

Mayor's Office



Mission:

To assist residents to create better/healthier lives by effectively addressing social, economic and environmental health and justice issues for all of Richmond. To this end the Mayor's office works to increase jobs, educational opportunities and the creation of responsive government to provide a gateway to the future.

Strategic Goals:

Quality of Life: promote pathways to peace by addressing the root causes of violence

- Support and assist the efforts of Office of Neighborhood Safety (ONS) to maximize effective violence prevention activities in the City by participating on ONS Advisory Committee.
- Reach out to families affected by violence in conjunction with ONS and local organizations to promote the healing process and break the cycle of violence.
- Create pathways out of poverty for our residents by expanding job programs like RichmondBuild and Solar Richmond to train and place our residents in solar installation jobs.
- Network with Contra Costa College, West Contra Costa Unified School District, and not-for-profits to further educational pathways to better lives.

New/Green economy: build upon the foundation laid in FY '07-'08 to promote a strong, responsible, local economy with social equity and environmental sustainability

- Move forward our actions for reducing our carbon footprint by continuing to transition Richmond into a new green economy.
- Work within the East Bay Green Corridor Partnership to jointly seek funding for job training and outreach to green businesses and to advance Richmond as part of the green economic engine of the East Bay.
- Advance solar financing opportunities for residents and businesses, including our low-income homeowners.
- Work with City staff to build on green environmental policies for the City-at-large.
- Advance a sustainable and healthy local economy by encouraging small business development and encourage sustainable practices in all businesses.
- Participate in creation of a sustainable and community-driven general plan update process, including the development of the climate change element and public health element.

Mayor's Office

Community Empowerment - the gauge by which true progress in Richmond must be measured is the extent to which we as a community are empowered to meet our needs and further our common interests

- Reclaim and bring back the commons by utilizing more extensively the common spaces available (e.g., community centers, parks, and libraries) and by encouraging more ownership of outdoor space including the growing of more community gardens.
- Support ongoing efforts to protect our natural resources including a healthy, open, accessible shoreline, preserved hillsides, and clean waterways.
- Promote and celebrate public art and promote artistic performances
- Support the rights of our immigrant families and advocate for the human rights of all our residents.
- Continue to meet with the Mayor's Environmental Justice and Environment Health Task Force seeking advice and ideas for advancing a healthier and ecologically-sound Richmond.
- Continue the effort to empower and celebrate women leaders and organizations making positive change in our community by hosting the Second Annual International Women's Day event in March, 2009.
- Facilitate a youth event (planned by youth) to elevate the voices, talents, and efforts of our youth in moving Richmond forward.
- Engage in dialogue with the community's concerns and ideas through ongoing weekly "Meet with the Mayor" sessions.
- Support and make recommendations for commissions and boards to reflect the fullest range of our diversity.

MAYOR'S OFFICE PROGRAM ORGANIZATIONAL CHART



- * Leadership
- * Budget & Policy Development
- * Coordination between Departments & Community
- * Appointments to Commissions & Standing Committees
- * Represents City at Regional, State, National and International Organizations



Office of the Mayor FY2008-09 Organizational Chart

Existing FTE = 3, Proposed FTE = 3.67

Legend:



Existing Pos.



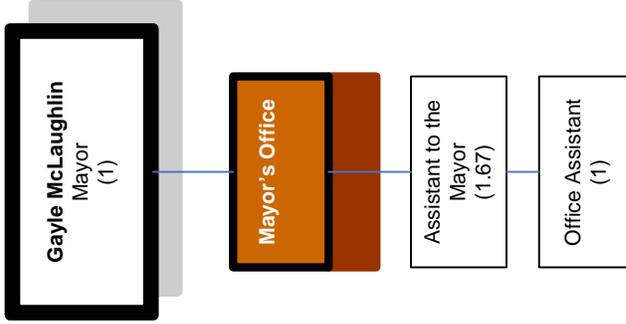
Proposed Pos.



