260	1,979,990	4,014,683	2,600,000	620,010	31%
Benefits	13,913,625	1,286,895	4,702,672	4,500,000	3,213,105	250%
Professional Services	834,919	2,874,337	755,610	863,000	(2,011,337)	-70%
Other Operating Expenses	423,756	-154,260	98,783	287,375	441,635	-286%
Cost Pool	4,225,357	4,225,357	3,169,018	4,179,233	(46,124)	-1%
Asset/Capital Outlay		100,000	0	0	(100,000)	-100%
Debt Service Expenditure	21,425,767	22,536,642	19,862,906	21,612,086	(924,557)	-4%

# General Government-91

## TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
A87 Cost Plan Reimbursement	-134,587	-141,173	11,934	(567,245)	(426,072)	302%
Grant Expenditures	211,836	0	182,046	0	-	-
CDBG Grant Expenditures	445,962			-	-	-
Operating Transfers Out	27,209,310	23,750,005	15,954,314	29,449,424	5,699,419	24%
<b>TOTAL USES BY TYPE</b>	<b>73,104,205</b>	<b>56,457,793</b>	<b>48,751,966</b>	<b>62,923,873</b>	<b>6,466,079</b>	<b>11%</b>

## USES BY ORG CODE

GF-Non-Dept/City Fest-01910090		59,702	5,000		(59,702)	-100%
GF-Non-Dept/Assets MN-01913990					-	-
GF-Non-Dept/Non DPT a-01917090	23,394,861	15,502,845	10,846,157	22,943,345	7,440,500	48%
GF-Non-Dept/Health In-01918090	4,493,705	4,400,000	3,457,644	4,500,000	100,000	2%
SR-SPO/Admin Div-10114090	11,207,356	11,274,604	10,926,562	17,350,989	6,076,385	54%
Eda Revolving Loan-11417090	448,646				-	-
Emergency Ope & Disas-13411090	453,606	-	37,799		-	-
DS-2005 Pens Oblig Bo-30111090	11,601,869	13,862,146	11,428,307	13,052,125	(810,021)	-6%
DS-99A Pens Oblig Bon-30211090	1,091,687	949,396	949,711	809,023	(140,373)	-15%
DS-2009 Refnding&Civi-30511090	7,726,982	7,725,100	5,629,918	7,750,938	25,838	0%
Compensated Absences-50817090	2,175,310	2,600,000	2,094,905		(2,600,000)	-100%
Commission on Aging D-60415090	2,259	30,000	1,728		(30,000)	-100%
Senior Center (S- Div-60715590	10,622	24,000	10,372		(24,000)	-100%
Senior Center Annex (-60715690	325	30,000	2,780		(30,000)	-100%
Certbt Plan Fund-RPOA-64715090	219,584	0	2,855		-	-
Opeb Plan Trust-64815090	7,123,046	-	85,905		-	-
PT Molate Private-Pur-64915090	211,836	-	182,046		-	-
GEN Pen-Nondpt Trst-65015090	401,991	-	281,281		-	-
Pol&Fir-NondptTrst-65115090	1,485,241	-	915,487		-	-
Garfld-Nondpt Trst-65215090	50,048	-	38,540		-	-
Marina WS-ND SP AS-65811090	320,509	-	270,002		-	-
Cntry Club-ND SP AS-65911090	684,720	-	1,584,968		-	-
RD 2003-1-ND SP AS-66011090					-	-
<b>TOTAL USES BY ORG CODE</b>	<b>73,104,205</b>	<b>56,457,793</b>	<b>48,751,966</b>	<b>66,406,419</b>	<b>9,948,626</b>	<b>18%</b>

## Marina Operations-89

### TOTAL BUDGET - HISTORICAL COMPARISON

	FY2020-21 Actual	FY2021-22 Adjusted	FY2021-22 Actual Thru Mar -2022	FY2022-23 Budget	\$ Chg From FY21-22	% Chg From FY21-22
<b>SOURCES BY FUND</b>						
<b>(INCLUDES REVENUE AND/OR FUND BALANCE)</b>						
Marina Operations-4005	593,242	450,000	346,837	450,000	-	0%
<b>TOTAL SOURCES</b>	<b>593,242</b>	<b>450,000</b>	<b>346,837</b>	<b>450,000</b>	<b>0</b>	<b>0%</b>
<b>USES BY TYPE</b>						
Salaries					-	-
Benefits					-	-
Professional Services	36,304				-	-
Other Operating Expenses					-	-
Utilities					-	-
Equipment & Contract Services					-	-
Provision for Insurance Loss					-	-
Cost Pool					-	-
Asset/Capital Outlay	85,196				-	-
Debt Service Expenditure	105,523	206,815	206,815	206,815	-	0%
Operating Transfers Out	86,778	86,778	65,085	86,778	-	0%
<b>TOTAL USES BY TYPE</b>	<b>313,802</b>	<b>293,593</b>	<b>271,900</b>	<b>293,593</b>	<b>0</b>	<b>0%</b>
<b>USES BY ORG CODE</b>						
Marina Operations	313,802	293,593	271,900	293,593	0	0%
<b>TOTAL USES BY ORG CODE</b>	<b>313,802</b>	<b>293,593</b>	<b>271,900</b>	<b>293,593</b>	<b>0</b>	<b>0%</b>

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City of Richmond  
Debt Service Long Term Payment Obligations  
Fiscal Year 2022 - 2023 DRAFT

Mode	Acct String	Description		Ending Balance as of 6/30/2022	FY2022-23	TOTAL	Ending Balance as of 6/30/2023
<b>Loans Payable</b>							
Fixed	40591082-400751	California Department of Boating and Waterways #21 (Loan# 81-21-154)	PRINCIPAL	416,013.56	24,247.39		391,766.17
	40591082-400752	Finance Marina construction projects.	INTEREST		18,720.61		
						42,968.00	
Fixed	40591082-400751	California Department of Boating and Waterways #22 (Loan# 88-21-85)	PRINCIPAL	1,430,148.23	53,254.33		1,376,893.90
	40591082-400752	Finance Marina construction projects.	INTEREST		64,356.67		
						117,611.00	
Fixed	40591082-400751	California Department of Boating and Waterways #81 (Loan# 91-102-030)	PRINCIPAL	56,666.74	1,679.00		54,987.74
	40591082-400752	Finance Marina Transit Dock Loan.	INTEREST		2,550.00		
						4,229.00	
Fixed	40591082-400751	California Department of Boating and Waterways #117 (Loan #99-102-324)	PRINCIPAL	332,373.22	27,050.21		305,323.01
	40591082-400752	Finance Small Craft Harbor Loan - Marina Restructured loan Dredging Design Work and Dredging Construction	INTEREST		14,956.79		
						42,007.00	
Fixed	01232531-400751	California Energy Commission Loan #1 (Loan #001-10-ECD)	PRINCIPAL	200,127.56	55,070.21		145,057.35
	01232531-400752	Replace streetlights with new LED lights	INTEREST		5,595.11		
						60,665.32	
Fixed	01232531-400751	California Energy Commission Loan #2 (Loan #007-12-ECF)	PRINCIPAL	687,495.61	82,969.49		604,526.12
	01232531-400752	Replace streetlights with new LED lights	INTEREST		6,668.67		
						89,638.16	
<b>Capital Leases</b>							
Fixed	01191021-400671	Holman Capital Corporation #4	PRINCIPAL	201,465.04	201,465.04		(0.00)
	01191021-400672	West Contra Costa Family Justice Center	INTEREST		4,565.48		
						206,030.52	
Fixed	50335031-400671	Holman Capital Corporation #5	PRINCIPAL	1,736,079.72	261,947.26		1,474,132.46
	50335031-400672	New Fire Trucks	INTEREST		64,071.06		
						326,018.32	
Fixed	01232831-400671	BancAmerica Merrill Lynch	PRINCIPAL	1,943,665.38	431,386.34		1,512,279.04
	01232831-400672	Finance the purchase of streetlights from PG&E and associated upgrades	INTEREST		46,864.28		
						478,250.62	
<b>Bonds Payable</b>							
Fixed	30211090-40751	Pension Obligation Bonds 99A	PRINCIPAL	2,725,000.00	620,000.00		2,105,000.00
		Fund portion of unfunded accrued actuarial liability in Police & Fireman Pension Fund.	INTEREST		184,023.00		
	30211090-400752		BOND ADMIN FEES		5,000.00		
	30211090-400755					809,023.00	
Fixed	30111090-400751	2005 POBs (CABs)	PRINCIPAL	145,867,000.00	11,593,000.00		134,274,000.00
	30111090-400751		2023 CABS MATURITY		-		

