



City Offices and Services Update

Department/Division	Department/Division Appointment Schedule (Hours when Appointments may Occur)	Services Offered		Phone Number	Contact (to schedule)	
		In Person by Appointment Only (Face Masks Required) (✓)	Electronic (Virtual or Phone Call) (✓)		Email	
CITY MANAGER'S OFFICE	Mon – Friday 8:30-5pm	✓	✓	510-620-6512	Phone call only	
CITY CLERK'S OFFICE	Mon-Friday 8:30 – 5:00	✓	✓	510-620-6513 Ext: 9	cityclerkdept@ci.richmond.ca.us	
CITY COUNCIL OFFICE	Mon-Friday 8:30 – 5:00	✓	✓	510-620-6581		
COMMUNITY DEVELOPMENT DEPARTMENT						
Building Regulations	Mon-Thurs 8:30 – 4:00 Friday 9:00 – 12pm	✓	✓	510-620-6868	permittechs@ci.richmond.ca.us	
Code Enforcement	Mon-Friday 8:30 – 3:30	✓	✓	510-621-1282	Shanita_harris@ci.richmond.ca.us	
HOUSING PROGRAM						
Marina Shores Properties	Tuesday & Thursday 10:00 – 3:00	✓	✓	510-307-8141	Debra_amerson@ci.richmond.ca.us	
Home Improvement Loan Program	Monday – Thursday 8:00 am-12pm	✓	✓	510-307-8132	Jene_levine-snipes@ci.richmond.ca.us	
Affordable Housing	Monday – Thursday 8:30 – 4:00	✓	✓	510-412-2052	Charice_duckworth@ci.richmond.ca.us	

Richmond Cares HOTLINE (510) 620-6700. Richmond COVID-19 Resources & Information. Hotline hours: Monday – Friday 8:30 AM to 5 PM
 Línea Directa de Richmond Cares (510) 620-6700. Recursos e información para Richmond COVID-19 Horario de línea directa: Lunes a Viernes de 8:30 am – 5:00 pm



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<u>Planning and Zoning</u>	Mon – Thurs 8:30–4:30 Friday 8:30 – 12:30	✓	✓	510-620-6706	planning@ci.richmond.ca.us
COMMUNITY SERVICES DEPARTMENT					
<u>Employment & Training Division</u>	Mon-Friday (10 – 3pm) Closed to public at 4pm	✓	✓ (8:30-5:00)	510-307-8014	info@richmondworks.org
<u>Recreation Division</u>	Mon –Friday 8:30-4:00 Mon-Friday 10:00-4:00 Tableside/Circulation Reference Services Children’s Services	✓	✓	510-620-6793	registration@ci.richmond.ca.us
<u>Library Division</u>	Ebooks, audiobooks, online programs, and links to resources for all ages.	✓	✓	510-620-6559 510-620-6561 510-620-6557	rplref@ci.richmond.ca.us
<u>Library Online and Digital Resources</u>	Monday- Thursday 9:00 – 4:30	✓	✓	510-304-8084	Abigail_sims@ci.richmond.ca.us
Literacy For Every Adult Program LEAP					
FIRE DEPARTMENT					
<u>Permits</u>	Mon-Friday 8:30 – 4:00	✓	✓	510-307-8038	debra_holter@ci.richmond.ca.us
HUMAN RESOURCES DEPARTMENT	Mon-Friday 8:30 – 5:00	✓	✓	510-620-6602	hr_staff@ci.richmond.ca.us

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PUBLIC WORKS					
DEPARTMENT					
<u>Engineering Division</u>	Mon-Friday 8:30-5:00	✓	✓	510-307-8091	engineering@ci.richmond.ca.us
<u>Engineering Permits</u>	Mon-Friday 8:30-5:00	✓	✓	510-307-8091	engpermits@ci.richmond.ca.us
<u>Water Resources</u>	Mon-Friday 8:30-5:00	✓	✓	510-620-6594	wrr@ci.richmond.ca.us
<u>Litter Abatement</u>	Mon-Friday 7:00-3:30		✓	510-231-3010	CRW from City website
<u>Weed Abatement- alleys and hillsides</u>	Mon-Friday 7:00-3:30		✓	510-231-3010	CRW from City website
<u>Parks Maintenance including Parks Weed Abatement</u>	Mon-Friday 7:00 – 3:30		✓	510-231-3004	CRW from City website
<u>Street Maintenance</u>	Mon-Friday 7:00 – 3:30		✓	510-231-3011	CRW from City website
<u>RENT PROGRAM</u>	Mon-Friday 9:00– 12:00 And 1:00 – 4:00	✓	✓	510-234-RENT (7368)	rent@ci.richmond.ca.us
<u>RICHMOND HOUSING AUTHORITY</u>	Mon-Thurs 8:30-4:30 Closed 1:00 – 2:00 Open 1 st Fridays of the Month Regular Hours	✓	✓	510-621-1300	

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Date edited: 8/3/2020