Main Program



Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
OFFICE OF THE MAYOR					
Mayor	1.0	1.0	1.0	1.0	
Administrative trainee - Kids First! After School Prog.	1.0	1.0			
Assistant Administrative Analyst	1.0	1.0			
Assistant to the Mayor	1.0	1.0	1.0	1.67	1 Reclass
Office Assistant				1.0	1 New
Office Specialist - Kids First! After School Program	1.0	1.0			
Senior Assistant to the Mayor			1.0		
Total Full-Time Equivalents (FTEs)	5.0	5.0	3.0	3.67	

CITY OF RICHMOND
 Department: Mayor's Office
 Cost Center: 10001-Mayor's Office
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Feb 2008)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
<u>Expenditures</u>					
50115	Salaries	188,634	206,475	142,516	227,208
50125	Part-time		20,040	5,155	
50200	Benefits	79,492	96,961	60,280	97,699
Total Salaries & Benefits		268,126	323,476	207,951	324,907
51100	Materials & Supplies	3,506	5,100	5,035	6,077
51105	Special Dept. Expenses	4,106	58,000	21,208	38,000
	Misc. Department Expenses				23,000
	5 x \$2,000 Youth Internships				10,000
	Youth Events				5,000
51201	Membership & Dues	9,691	17,000	9,608	16,000
51202	Travel & Training	5,511	12,600	12,134	12,600
51203	Mileage Reimbursements				
51300	Contractual Services	9,500		-	-
51350	Maintenance Expenses	-	977		
51400	Other Operating Expenses	4,824	9,239	3,176	9,239
51475	Sister City Expenses	3,971	9,000	4,036	9,000
51500	Utilities	-		-	
51507	Direct Equipment Service				
51601-51620	Internal Service Fund Allocations	103,269	138,681	84,793	142,841
51700	Property, Furniture and Equipment Exp				
51800	Grant Expenditure				
52000	Debt Service Expenditures				
53000	Capital Outlay				
54500	Transfer Out				
Total Operating Expenditures		144,378	250,597	139,990	233,757
Total All Expenses		412,504	574,073	347,941	558,665

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 citizen input and conduct business in a public forum.

Strategic Goals:

Maintain and enhance the physical environment

- Revitalize the historic Civic Center and Downtown.
- Continue to implement efforts to reinstate services to maintain City streets, landscaping, parks, and historic buildings.
- Enforce abatement ordinances to combat graffiti, illegal dumping, and overgrown vegetation throughout the City.

Promote a safe and secure community

- Provide the Police Department with the resources needed to recruit Police Officers to fill current vacancies.
- Support Community Policing policies.
- Expand recreation and youth programs.
- Work with the West Contra Costa Unified School District to address truancy issues and after school programs.

Promote economic vitality

- Expand economic opportunities for business and employment opportunities for Richmond residents.
- Support efforts to attract and sustain business through effective and efficient permitting processes.

Promote effective government

- Remain updated on economic forecasts, the state budget, and key legislation.
- Broaden local programs and services through participation in courses, seminars and conferences provided through memberships of government agencies on local, state and federal levels.

Promote a sustainable City

- Consider and develop a legislative program that will promote sustainability.
- Promote Bike-to-Work Day and other environment-friendly commuting and transportation options.

City Council

- Support efforts of the Employee Environmental Task Force to promote sustainability within the organization.
- Expand City-wide Health and Wellness Fair to include an Environmental Awareness component.
- Sustain and augment programs that promote general and higher education for our youth.

City Council

Goal

To establish municipal policy and allocate resources to improve the quality of life for Richmond residents.

Description

The City Council consists of nine members, including an elected Mayor. The City Council is the City's main legislative body, making laws and policy decisions through the enactment of ordinances and resolutions. The City Council adopts the City budget, represents the City on County and regional governmental agencies, hosts ceremonial occasions, and carries out a variety of other municipal responsibilities. Councilmembers also serve as the City's Redevelopment Agency Board, Joint Powers Financing Authority Board, and Housing Authority Commissioners. They are assisted by the numerous boards, commissions, and neighborhood councils comprised of Richmond residents.