	30111090-400752		INTEREST		605,125.00		
	30111090-400755		BOND ADMIN FEES		4,000.00		
	30111090-400759		SWAP PMT TO C-PARTY		1,000,000.00		
	30111090-400760		SWAP PMT FROM C-PARTY		(150,000.00)		
					<u>13,052,125.00</u>		
Fixed	01232531-400751	Qualified Energy Conservation Bonds Series 2010	PRINCIPAL	327,927.72	78,678.22	249,249.50	
	01232531-400752	<i>Fund Energy Efficiency and Streetlight Upgrades</i>	INTEREST		20,939.79		
	01232531-400772		INTEREST SUBSIDY (-5.7% sequestration)		(11,807.00)		
					<u>87,811.01</u>		
Fixed	01204022-400751	Recovery Zone Economic Development Bonds Series 2010	PRINCIPAL	372,049.11	101,634.35	270,414.76	
	01204022-400752	<i>Fund Improvements to Various City Facilities</i>	INTEREST		22,546.27		
	01204022-400772		INTEREST SUBSIDY (-5.7% sequestration)		(9,567.50)		
					<u>114,613.12</u>		
Fixed	30511090-400751	JPFA Lease Revenue Bond Series 2016 (Civic Center)	PRINCIPAL	26,060,000.00	1,165,000.00	24,895,000.00	
	30511090-400752	<i>SWAP Termination Financing of the JPFA Lease Revenue</i>	INTEREST		1,186,312.50		
	30511090-400755	<i>Bonds Series 2009</i>	BOND ADMIN FEES		4,500.00		
					<u>2,355,812.50</u>		
Fixed	40322431-400751	Wastewater Revenue Bond, Series 2017A	PRINCIPAL	28,385,000.00	1,430,000.00	26,955,000.00	
	40322431-400752	<i>Refund the Wastewater Revenue Bond Series 2006A &amp; New Issue</i>	INTEREST		1,432,350.00		
	40322431-400755		BOND ADMIN FEES		4,200.00		
					<u>2,866,550.00</u>		
Fixed	40322431-400751	Wastewater Revenue Bond, Series 2019A	PRINCIPAL	22,510,000.00	-	22,510,000.00	
	40322431-400752	<i>Fund Wasterwater Enterprise Capital Projects</i>	INTEREST		973,900.00		
	40322431-400755		BOND ADMIN FEES		4,200.00		
					<u>978,100.00</u>		
Fixed	40322431-400751	Wastewater Revenue Bond, Series 2019B	PRINCIPAL	64,960,000.00	1,170,000.00	63,790,000.00	
	40322431-400752	<i>Terminate the 2008A SWAP Agreement &amp; defeassance &amp; refunding</i>	INTEREST		2,961,850.00		
	40322431-400755		BOND ADMIN FEES		3,000.00		
					<u>4,134,850.00</u>		
Fixed	30511090-400751	JPFA Lease Revenue Refunding Bond, Series 2019A (Civic Center)	PRINCIPAL	59,365,000.00	2,485,000.00	56,880,000.00	
	30511090-400752	<i>To redeem the JPFA LRB Series 2009 (Civic Center)</i>	INTEREST		2,906,125.00		
	30511090-400755		BOND ADMIN FEES		4,000.00		
					<u>5,395,125.00</u>		
Fixed	40161080-400751	JPFA Lease Revenue Refunding Bond, Series 2019B (Pt Potrero)	PRINCIPAL	8,330,000.00	4,270,000.00	4,060,000.00	
	40161080-400752	<i>Redeem &amp; Defeas the 2009A Pt Potrero Lease Revenue Bond</i>	INTEREST		416,500.00		
	40161080-400755		BOND ADMIN FEES		4,200.00		
					<u>4,690,700.00</u>		
<b>TOTAL ALL DEBT (CITY)</b>				<u>365,906,011.89</u>	<u>35,852,127.57</u>	<u>35,852,127.57</u>	<u>341,461,863.88</u>















# Budget Glossary

The glossary includes terms that will help you understand the technical language often used in a capital improvements program. Glossary terms are listed alphabetically under each alphabet letter, and include a brief description and an acronym, as applicable.

## A

**Accounting System:** The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**Accounts Payable (A/P):** Amounts owing to private persons, firms, or corporation for goods and services received.

**Accounts Receivable (A/R):** Amounts owing from private persons, firms or corporation for goods and services furnished.

**Accrual Basis:** The basis of accounting whereby revenues are recognized when earned and measurable regardless of when collected; and expenses are recorded on a matching basis when incurred. All proprietary and fiduciary funds use the accrual basis of accounting.

**Accrue:** To record revenues and expenditures (expenses) when they meet the recognition criteria of the fund type involved regardless of when the cash activity occurs.

**Accrued Expenditures (Expenses):** Expenses or expenditures that meet the appropriate recognition criteria of the fund type involved but have not been paid. Accrued expenditures are expected to be paid in a subsequent accounting period.

**Accrued Revenues:** Revenues that meet the appropriate recognition criteria of the fund type invoiced, but are not realized during the accounting period. Refer to accrual basis, accrual and modified accrual basis.

**Actual:** Actual refers to the expenditures and/or revenues realized in the past.

**Adjusted Budget:** The status of appropriations as of a specific date between July 1<sup>st</sup>, at the beginning of the fiscal period, and June 30<sup>th</sup>, at the end of the fiscal period. Includes the adopted budget, budget amendments, prior year encumbrances, approved project carry forwards from prior years, and transfers between accounts, divisions and departments.

**Adopted Budget:** Revenues and appropriations approved by the City Council immediately preceding the new fiscal period effective July 1<sup>st</sup>.

# Budget Glossary

**Agency/Department:** A major unit of the municipal organization which is managed by an Agency/Department Director and comprised of a number of divisions which are functionally related to one another.

**Allocation:** The practice of spreading costs among various cost centers on some predetermined reasonable basis (e.g., percentages based on allocation plan) as opposed to distribution of expenses on a unit charge or direct identification basis.

**Americans with Disabilities Act (ADA):** Legislation passed in 1990 that prohibits discrimination against people with disabilities. Under this Act, discrimination against a disabled person is illegal in employment, transportation, public accommodations, communications and government activities. The law prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against the disabled. Employers are required to make reasonable accommodations in order for the disabled person to perform their job function.

**Annexation:** A change in existing community boundaries resulting from the incorporation of additional land.

**Appraisal:** The process through which conclusions of property value are obtained; also refers to the report that sets forth the process of estimation and conclusion of value.

**Appropriated Expenditure:** In the Fiscal Year Budget, an amount set aside for a specific acquisition or purpose.

**Appropriation:** Is the legal authority authorized by the City Council to expend up to a certain amount of funds during a budget period. For the City, the adopted budget is the source of appropriations.

**Appropriation limit:** Imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The limit is based on actual appropriations, and is increased each year using the growth of population and inflation. Not all revenue are restricted by the limit; only those which are referred to as "proceeds of taxes."

**Appropriation Resolution:** The official enactment by the City Council to establish legal authority for City officials to obligate and expend funds.

**Assessed Valuation (AV):** The valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

**Assets:** The entries on a balance sheet showing all properties and claims against others that may be used directly or indirectly to cover liabilities.