2008-09 Key Standards

- Implement, maintain, and respond to via sound policy measures a biennial community survey.
- Hold regularly scheduled public meetings, hearings, and study sessions.
- Strengthen avenues of communication with the community through collaborations, outreach, and public meetings.
- Maintain a level of public policy education for all Councilmembers that enhances the effectiveness of policy decisions.
- Address issues of departmental efficiency and performance, including adoption of legislative proposals that make City services more effective.
- Develop and maintain Redevelopment area projects that revitalize neighborhoods.
- Increase and diversify revenue sources, including implementing and maintaining cost recovery programs throughout City service areas.
- Increase efforts to address blight and graffiti throughout the City of Richmond.
- Support violence reduction programs and initiatives.
- Strengthen efforts to promote education and quality educational facilities for Richmond Youth.
- Support environment-friendly programs and initiatives.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of resolutions and ordinances issued	100	93	100	100
# of non-scheduled outreach events and/or meetings held	20	37	40	40
# of scheduled public meetings, hearings, and study sessions	48	24	48	48
# of actions taken as a response to biennial community survey result	3	3	3	5

City Council

# of Joint City Council and WCCUSD Board Meetings	2	1	2	4
# of Environment Friendly Initiatives/Policy Implemented/Adopted	4	2	4	5

Effectiveness

% of citizen survey respondents who rate Richmond's quality of life as "good" or better (biennial survey)	45%	18%	18%	65%
% increase in community communication through collaborations, outreach, and public meetings.	90%	75%	90%	100%
% increase in Councilmembers public policy education	90%	50%	90%	100%

CITY COUNCIL PROGRAM ORGANIZATIONAL CHART



- * Allocation of Resources and Policy Development
- * Formulates Priorities
- * Coordination between Departments & Community
- * Represents City at Local, Regional & Nation-wide Organizations
- * Conducts regularly scheduled meetings, hearings, and study sessions to receive citizens' input.



Richmond City Council FY2008-09 Organizational Chart

Existing FTE = 9, Proposed FTE* = 9

Legend:



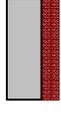
Existing Pos.