# Budget Glossary

**Audit:** Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

## **B**

**Balanced Budget:** A budget in which current revenues in combination with current fund balances equal or exceed current expenditures.

**Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date.

**Baseline Schedule:** This is the first schedule the project team gains from the Pre-Design Phase of the project based on knowledge about project context and requirements as well as historical data from previous projects. It is a fixed project schedule used in measuring project progress and contract performance. Any change caused by change in scope of the project invalidates the original schedule and necessitates a new baseline schedule.

**Base Line Budget:** Previous year adopted budget with adjustments or current salaries, benefits, indirect, internal service rates.

**Bidder:** An individual, partnership, firm, corporation, or joint venture, submitting a bid for a construction project.

**Bid Items:** Specific items of work, either materials, finished products, or bodies of work that a bidder bids a price on in their pursuit of a construction project; bid items are those items in a construction contract that will be paid for directly.

**Bid Package:** The package of materials that is given out to prospective bidders for their use in bidding on a construction project; the package includes a copy of the Invitation to Bid; various notices, forms and contract provisions, Proposal, Special Provisions, wage rates, Plan Set, permits/approvals, addenda, and subsurface boring logs (if any).

**Biennial Budget:** A biennial budget is one that lasts for two years, so any funding initiated by this budget is covered for a two-year period.

# Budget Glossary

**Bond (Debt Instrument):** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

**Budget:** A financial plan for a specific period of time (fiscal period) that matches all planned revenues and expenditures with various municipal services.

**Budget Adjustment:** A legal procedure utilized by City staff to revise a budget appropriation. City staff has the prerogative to adjust expenditures within departmental budgets. City Council approval is required for transfers between funds, and for additional appropriations from fund balance or new revenue sources.

**Budget Calendar:** The schedule of key dates or milestones that the City follows in the preparation, adoption and administration of the budget.

**Budget Document:** A financial and planning tool that reflects the proposed (and later adopted) revenues and appropriations for the City (including operating and capital), performance standards, targets, organizational structure and goals, along with historical financial information.

**Budget Year:** The fiscal year for which a budget is being considered.

**Budgetary Amendments:** The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects within the same expenditure category.

**Budgetary Basis:** The process by which budgeted expenditures are adopted through the passage of a resolution. This resolution constitutes the maximum authorized expenditures for the fiscal year and cannot legally be exceeded except by subsequent amendments of the budget by the City Council.

**Budgetary Control:** The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available resources.

## C

**California Department of Transportation (Caltrans):** State agency that builds and maintains state highways and administers transportation programs within the state.

# Budget Glossary

**California Environmental Quality Act (CEQA):** Is a statute that requires all jurisdictions in the State of California to evaluate the extent of environmental degradation posed by proposed development or project.

A 1970 law which requires those state agencies to regulate planning and development activity, with major consideration for environmental protection. The basic purposes of CEQA are to:

- Inform governmental decision-makers and the public about the potential significant environmental effects of a proposed planning or development activity;
- Identify ways environmental damage can be avoided or significantly reduced (mitigation);
- Prevent significant, avoidable environmental damage by requiring changes in projects through the use of alternative measures when those measures are feasible; and
- (Overriding consideration) Disclose to the public the reasons why a governmental agency approved a project in the manner the agency chose if significant environmental effects are involved.

**California Public Utility Commission (CPUC):** Regulates privately owned telecommunications, electric, natural gas, water, railroad, rail transit, and passenger transportation companies. The CPUC is responsible for assuring California utility customers have safe, reliable utility service at reasonable rates, protecting utility customers from fraud, and promoting the health of California's economy.

**California Transportation Commission (CTC):** Is a body established by Assembly Bill 402 (AB 402) and appointed by the Governor to advise and assist the Secretary of the Business, Transportation and Housing Agency and the Legislature in formulating and evaluating state policies and plans for transportation.

**Capacity Enhancements:** Are new facilities projects and operational improvements, which add through lanes.

**Capital Assets:** Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.

**Capital Budget:** A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget which includes both operating and capital outlays, and is based on a Capital Improvement Plan (CIP).

**Capital Expenditure:** An outlay that results in or contributes to the acquisition or construction of a capital asset.

# Budget Glossary

**Capital Improvement Plan (CIP):** Is a long-range plan of proposed Capital Improvement Projects with single and multiple-year capital expenditures. The CIP is updated annually. Appropriations for each approved project are presented in the annual budget, with some projects spanning multiple fiscal years.

**Capital Improvement Program or Capital Projects:** A plan for capital expenditures for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred within a fixed period of several future years.

**Capital Improvements:** Are permanent additions to the City's assets, including the design, construction or purchase of land, buildings or facilities or major renovations of the same. They can be new improvements or existing infrastructure whose operation has been extended or enhanced as result of the project.

**Capital Outlay:** Expenditures relating to the purchase of equipment, facility modifications, land, and other fixed assets.

**Capital Project Fund:** Used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds).

**Capital Reinvestment Fund:** General Fund monies expended on capital projects.

**Carry forward:** Appropriations brought forward from a previous fiscal year to continue or complete a specific project, program or activity.

**Cash Basis:** A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Categorical Exclusion:** A category of project actions which a federal agency identifies in its National Environmental Policy Act (NEPA) procedures that do not individually or cumulatively have a significant effect on the environment.

**Central Business District (CBD):** Is the downtown core area of a city, generally an area of high land valuation, traffic flow, and concentration of retail, business offices, theaters, hotels, and service businesses.

**Change Order:** A written account of changes in quantities or work during the Construction Phase. Change orders must be approved at the appropriate level of authority as defined in the Change Order Management policy.

**Circulation Mitigation:** Developer impact fees for traffic and street improvements.

**Clean Water Act:** Legislation that provides statutory authority for the National Pollutant Discharge Elimination System (NPDES) program; Public law 92-500; 33 U.S.C. 1251 et seq. Also known as the Federal Water Pollution Control Act.

# Budget Glossary

**Close Out:** The managerial process of finalizing the project. During this process, all physical work is completed, project records are filed, required closure notifications are distributed, and necessary or requested audits are conducted.

**Commitment:** Planned expenditures from the general ledger details are rolled-up in a commitment line item. City Council approved budget is based on a commitment item

**Community Advisory Group (CAG):** A Community Advisory Group is a committee, task force, or board made up of residents of a community with Superfund or other environmental problems. The Community Advisory Group enhances public participation in the cleanup process and other environmental decision-making by providing a public forum where community representatives can discuss their diverse interests, needs, and concerns.

**Community Development Agency:** Is responsible for maintaining the City's infrastructure system, utilities and community facilities, as well as providing the necessary improvements in order to accommodate long-term growth.

**Community Facility District (CFD):** Special taxes levied on property owners for capital improvements in their community.

**Community Involvement Plan:** A plan developed with support from Department of Transportation's (DOT) Community Relations staff, Communications staff and Public Affairs staff that forms the basis of project-related external communications with the public.

**Comprehensive Annual Financial Report (CAFR):** Official annual report of a government. In addition to a combined, combining (assembling of data for all funds within a type), and individual balance sheet, the following are also presented as appropriate: (1) statement of revenues, expenditures, and changes in fund balance (all funds); (2) statement of revenues, expenditures, and changes in fund balance, budget and actual (for general and special revenue funds); (3) statement of revenues, expenses, and changes in retained earnings (for proprietary funds); and (4) statement of changes in financial position (for proprietary funds).

**Concept:** Is a strategy for future improvements that will reduce congestion or maintain the existing level of service on a specific route.

**Concurrency:** A requirement that development and the extension of infrastructure occurs at the same time. This is used to prevent sprawling development in areas that do not have infrastructure in place, and to ease the financial burden on the localities that build it.

**Condemnation:** A judicial or administrative proceeding to exercise the power of eminent domain, through which a government agency takes private property for public use and compensates the owner.

**Congestion:** Is defined by Caltrans as reduced speeds of less than 35 mile per hour for longer than 15 minutes.

# Budget Glossary

**Congestion Management Plan:** The monitoring and mitigation of increased congestion on regional routes and transit systems.

**Congestion Management Program (CMP):** Is an integrated approach to programming transportation improvements. This approach requires detailed consideration of the complex relationships among transportation, land use and air quality.

**Congestion Management System (CMS):** Is required by Inter modal Surface Transportation Efficiency Act (ISTEA) to be implemented by states to improve transportation planning.

**Construction Contract:** A signed, written agreement between the City and the Contractor that describes, among other things, what work will be done and when; who provides labor and materials; and how the Contractor will be paid.

**Construction Phase:** A specific phase of the project during which project design is implemented.

**Consumer Price Index (CPI):** A statistical description of price levels provided by the U.S. Department of Labor. The change in the index from year to year is used to measure the cost of living and economic inflation.

**Contingency (Reserve):** A budget reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Please see “Supplemental” portion of this Policy Budget for details on the City Council’s reserve policies.

**Contract Total:** The sum of the total estimated costs from the list of Contractor bid items.

**Contractor:** The individual, partnership, firm, corporation, or joint venture, contracting with the City to do prescribed work as defined in the construction contract.

**Contractual Services:** Expenditures for services the City received from an outside company. Professional and technical services performed by non-City of Richmond (COR) staff is considered contractual services.

**Coordination Meeting:** A meeting conducted just prior to one of the following milestones: 30% PS&E, 70% PS&E, 95% PS&E. The purpose of a coordination meeting is open discussion of issues and comments related to a project’s design, Plan Set, Specifications Package, and Engineer’s Estimate.

**Corridor:** A major transportation route which can consist of one or more highways, arterial streets, transit lines, rail lines and/or bikeways.

## Budget Glossary

**Council of Governments (COG):** Is a voluntary consortium of local government representatives, from contiguous communities, meeting on a regular basis, and formed to cooperate on common planning and solve common development problems of their area. COGs can function as the RTPAs and MPOs in urbanized areas.

**County Road Engineer (CRE):** Individual responsible for establishing and maintaining engineering standards, practices and professionalism for the Road Services Division, and approving and stamping final plans and record drawings.

**Critical Area:** Any of those areas that are subject to natural hazards or those land features that support unique, fragile or valuable natural resources including fishes, wildlife and other organisms and their habitat, and such resources that carry, hold or purify water in their natural state. Critical areas include: aquatic area, coal mine hazard area, critical aquifer recharge area, erosion hazard area, flood hazard area, landslide hazard area, seismic hazard area, steep slope hazard area, volcanic hazard area, wetlands, wildlife habitat conservation area, and wildlife habitat network.

### D

**Debt Service:** Payment of interest and repayment of principal to holders of the City's debt instruments.

**Debt Service Fund:** This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest.

**Dedicated Funds;** Federal, state or local funds which can be used only for specific purposes or by specific agencies.

**Deficit:** 1) The excess of entity's liabilities over its assets (See Fund Balance). 2) The excess of expenditures or expenses over revenues during a single accounting period.

**Demand Capacity Ratio (D/C):** Is the relationship between the demands for vehicle trips on a facility versus the number of vehicle trips that can be accommodated on that facility.

**Demonstration Funds (DEMO):** Federal transportation acts sometime target specific projects in various states in addition to general programs for federal support. This funding category includes "demonstration" funding provided under the ISTEA, as well as "high priority project" funding provided under TEA-21. These projects for "demonstration" or "high priority project" funding often have special rules applying to their use.

**Department/Agency:** A major unit of the municipal organization which is managed by an Agency/Department Director and comprised of a number of divisions which are functionally related to one another.

# Budget Glossary

**Department of Transportation (DOT):** A federal agency that implements the nation's overall transportation policy. The DOT establishes overall transportation policy for the United States. Under the DOT umbrella are 11 administrations whose jurisdictions include highway planning, development, and construction; urban mass transit; railroads; aviation; and the safety of ports, highways, and oil and gas pipelines. Decisions made by the department in conjunction with appropriate state and local officials can significantly affect other programs such as land planning, energy conservation, scarce resource utilization, and technological change.

**Depreciation:** 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration and or action of the physical elements. 2) That portion of the cost of capital asset which is charged as an expense during a particular period.

**Design Phase:** A specific phase of the project when the concept is formulated into plans and specifications.

**Development:** Means the following activities: (1) the division of a parcel of land into two or more parcels; (2) the construction, reconstruction, conversion, structural alteration, relocation, enlargement, or demolition of a structure, excavation, landfill, or deposition; and (3) any use, or change in the use, of any structure, or land, or extension of use of land.

**Disadvantaged Business Enterprise (DBE):** A DBE is a for-profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

**Disbursement:** The expenditure of monies from an account.

**Discretionary Funds:** Federal, state and local funds which can be used for a variety of purposes are determined by local needs and priorities.

**District System Management Plan (DSMP):** Is a part of the system planning process and refers to a long-range plan for management of transportation systems in its jurisdiction.

**Division:** A unit of the municipal organization which reports to a department or agency.

**Documentary Transfer Tax:** This is a 0.7% tax on the fair market value that is imposed on the transfer or sale of real property.

# Budget Glossary

## E

**Easement:** A right to use the land of another for a specific purpose, sometimes referred to as a “deed restriction”. Easements may be purchased from the property owner or donated by the owner to an agency. The holder of an easement agrees to perform periodic inspections and to take the legal action, if necessary, to ensure that easement provisions are met.

**Easement by Necessity:** An easement allowed by law as necessary for the full enjoyment of a parcel of real estate; for example, a right of ingress and egress over a grantor's land.

**Economic Development:** Investment of resources to create financial self-sufficiency and prosperity in a community, including the industrial, commercial, and service sectors.

**Educational Revenue Augmentation Fund (ERAF):** In 1992, the State of California found itself in a serious deficit position. To meet its obligations to fund education at specified levels under Proposition 98, the state enacted legislation that shifted partial financial responsibility for funding education to local government (cities, counties and special districts). The state did this by instructing county auditors to shift the allocation of local property tax revenues from local government to “educational revenue augmentation funds” (ERAFs), directing that specified amounts of city, county and other local agency property taxes be deposited into these funds to support schools.

**Eminent Domain:** The right of a government or municipal quasi-public body to acquire property for public use through a court action called condemnation, in which the court decides that the use is a public use and determines the compensation to be paid to the owner.

**Encroachment:** A structure or part of a structure that occupies the property of another.

**Encumbrance:** Funds designated out of an appropriation to be spent on a specific purpose. The function of an encumbrance is to guarantee dollars will be available to pay bills when due.

**Engineer's Estimate:** A detailed construction cost estimate including a list of contractor bid items, estimated quantities and estimated unit prices, the Contract Total, sales tax, contingency costs, cost of work to be done by City crews, cost of work to be done by others, value of material furnished by City, estimated cost of incentives, and reimbursable. Engineer's Estimates are generally labeled as 70% Engineer's Estimate, 95% Engineer's Estimate, and 100% Engineer's Estimate.

## Budget Glossary

**Enterprise Fund:** A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that the revenues are adequate to meet all necessary expenditures.

**Environmental and Community Investment Agreement (ECIA):** On July 29, 2014, the Richmond City Council approved the Environmental and Community Investment Agreement (ECIA), which will invest \$90 million dollars to the Richmond community over 10-years. The ECIA includes investments in community programs, a scholarship program, competitive community grants, community-based greenhouse gas reduction programs, and a photovoltaic solar farm.

**Environmental Impact Report (EIR):** A study of all the factors which a land development or construction project would have on the environment in the area, including population, traffic, schools, fire protection, endangered species, archeological artifacts, and community beauty. Many states require such reports be submitted to local governments before the development or project can be approved, unless the governmental body finds there is no possible impact, which finding is called a "negative declaration."