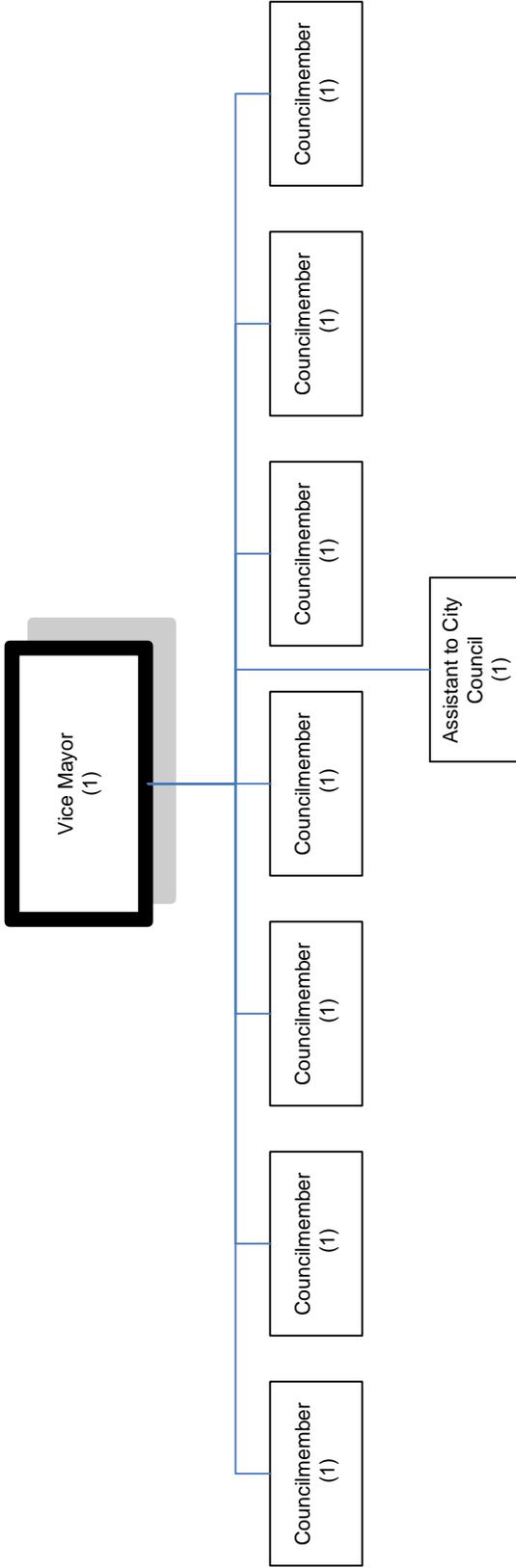
Main Program



Proposed Pos.



Sub-Program



* Number of Councilmembers will be reduced to seven effective January 2009

City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009
CITY COUNCIL				
Staff Assistant to the City Council	1.0	1.0	1.0	1.0
Total Full-Time Equivalentents (FTEs)	1.0	1.0	1.0	1.0

CITY OF RICHMOND
 Department: City Council
 Cost Center: 10002-Council Office
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
47025	Other Revenues	1,890		1,890	1,890
44000	Contributions	500			
Total Revenues		2,390	-	1,890	1,890
Expenditures					
50115	Salaries - general	174,412	317,284	118,243	198,321
50125	Part time- general				79,340
50116	Salary - bonus	(485)			
	Benefits	153,158	165,736	81,138	216,035
Total Salaries & Benefits		327,084	483,020	199,381	493,696
51100	Materials & Supplies	1,803	2,000	421	2,000
51105	Special Dept. Expenses	1,415	26,699	1,588	18,000
	Special Council Directed Community Events				15,000
	Council Office Refreshments				1,500
	Miscellaneous				1,500
51201	Membership & Dues	82,376	85,000	78,740	85,000
	National League of Cities				7,300
	ABAG				16,500
	LAFCO				30,000
	League of CA Cities				25,000
	LCC East Bay Division				400
	LCC Latino Caucus				400
	Local Government Commission				600
	Contra Costa Council				1,000
	Misc - Possible Increases				3,800
51202	Travel & Training	35,585	44,000	19,141	46,000
	Bates - 10699	3,765	5,500	5,846	5,500
	Marquez - 10697	7,165 *	5,500	5,203	5,500
	Butt - 10700	-	5,500	2,737	5,500
	Rogers - 10766	6,086 *	5,500	1,031	5,500
	Viramontes - 10767	10,285 *	5,500	-	5,500
	Thurmond - 11109	1,009	5,500	-	5,500
	Sandhu - 11289	3,766	5,500	2,446	5,500
	Lopez - 11290	800	5,500	1,879	5,500
	Griffin -10696	226	-	-	-
	Others	2,483	-	-	2,000
51203	Mileage Reimbursements	20	500		500
51400	Other Operating Expenses	4,989	4,800	2,317	6,000
	Lanier Copier Lease				3,800
	City Council Blackberry Usage				1,200
	Printing and Binding				1,000
51475	Sister City Expenses		13,000	12,989	22,500
	Zhoushan				2,500
	Shimada				2,500
	Regla				2,500
	Delegation				15,000
51601-51620	Internal Service Fund Allocations	218,829	249,126	125,490	256,600
51700	Property, Furniture & Equipment	605			1,500
Total Operating Expenditures		345,623	425,125	240,687	438,100
Total All Expenses		672,707	908,145	440,068	931,796

*Represents two years allocation per Council vote to carry forward from one budget year to the next.

City Clerk's Office



Mission:

The City Clerk's Office maintains City documents and legislative actions of the City Council and other City agencies, and ensures their accessibility by City staff and the public.

Strategic Goals:

Promote a safe and secure community

- Publish and promote City policies regarding a Drug-Free Workplace, Violence in the Workplace and Workplace Harassment.