**Environmental Impact Statement (EIS):** An environmental review document prepared in accordance with Environmental Protection Agency (EPA) and/or National Environmental Policy Act (NEPA) when the lead agency determines a proposal is likely to result in significant adverse environmental impacts.

**Environmental Protection Agency (EPA):** An independent federal agency, created in 1970, that sets and enforces rules and standards that protect the environment and control pollution.

**Equal Employment Opportunity (EEO):** EEO laws make it illegal for employers to discriminate against an employee or potential employee in certain workplaces.

**Expense:** Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

### **E**

**Federal Emergency Management Agency (FEMA):** The FEMA is the federal agency responsible for coordinating emergency planning, preparedness, risk reduction, response, and recovery. The agency works closely with state and local governments by funding emergency programs and providing technical guidance and training. These coordinated activities at the federal, state, and local levels ensure a broad-based emergency program to insure public safety and protect property.

**Federal Highway Administration (FHWA):** The federal agency responsible for the approval of transportation projects that affect the federal highway system. Administratively, FHWA is part of the DOT.

# Budget Glossary

**Federal Transportation Improvement Program (FTIP):** Also referred to as the Transportation Improvement Program (TIP). This is a short-range action plan to the long-range Regional Transportation Plan (RTP). It identifies specifically what projects will be funded within the next 3 - 7 years.

**Fiduciary Funds:** Account for assets held in a trustee or agency capacity for others, and therefore cannot be used to support the government's own program.

**Financial Plan:** A parent document for the budget which establishes management policies, goals, and objectives for all programs within the City over a one-year period (see Budget).

**Finding of No Significant Impact (FONSI):** Is a document prepared by a federal agency showing why a proposed action would not have a significant impact on the environment and thus would not require preparation of an EIS. A FONSI is based on the results of an environmental assessment.

**Fines and Forfeitures:** Fines and Forfeitures consist primarily of fines for parking violations on the City's streets, Municipal Court fines and Library fines.

**Fiscal Impact Analysis:** The analysis of the estimated taxes that a development project would generate in comparison to the cost of providing municipal services demanded by that project.

**Fiscal Year:** The 12-month operating period of the government. For the City, this period begins July 1<sup>st</sup> and ends June 30<sup>th</sup>.

**Fixed Assets:** Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

**Fixed Charges:** Are items of expenditures for services rendered by internal operations of the City. Rental of City equipment, computer services, building rental, indirect operating expenses, and depreciation are examples of fixed charges.

**Flood Control:** The specific regulations and practices that reduce or prevent the damage caused by storm water runoff.

**Franchise Fees:** A .5% to 5% fee imposed on franchise revenue in accordance with franchise agreements with utility companies.

**Freeway Capacity:** Is the maximum sustained 15 minute rate of flow that can be accommodated by a uniform freeway segment under prevailing traffic and roadway conditions in a specified direction.

# Budget Glossary

**Fringe Benefits:** These include employee retirement, social security, health, dental, life insurance, worker's compensation, uniforms, and deferred compensation plans.

**Full-Time Equivalent (FTE):** An FTE or full-time equivalent is defined as a staff year. For example, two employees who work one-half time are considered one full-time equivalent.

**Functional Classification:** Guided by federal legislation, refers to a process by which streets and highways are grouped into classes or systems, according to the character of the service that is provided, i.e., Principal Arterials, Minor Arterial Roads, Collector Roads, Local Roads.

**Fund:** A set of internal accounts that records revenue, expenditures, and obligations related to a specific purpose.

**Fund Accounting:** Governments use funds to account for activities within the entity.

**Fund Balance:** The net effect of assets less liabilities at any given point in time. The total fund balance includes a designated/reserved portion, usually for encumbrances, projects, or other prior commitments, as well as an undesignated/unreserved (i.e., "available") portion.

## G

**General Fund:** The fund supported by taxes, fees and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund.

**General Ledger (GL):** Central repository of the accounting information of an agency in which the summaries of all financial transactions (culled from subsidiary ledgers) during an accounting period are recorded. Includes revenue and expenditure transactions for all accounts within the agency.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**Governmental Funds:** Account for activities that are primarily tax-supported operations or other mandatory payments.

**Grant:** A contribution by a government, other organization, or a private individual to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee. Grants may be competitive or based on allocation.

# Budget Glossary

**Growth Management:** The conscious public decision to restrain, accommodate or induce development in any geographic setting and at any governmental level. Growth management systems provide a means for governments to establish comprehensive goals and objectives designed to address the problems of growth through an integrated system of administrative, financial and regulatory programs.

## H

**High Occupancy Vehicle (HOV):** Are a lane of freeway reserved for the use of vehicles with more than a preset number of occupants; such vehicles often include buses, taxis and carpools.

**Highway Capacity Manual (HCM):** Revised in 1994 by the Transportation Research Board of the National Research Council, the HCM presents various methodologies for analyzing the operation (see Level of Service) of transportation systems as freeways, arterial, transit, and pedestrian facilities.

## I

**Impact Fees:** Costs imposed on new development to fund public facility improvements required by new development and ease fiscal burdens on localities.

**Infrastructure:** Those capital facilities and land assets under public ownership, or operated or maintained for public benefit, that are necessary to support development and redevelopment and to protect the public health, safety, and welfare. Infrastructure systems may include, but are not limited to, transportation, energy, telecommunications, farmland retention, water supply, wastewater disposal, storm water management, shore protection, open space and recreation, solid waste disposal, public health care, public education, higher education, arts, historic resources, public safety, justice, public administration, and public housing.

**Initial Study:** The preliminary analysis that the lead agency prepares in order to determine whether to prepare a negative declaration or an Environmental Impact Report (EIR) and, if necessary, to identify the impacts to be analyzed in the EIR. When the agency determines that an EIR is unnecessary, the study serves the purpose of providing documentation of the factual basis for concluding that a negative declaration will suffice.

**Inspector:** The Project Engineer's representative who inspects construction contract performance in detail, including how the approved design is implemented in the field.

# Budget Glossary

**Intelligent Transportation System (ITS):** Applications of information technology to enhance transportation system management, e.g., real-time information about traffic incidents, routing alternatives and/or the guidance of vehicles through remotely-controlled equipment.

**Inter-fund Transfers:** The movement of monies between funds of the same governmental entity.

**Intermodal Surface Transportation Efficiency Act (ISTEA):** Federal legislation which provided for major restructuring of the federal funding program. Re-authorized as the Transportation Equity Act for the 21st Century (TEA-21).

**Internal Service Charges:** The charges to user departments for internal service provided by another government agency, such as fleet maintenance or insurance funded from a central pool.

**Interregional Road System (IRRS):** Is a series of Interregional state highway routes, outside the urbanized areas, that provide access to, and links between, the state's economic centers, major recreational areas, and urban and rural regions.

**Interregional Transportation Strategic Plan (ITSP):** Describes and communicates the framework in which the state will carry out its responsibilities for the Interregional Improvement Program (IIP). It also identifies how Caltrans will work with regional agencies to consult and seek consensus on the relative priority of improvements. The plan is evaluated in terms of its progress in carrying out its objectives, strategies and actions and updated accordingly on a biennial basis.

**Investment:** Securities and real estate purchased and held for the production of income in the form of interest, dividends, rental or base payments.

## J

There are no terms at this time.

## K

There are no terms at this time.

## L

**Land Use Planning:** Generic term used to describe zoning results such as environmental impact, allowable development uses, historic/cultural preservation, etc.

# Budget Glossary

**Lead Agency:** The agency or agencies that have taken the primary responsibility for preparing the environmental impact statement.

**Legal Description:** A method of describing a particular parcel of land in such a way that it uniquely describes the particular parcel and no other. A legal description may be a simple reference to a lot as shown on a subdivision plat, or be described by metes and bounds. To be adequate, it should be sufficient to locate the property without oral testimony.

**Letter of Transmittal:** The opening section of the budget, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the previous fiscal years, and the views and recommendations of the City Administrator.