Promote effective government

- Ensure that all ordinances and resolutions are executed, recorded, and incorporated into municipal code, where applicable.
- Ensure that City records are maintained in an orderly and accessible manner.
- Increase the amount of information made available electronically to City staff and the public.
- Transition from a manual preparation and distribution of agenda information to an automated process.
- Implement a voter registration campaign.
- Catalog and inventory documents for public access.
- Implement a records retention policy.
- Ensure Council, Committee, Commission and other official meetings are properly noticed to encourage public participation in conformance with legal mandates.
- Facilitate the Municipal Election process within the City to ensure that elections are conducted properly and ethically in accordance with federal, state, and local laws.
- Oversee the filing of Campaign Disclosure Statements and Statements of Economic Interest as required by the Fair Political Practices Commission.
- Implement local campaign financing.
- Facilitate records research of official City documents.

Promote a sustainable City

- Scan paper or hard copy files into electronic documents for City-wide distribution and access.
- Enable records research and review of ordinances, resolutions, agendas and contracts through the City's website.

City Clerk's Office

Goal

Support legislative and policy development activities of the City Council and provide public access to information.

Description

The City Clerk's Office supports the legislative and policy process by providing timely and accurate information to the City Council, staff, and the public. The Office ensures compliance with the Brown Act by providing timely notice of public meetings, is the custodian of records of public meetings of the legislative authorities and agencies of the City of Richmond, administers the City's records management program, and is the local election office for City elections.

2008-09 Key Standards

- Digitalize and place on website all minutes, resolutions, and ordinances from 1905 to 2008 by December 31, 2008, and maintain going-forward electronic archival.
- Ensure compliance with the City's retention policy.
- Create and maintain procedures that are effective and current.
- Work with the City Manager to develop and maintain an accountability system to track decisions made by the City Council that require follow-up action.
- Administer State of California Fair Political Practices Commission (FPPC) requirements.
- Provide online agenda packages prior to Council meetings.
- Process official documents within two days.
- Process information requests in compliance with state law.
- Post documents, formalizing Council action, to the website within 20 days.
- Ensure compliance with applicable laws and regulations, including the Brown Act.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of visits to the City Clerk's main web page	3,000	1,925	4,235	5,000
# of visits to Council Agendas and Minutes	3,500	5,216	6,258	7,509
# of visits Boards and Commissions	1,000	1,235	2,717	2,988
# of agenda management system transactions	950	1,070	2,354	2,589

Effectiveness

% of information posted to the City's website	100%	100%	100%	100%
% of agenda packages distributed electronically	100%	100%	100%	100%
% of documents imaged, from 1905 to 2008, posted on the website:				
Minutes*	100%	50%	100%	100%
Resolutions*	100%	0%	100%	100%

City Clerk's Office

Ordinances*	100%	30%	100%	100%
% of agenda packages available prior to meeting	100%	100%	100%	100%
% of Board and Commission procedures developed	100%	0%	100%	100%

Efficiency

Cost per meeting for packet generation	\$1,642	\$1,614	\$1,669	\$1,684
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* - Scanning service will be used to complete imaging.

CITY CLERK'S OFFICE PROGRAM ORGANIZATIONAL CHART

City Clerk

- * Agenda Preparation
- * Resolutions
- * Ordinances
- * Contracts
- * Rosters - Boards & Commissions
- * Elections Official
- * Record Deeds, Street Vacations, Liens with County Recorder
- * Process Claims Against City
- * Publish Legal Notices
- * Schedule Hearings
- * Maintain Attendance Roster for Council
- * Records Management
- * Agenda Distribution
- * Open Bids
- * Ensure Municipal Code is Updated
- * Research Service
- * Public Information Requests



City Clerk's Office FY2008-09 Organizational Chart

Existing FTE = 4

Legend:



Existing Pos.



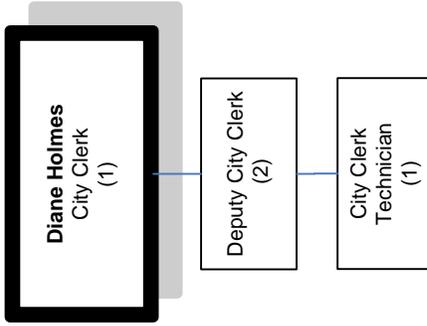
Proposed Pos.