**Level of Service (LOS):** Is a qualitative measure describing operational conditions within a traffic stream; generally described in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, and safety. LOS A represents free flow, and LOS F represents gridlock.

**Liability:** Debt or other legal obligation arising out of transaction in the past which must be liquidated, renewed or refunded at some future date; financial obligations entered in the balance sheet. Note: The term doesn't include encumbrances.

**Licenses and Permits:** Revenues under this category are from fees for business licenses, building regulation and planning permits. In Richmond, the Business License Tax is charged annually at different rates depending on the Business Tax Category. Licenses and Permits revenue comes from construction permits from the construction of sidewalks, driveways, sewer, grading and excavating, encroachment and obstruction.

**Line Item Budget:** A budget that lists detailed expenditure categories (salary, material, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line-item detail to maintain and record for financial reporting and control purpose. (See General Ledger Accounts & Commitment Item)

**Local Agency Investment Fund (LAIF):** Program established by the state to enable treasurers to place idle funds in a pool for investment. Each agency is currently limited to LAIF of an investment of \$20 million plus any bond proceeds.

**Local and Regional Level of Service Standards:** Identifies the level of service standards set by local and regional jurisdictions in general plans and congestion management programs.

**Long Range Transportation Plan:** A 15 to 20 year forecast plan that must consider a wide range of social, environmental, energy and economic factors. The plan addresses overall regional goals and how transportation can best meet those goals within financial limits.

# Budget Glossary

## M

**Market Value:** What a willing seller could reasonably expect to receive if he/she were to sell the property on the open market to a willing buyer.

**Master Plan:** A plan prepared to specify and coordinate the provision of one or more infrastructure systems and related services.

**Maturities:** The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**Measure Q - City Sales Tax:** A one-half of one percent (1/2%) sales tax increment approved by Richmond voters in the November 2004 election. This increased the Richmond tax from 8.25% to 8.75%.

**Memorandum of Understanding (MOU):** A document that expresses mutual accord on an issue between two or more parties. Memoranda of understanding are generally recognized as binding, even if no legal claim could be based on the rights and obligations laid down in them. To be legally operative, a memorandum of understanding must (1) identify the contracting parties, (2) spell out the subject matter of the agreement and its objectives, (3) summarize the essential terms of the agreement, and (4) must be signed by the contracting parties.

**Metropolitan Planning Organization (MPO):** A federally required planning body responsible for the transportation planning and project selection in its region. The Governor designates an MPO in every urbanized area with a population of over 50,000 people.

**Metropolitan Transportation Improvement Program (MTIP):** A listing of highway and transit projects that the region hopes to fund.

**Milestone:** A tangible point in time that tells how far along a project is in the process.

**Mission Statement:** Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period. Over the last several years, the City Council has developed community goals and long-range vision for the City, which best summarize expectations of the community.

**Mitigated Negative Declaration:** Under the CEQA, if an initial study reveals substantial evidence that significant environmental effects might occur, the project proponent can modify the project so as to eliminate all such possible significant impacts or reduce them to a level of insignificance.

## Budget Glossary

**Mitigation:** One or more of the following approaches to mitigate environmental impact(s) with an emphasis on attempting those measures in the sequence in which they are listed: (1) avoiding the impact altogether by not taking a certain action or parts of an action; (2) minimizing impacts by limiting the degree or magnitude of the action and its implementation; (3) rectifying the impact by repairing, rehabilitating, or restoring the impacted environment; (4) reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; and (5) compensating for the impact by replacing or providing substitute resources or environments.

**Model, Mode Choice:** Is a model used to forecast the proportion of total person trips on each of the available transportation modes.

**Modified Accrual Basis:** The basis of accounting under which expenditures, whether paid or unpaid, are formally recognized when incurred against the account, but revenues are recognized only when they become both measurable and available to finance expenditures of the current accounting period. All governmental funds use the modified accrual basis of accounting.

**Municipal Bonds:** Interest-bearing obligations issued by state or local governments to finance operating or capital costs. The principal characteristic that has traditionally set municipal bonds apart from other capital market securities is the exemption of interest income from Federal income tax.

### N

**National Environmental Policy Act (NEPA):** Federal legislation that requires consideration of environmental consequences of a project before the project can begin. If a study indicates that there are undesirable environmental consequences of a proposed project, they requires either that consideration be given to "mitigating" measures built into the project that would lessen the environmental damage, or that alternatives (different ways of accomplishing the project goals) be considered that would be less damaging to the environment. NEPA applies to any major federal, state, county, city, or industrial projects that require a Federal permit or receive funding from a Federal agency.

**National Highway System (NHS):** Consists of 155,00 miles (plus or minus 15 percent) of the major roads in the U.S. Included will be all Interstate routes, a large percentage of urban and rural principal arterials, the defense strategic highway network, and strategic highway connectors.

**National Pollutant Discharge Elimination System (NPDES):** Two-phased surface water quality program authorized by Congress as part of the 1987 Clean Water Act.

**Natural Diversity Information:** Identifies special status of habitats and species found within 300 meters of centerline of the existing highway facility.

## Budget Glossary

**Negative Declaration:** Under the CEQA, a Negative Declaration is prepared when, after completing an initial study, a lead agency determines that a project "would not have a significant effect on the environment".

**Non-Attainment Area:** An air basin that does not meet existing state or federal air quality standards.

**Notice of Completion (NOC):** The CEQA requires a notice to the public that a draft environmental impact report has been completed.

**Notice of Determination (NOD):** Under the CEQA, a Notice of Determination is filed by the lead environmental regulatory agency once it has decided to implement or approve a project for which it has approved a negative declaration.

**Notice of Intent (NOI):** Under NEPA, the first formal step in the environmental impact statement process, consisting of a notice with the following information: a description of the proposed action and alternatives; a description of the agency's proposed scoping process, including scoping meetings; and the name and address of the persons to contact within the lead agency regarding the environmental impact statement.

**Notice of Preparation (NOP):** The CEQA requires this notice to the public that an EIR will be prepared for a proposed development. It allows time for members of the community to submit their environmental concerns regarding a proposed development.

**Notice to Proceed:** A letter signed by the Project Engineer and issued to the Contractor granting notice that construction must begin within a designated period.

### O

**Objectives:** Departmental statements describing significant activities to be accomplished during the fiscal year.

**Obligation:** The Federal government's legal commitment (promise) to pay or reimburse the states or other entities for the Federal share of a project's eligible costs.

**Operating Budget:** A financial plan for the provision of City services and basic governmental functions. The operating budget contains appropriations for such expenditures as personnel services, fringe benefits, commodities, services and minor capital expenses. It does not include Capital Improvement Plan expenditures.

**Operations and Maintenance:** Expenditures related to operating costs including supplies, commodities, contract services, materials, utilities and educational services.

## Budget Glossary

**Ordinance:** A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Outfall:** The point where wastewater or drainage discharges from a sewer pipe, ditch, or other conveyance to a receiving body of water.

### P

**Performance Measures:** Specific quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

**Permits/Approvals:** Required permissions from regulatory agencies with jurisdiction over the work or location of the project.

**Permitting Authority:** The NPDES authorized state agency or EPA regional office that administers the NPDES program, issuing permits, providing compliance assistance, conducting inspections, and enforcing the NPDES program.

**Personnel Services:** Expenditures related to employee compensation including wages and salaries, fringe benefits, retirement, premiums, allowances and special/supplemental pay such as shift differentials.

**Phase:** Series of related activities during a project's lifecycle, usually culminating in the completion of a major deliverable.

**Plat Map:** A map of a town, section or subdivision indicating the location and boundaries of individual properties.

**Pre-construction Conference (Precon):** A meeting held with the Contractor and City of Richmond staff with the purpose of introducing all parties involved in project construction, identifying critical project issues, and answering Contractor questions. The meeting occurs between contract execution and Notice to Proceed.

**Program:** An activity, or division, within a department which furthers the objectives of the City Council, by providing services or a product.

**Program Budget:** Programs, and associated program codes, are created to articulate the programmatic functions performed by the City organization. The budget (both revenues and expenditures) can be described in programmatic terms. This enables the Mayor and City Council to view how much is being committed and/or spent to achieve their goals and objectives.

# Budget Glossary

**Programming:** The designation of funds for transportation projects which when approved is included in the TIP.

**Project:** A temporary endeavor undertaken to create a unique product or service. It can be considered to be any series of activities and tasks that have: (1) A specific objective to be completed within certain specifications; (2) defined start and end dates; and (3) funding limits and consumed resources. Generally, this is a construction project but could be any undertaking requiring a joint effort wherein a scope, schedule, budget, and desired outcome has been defined.

**Project Closeout Phase:** A specific phase of the project when construction tasks are completed, contractual and administrative requirements are completed and the project files are archived.

**Project Manager:** The person responsible for leading the team; delivering the project within an approved scope, schedule and budget; conducting quality assurance of the project products; monitoring project progress; and overseeing the project from Pre-Design Phase through Project Close Out Phase.

**Project Report:** Is a conceptual engineering report that describes the work in more detail than the PSR.

**Project Study Report (PSR):** Is the pre-programming document required before a project may be included in the State Transportation Improvement Program (STIP).

**Property Tax:** A major portion of the revenues of the City is from property taxes. Property such as land, structures and improvements is subject to tax which is applied to a property's value. In 1978, Proposition 13 revised the calculation of the California property taxes by establishing a fixed rate of one percent of a property's value and thereby limiting the growth in assessed valuation to 2% per year. The exception to this is when property changes hands, in which case fair value becomes the basis of valuation. The City receives its share of property taxes during the months of December, April and June of each fiscal year at 55%, 40% and 5% of the total amount. Of the total property tax received, approximately 48% is General Fund, 16% is Sewer, 24% is Pension Tax Override and 12% is from Assessment Districts.

**Proprietary Funds:** Account for activities that are primarily funded by income from operations resulting from payments for goods and services provided to users.

**PS&E:** Plans, Specifications and Estimates

**Punchlist:** A list of items generated following the Final Inspection consisting of work the Contractor must complete before the project is considered complete and the Notice of Completion and Acceptance is issued.

# Budget Glossary

## Q

There are no terms at this time.

## R

**Ready-to-Ad:** A document that confirms funds is available for construction; it is signed by the Finance Manager of the Capital Improvement Plan Unit and CRE and is required prior to advertisement of the project.

**Recognized Obligation Payment Schedules (ROPS):** A six month period schedule that sets forth the nature, amount, and source of payment for all enforceable obligations of the Successor Agency to the Redevelopment Agency.

**Record of Decision (ROD):** Under the NEPA, a public document that reflects the agency's final decision, rationale behind that decision, and commitments to monitoring and mitigation.

**Redevelopment Agency:** The governing body created to designate redevelopment project areas, supervise and coordinate planning for a project area, and implement the development program.

**Redevelopment Plan:** Plan for revitalization and redevelopment of land within the project area in order to eliminate blight and remedy the conditions that caused it.

**Redevelopment Property Tax Trust Fund (RPTTP):** A trust fund from the collection of the property tax revenues from the dissolved redevelopment agencies that's used to pay enforceable obligations.

**Reimbursements:** Payments remitted by another agency, department, or fund to help defray the costs of a particular service or activity for which some benefit was obtained by the reimbursing party. These amounts are recorded as expenditures, or expenses in the reimbursing fund and as a reduction of expenditures, or expenses, in the fund that is reimbursed.

**Relocation:** The effort to assist and facilitate re-housing of families and single persons, businesses or organizations that are displaced due to redevelopment activities.

**Relocation Assistance:** Relocation payments help to assist families, individuals, businesses, and non-profit organizations that are displaced as a result of redevelopment activities. This includes aid in finding a new location, payments to help cover moving costs, and additional payments for certain other costs.

# Budget Glossary

**Reserved Fund Balance:** A portion of a fund's balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**Resolution:** A special order of the City Council which requires less legal formality than an Ordinance in terms of public notice and the number of public readings prior to approval. A Resolution has lower legal standing than an Ordinance. The adopted operating budget is approved by Resolution and requires a majority vote of the City Council members present at the time of adoption.

**Revenue:** Funds that the City receives as income. It includes such items as taxes, licenses, user fees/charges for services, fines/penalties, grants, and internal revenue.

**Revenue Estimates:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**Right-of-Way (ROW):** The right given by one landowner to another to pass over the land actually transferring ownership. ROW is granted by deed or easement, for construction and maintenance according to a designated use. This may include highways, streets, canals, ditches, or other uses.

**Runoff:** Drainage or flood discharge that leaves an area as surface flow or as pipeline flow.

## S

**Salaries and Benefits:** An operating budget category which generally accounts for full-time and part-time salaries, overtime costs, and fringe benefits.

**Sales and Use Tax:** The current Sales Tax rate in Richmond is 8.75%. The City's share of this is 1% percent, with the State getting 6.25%. Sales tax revenue is influenced by different factors such as the number of retail outlets, the interest rates, disposable income, and the rate of inflation. Richmond also has revenue sharing agreements with the City of El Cerrito.

**Schedule:** The planned dates for performing activities and the planned dates for meeting milestones.

**Secondary Access:** A second means for vehicles to get into or leave a neighborhood or development. Having more than one means of access tends to distribute traffic more evenly, and is considered critical for emergency vehicle access.

**Sewer:** Any pipe or conduit used to collect and carry away sewage or storm water runoff from the generating source to the treatment plant or receiving stream.

# Budget Glossary

**Sewer Capital:** Fees collected by the City for future expansion and capacity increases of the sewer and waste water systems.

**Source of Revenue:** Revenues are classified according to their source or point of origin.

**Special Revenue Fund:** Used to account for the proceeds of special revenue sources that are restricted by law (or administrative action) to expenditures for specific purposes.

**Specifications Package:** A packet of information made up of Standard Specifications and Special Provisions that forms the basis of the construction contract defining the work to be done, the material requirements, the construction requirements, the methods of measurement, and the methods of payment during construction. The Specifications Package is generally referred to as either 70% Spec Package, 95% Spec Package or 100% Spec Package.

**State Transportation Improvement Program (STIP):** The statewide CIP adopted biennially by the California Transportation Commission, which includes all major transportation projects funded by state or Federal funds.

**Statement of Overriding Considerations:** Provides an agency with a means to adopt a project with unmitigated significant environmental impacts. The CEQA requires the decision-maker to balance the benefits of a proposed project against its unavoidable environmental risks in determining whether to approve the project. If the benefits of a proposed project outweigh the unavoidable adverse environmental effects, the adverse environmental effects may be considered acceptable.

**Storm Drain:** An opening leading to an underground pipe or open ditch for carrying surface runoff, separate from the sanitary sewer or wastewater system.

**Storm Drain Fund:** Fees received from developers for storm drain facilities.

**Stormwater:** Precipitation that accumulates in natural and/or constructed storage and storm water systems during and immediately following a storm event.

**Stormwater Pollution Prevention Plan (SWPPP):** A plan to describe a process through which a facility thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate measures designed to prevent or control the discharge of pollutants in storm water runoff.

**Street, Arterial:** A thoroughfare designed to carry vehicular traffic between neighborhoods and from surrounding areas into and out of the city.

# Budget Glossary

**Street, Collector:** A street that directs neighborhood vehicular traffic to the arterial street system; it basically serves the surrounding neighborhoods, not the wider community.

**Street, Local:** A street that provides access to adjacent properties and allows for vehicular traffic circulation within a neighborhood.

**Successor Agency:** An agency that is authorized by law to accept and maintain the legal title, custody, and dominion of records that were created by the former redevelopment agencies.