Main Program



Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009
CITY CLERK				
City Clerk	1.0	1.0	1.0	1.0
City Clerk Technician			1.0	1.0
Deputy City Clerk	2.0	2.0	2.0	2.0
Deputy City Clerk Assistant	1.0			
Office Assistant II		1.0		
Total Full-Time Equivalents (FTEs)	4.0	4.0	4.0	4.0

CITY OF RICHMOND
 Department: City Clerk's Office
 Cost Center: 10004-City Clerk's Office
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
	Fees	2,365	-	1,390	1,000
	Other revenue	582		15	-
	Total Revenues	2,947	-	1,405	1,000
Expenditures					
	Salaries	197,534	245,333	124,178	271,162
	Benefits	90,963	115,191	57,939	173,634
	Total Salaries & Benefits	288,497	360,524	182,117	444,796
51100	Materials & Supplies For Office Supplies	15,508	20,000	7,642	17,000 17,000
51105	Special Dept. Expenses For Election Costs Campaign Public Matching Funds	67,826	100,000	1,471	300,000 100,000 200,000
51201	Membership & Dues	416	1,000	278	500
51202	Travel & Training For Conferences	-	20,000	830	5,000 5,000
51300	Contractual Services	24,189	127,396	55,597	-
51400	Other Operating Expenses Xerox Copier	60,240	100,330	24,503	50,000 50,000
51700	Property, furniture <\$5k	15,034	-	-	-
51350	Maintenance expenses	15,495	-	-	-
51601-51620	Internal Service Fund Allocations	94,040	108,166	54,430	110,995
	Total Operating Expenditures	292,747	476,892	144,751	483,495
	Total All Expenses	581,244	837,416	326,868	928,291

Office of the City Manager



Mission:

Implement City Council policy through effective day-to-day oversight of operating departments; and the initiation, development, and implementation of programs that provide for the efficient, effective and equitable delivery of services to all those who live and work in the City of Richmond.

Strategic Goals:

Maintain and enhance the physical environment

- Provide administrative support to City departments and fund outside organizations through grants and mitigation funds to ensure an attractive physical environment is maintained throughout the community.

Promote a safe and secure community

- Reduce violent crimes committed in the city through the establishment of an Office of Neighborhood Safety.
- Work collaboratively with other departments to develop and implement a Closed Circuit Television (CCTV) system throughout the City.

Promote economic vitality

- Ensure City financial stability.
- Guarantee City operations are provided efficiently and effectively.
- Aid departments in securing outside funding opportunities.
- Attract revenue and job producing businesses to Richmond.
- Direct and monitor the progress of major economic development projects.

Promote effective government

- Implement Council directives and communicate regularly to the City Council through weekly reports and bi-monthly meetings.
- Develop and implement a performance measurement and reporting system to promote accountability, effectiveness, and efficiency in City operations.
- Work with outside agencies to address multi-jurisdictional concerns.
- Provide public information to the community.
- Promote a strong customer service attitude and strong work ethic among all employees.
- Ensure issues raised in the community survey are addressed.

Promote a sustainable City

- Participate in the East Bay Green Corridor Partnership to strengthen the regional economy by supporting emerging green and sustainable industries.
- Develop outreach strategies and materials to reduce municipal, commercial and residential environmental impacts.

Office of the City Manager

Goal

To support the City Council by providing organizational leadership to all City departments and implementing Council-directed policies. To promote effective use of City resources among all departments and maintain a stable financial condition. Ensure all departments provide high quality, responsive service in a courteous manner. Maintain positive relationships with the City Council, staff and community members.

Description

The City Manager's Office is responsible for the day-to-day administration of the City according to policies set forth by the City Council. Responsibilities include implementing City Council policy, overseeing departmental operations, providing leadership in program development and implementation, assuring an efficient and equitable delivery of City services, initiating and developing short and long-term special projects that improve the quality of life in Richmond, overseeing the annual budget process, managing the City's inter-governmental relations and public information functions, and directing major economic development projects.

2008-09 Key Standards

- Ensure that implementation has begun on all Council directives within 3 months.
- Provide an initial response to all citizen inquiries within two business days.
- Conduct quarterly sessions with each department head to review the progress in achieving performance measurement goals.
- Provide weekly reports to the City Council concerning City-wide key issues, projects, and activities, and schedule bi-weekly (at minimum) City Council meetings.
- Increase the number of collaborative projects among departments, and between the City and community organizations.
- Implement and manage a City-wide continuous improvement program that will, within direction provided by the City Council, improve service levels and efficiency.
- Raise the community's sense of comfort, health and safety by providing effective municipal management and facilitating improved levels of service to the public.
- Develop and implement effective community-wide and municipal environmental policies and programs in the areas of resource conservation, climate change, and energy efficiency, to ensure Richmond's long-term environmental sustainability.
- Increase public awareness among Richmond residents and businesses regarding methods to reduce environmental impacts.
- Increase regional collaboration to prevent wire theft.
- Create and implement a plan to support and build capacity for Non-Governmental Organizations (NGOs).
- Develop a community newsletter to increase public awareness about Richmond's recreational, educational and cultural activities.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of City Council directives	n/a	TBD	n/a	n/a
# of citizen requests	n/a	22	50	40
# of new cross-departmental collaborations	n/a	12	15	18

Office of the City Manager

# of new collaborations between the City (involving more than one City department) and community organizations	n/a	2	3	5
# of community-wide waste reduction and recycling strategies	0	0	0	2
# of municipal waste reduction and recycling strategies	0	0	1	2
# of materials developed to increase public environmental awareness	0	0	0	2
# of regional collaboration meetings held to discuss wire theft	1	0	1	4
# of trainings, workshops, events, etc. held to support NGOs	2	1	2	4
# of community newsletters created and distributed	0	0	0	4

Effectiveness

% of Council directives that have begun implementation within 3 months	90%	TBD	90%	90%
% of citizen requests receiving initial response within two days	95%	94%	100%	100%
% of respondents rating Richmond quality of life as "good" or better (numbers are the 2007 results and a goal for 2009 survey)	18%	n/a	n/a	30%
% of City-wide and municipal greenhouse gas emissions inventory completed	50%	0%	50%	100%
% of climate action plan completed	0%	0%	10%	25%
% of plan created to support and build capacity for NGOs	50%	0%	50%	100%

Efficiency

Direct cost savings resulting from internal audits or City Manager management initiatives	n/a	n/a	n/a	n/a
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Office of the City Manager

Stormwater

Goal

To maintain a healthy aquatic environment through preventative maintenance of the stormwater collection system, monitoring for illicit discharges, inspection of industrial and commercial businesses, and provision of public education and industrial outreach.

Description

The Engineering Stormwater program provides oversight for the efficient and effective cleaning and repair of the City's stormwater collection system. Veolia Water North America maintains the stormwater system under contract with the City. The Engineering Stormwater program oversees section C.4 (industrial and commercial site controls), section C.5 (illicit discharge detection and elimination), and section C.6 (public information and outreach) of National Pollutant Discharge Elimination System (NPDES) permit #CAS12008. Other portions of this permit are under the jurisdiction of the Public Works, and Planning and Building Regulations Departments. Engineering provides oversight of the City's compliance of the NPDES permit.

2008-09 Key Standards

- Annually inspect and clean 25% of the City's stormwater drainage system; and establish a rehabilitation plan for maintenance, repairs and upgrades to address the entire drainage system.
- Reduce the amount of flooding potential.
- Ensure legal authority for effective site management at industries and commercial businesses, and implement enforcement response plans.
- Update Inspection, Illicit Discharge and Public Outreach, and Enforcement Response Plans.
- Inspect industries to avert contamination of stormwater.
- Execute spill and dumping response including tracking and case follow-up.
- Participate in public outreach events and efforts designed to improve surface water quality.
- Map the stormwater collection system.
- Mark storm drain inlets with pollution prevention message; i.e., "no dumping, drains to bay".
- Provide a stormwater point of contact for public outreach purposes.
- Outreach to school age children to provide education on water quality issues.
- Review and update the City of Richmond's stormwater inspection and permit fee structure.