**Supplemental Appropriation:** An act appropriating funds in addition to those in an annual appropriation act. Supplemental appropriations provide additional budget authority beyond the original estimates for programs or activities (including new programs authorized after the date of the original appropriation act) in cases where the need for funds is too urgent to be postponed until enactment of the next regular appropriation bill.

**Supplies and Services:** This budget category accounts for all personnel, and capital outlay expenses.

**Surface Runoff:** The portion of rainfall that moves over the ground toward a lower elevation and does not infiltrate the soil.

**Sustainable Development:** Development with the goal of preserving environmental quality, natural resources and livability for present and future generations. Sustainable initiatives work to ensure efficient use of resources.

**System Capacity:** The ability of natural, infrastructure, social and economic systems to accommodate growth and development without degrading or exceeding the limits of those systems, as determined by a carrying capacity analysis.

## I

**Tax Allocation Bond:** A bond or financial obligation issued by the agency in order to generate funds to implement the redevelopment plan. The bond is repaid with tax increments flowing to the agency as a result of actions of the agency to revitalize the project area.

**Tax Increment:** The increase in property taxes within the redevelopment project area that result from increases in the project area assessed value that exceeds the base year assessed value.

**Transfer:** A movement of budgetary or actual revenues or expenditures between organizational units, accounts, projects, programs or funds. Transfers between funds appear as an expenditure (“transfer out”) in one fund and revenue (“transfer in”) in the other.

## Budget Glossary

Transfers between fiscal years represent the carry forward of funds received in previous years to be expended in the new year and appear as revenue in the new year. Transfers between departments, funds or from one fiscal year to another must be approved by City Council.

**Transfers In/Out:** Payments from one fund to another fund, primarily for work or services provided.

**Transient Occupancy Tax (TOT):** The TOT at 10% is imposed on and paid by the hotel/motel lodgers who stay less than thirty days. The tax is collected and remitted by hotel/motel operators.

**Triple Flip State:** On July 1, 2004 the State began reducing the Sales Tax Allocation to Cities by .25%. The .25% reduction was used for security for the State's "Economy Recovery Bonds". This was replaced dollar-for-dollar by an allocation of local property tax from the County Educational Revenue Augmentation Fund (ERAF) funds paid to the Cities in two payments in January and May.

**Trust and Agency Funds:** Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

### U

**Urban Transportation Planning System (UTPS):** Is a tool for multi-modal transportation planning developed by the Urban Mass Transportation Administration (now the Federal Transit Administration) and the Federal Highway Administration. It is used for both long and short-range planning, particularly system analysis and covers both computerized and manual planning methods. UTPS consists of computer programs, attendant documentation, user guides and manuals that cover one or more of five analytical categories: highway network analysis, transit network analysis, demand estimation, data capture and manipulation, and sketch planning.

**Utilities:** Generally referring to any outside service agency, including but not limited to, public and private utilities, public transportation agencies, postal services, emergency services, city agencies, and railroads.

**Utility Users Tax (UUT):** A 10% tax imposed on utility (telecommunication, gas, electricity, water and video) revenue.

## Budget Glossary

### V

**Vehicle License Fee (VLF) Backfill:** In FY2004, the State dropped the Motor VLF from 2% to .67%. In FY 2004 the State backfilled the fee reduction with other State funds. In fiscal year 2005, the backfill was replaced with an allocation of local property tax from County Educational Revenue Augmentation Fund (ERAF) funds that was paid to the Cities in two payments in January and May.

### W

**Working Capital:** Also known as financial position in private sector accounting and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is used interchangeably with "fund balance", a comparable financial position concept in the governmental fund types.

### X

There are no terms at this time.

### Y

There are no terms at this time.

### Z

**Zero Base Budget:** A process emphasizing management's responsibility to plan, budget, and evaluate. Zero-base budgeting provides for analysis of alternative methods of operation and various levels of effort. It places new programs on an equal footing with existing programs by requiring that program priorities be ranked, thereby providing a systematic basis for allocating resources.

# Budget Glossary

## List of Acronyms

<b>AV</b>	Assessed Valuation
<b>ADA</b>	Americans with Disabilities Act
<b>A/P</b>	Accounts Payable
<b>A/R</b>	Accounts Receivable
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CAG</b>	Community Advisory Group
<b>CalPERS</b>	California Public Employees' Retirement System
<b>Caltrans</b>	California Department of Transportation
<b>CBD</b>	Central Business District
<b>CEQA</b>	California Environmental Quality Act
<b>CFD</b>	Community Facility District
<b>CIP</b>	Capital Improvement Plan
<b>CMP</b>	Congestion Management Program
<b>CMS</b>	Congestion Management System
<b>COG</b>	Council of Governments
<b>COR</b>	City of Richmond
<b>CPA</b>	Certified Public Accountant
<b>CPI</b>	Consumer Price Index
<b>CPUC</b>	California Public Utility Commission
<b>CRE</b>	County Road Engineer
<b>CTC</b>	California Transportation Commission
<b>DBE</b>	Disadvantaged Business Enterprise

# Budget Glossary

<b>D/C</b>	Demand Capacity Ratio
<b>DEMO</b>	Demonstration Funds
<b>DSMP</b>	District System Management Plan
<b>DOT</b>	Department of Transportation
<b>EAP</b>	Environmental Protection Agency
<b>ECIA</b>	Environmental and Community Investment Agreement
<b>EEO</b>	Equal Employment Opportunity
<b>EIR</b>	Environmental Impact Report
<b>EIS</b>	Environmental Impact Statement
<b>ERAF</b>	Educational Revenue Augmentation Fund
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHWA</b>	Federal Highway Administration
<b>FONSI</b>	Finding of No Significant Impact
<b>FTE</b>	Full-Time Equivalent
<b>FTIP</b>	Federal Transportation Improvement Program
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GL</b>	General Ledger
<b>HCM</b>	Highway Capacity Manual
<b>HOV</b>	High Occupancy Vehicle
<b>HR</b>	Human Resources
<b>HUD</b>	Federal Department of Housing and Urban Development
<b>IRRS</b>	Interregional Road System
<b>ISTEA</b>	Intermodal Surface Transportation Efficiency Act
<b>IT</b>	Information Technology

# Budget Glossary

<b>ITS</b>	Intelligent Transportation System
<b>ITSP</b>	Interregional Transportation Strategic Plan
<b>LAIF</b>	Local Agency Investment Fund
<b>LOS</b>	Level of Service
<b>LTFP</b>	Long-term Financial Plan
<b>MOU</b>	Memorandum of Understanding
<b>MPO</b>	Metropolitan Planning Organization
<b>MTIP</b>	Metropolitan Transportation Improvement Program
<b>NEPA</b>	National Environmental Policy Act
<b>NHS</b>	National Highway System
<b>NOC</b>	Notice of Completion
<b>NOD</b>	Notice of Determination
<b>NOI</b>	Notice of Intent
<b>NOP</b>	Notice of Preparation
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>OPEB</b>	Other Post-Employment Benefits
<b>PAF</b>	Personnel Action Form
<b>PO</b>	Purchase Order
<b>PR</b>	Purchase Requisition
<b>Precon</b>	Pre-construction Conference
<b>PSR</b>	Project Study Report
<b>RFP</b>	Request for Proposal
<b>RFQ</b>	Request for Qualification
<b>ROD</b>	Record of Decision

## Budget Glossary

<b>ROPS</b>	Recognized Obligation Payment Schedules
<b>ROW</b>	Right-of-Way
<b>RPTTP</b>	Redevelopment Property Tax Trust Fund
<b>SEC</b>	Security and Exchange Commission
<b>STIP</b>	State Transportation Improvement Plan
<b>SWPPP</b>	Stormwater Pollution Prevention Plan
<b>TIP</b>	Transportation Improvement Program
<b>TOT</b>	Transient Occupancy Tax
<b>UTPS</b>	Urban Transportation Planning System
<b>UUT</b>	Utility Users Tax
<b>VLF</b>	Vehicle License Fee