Measurements

Output	2008 Goal	2008 Mid- Year Actual	2008 Year End Projection	2009 Proposed
# of sanitary sewer overflows	3	42	45	40
# of participations in public outreach events	12	6	12	12
# of flood basins cleaned (NPDES permit requirement)				1
# of industrial and commercial Inspections performed (NPDES permit requirement)				76

Office of the City Manager

Stormwater

# of sanitary sewer overflows	3	42	45	40
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Effectiveness

Increase the storm drainage 2007 community survey quality of service ranking in the next biennial survey (100 = excellent)	50	40	50	50
% requiring follow-up inspections				25%
Re-clean and inspection of collection system	25%	13%	25%	25%
% of industrial and commercial inspections that do not need to be made a priority based				30%

Efficiency

Average cost per linear foot (lf) of collection system cleaned and inspected	\$8.72	\$4.36	\$8.72	\$9.00
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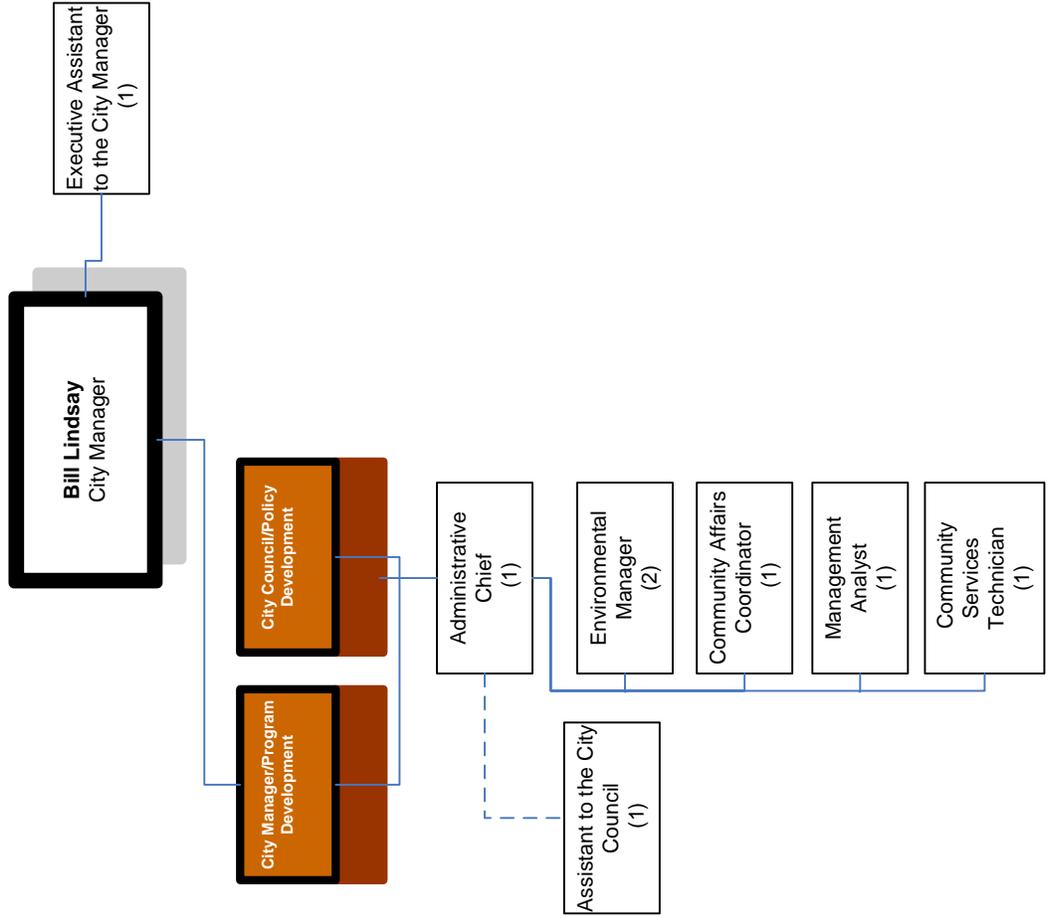
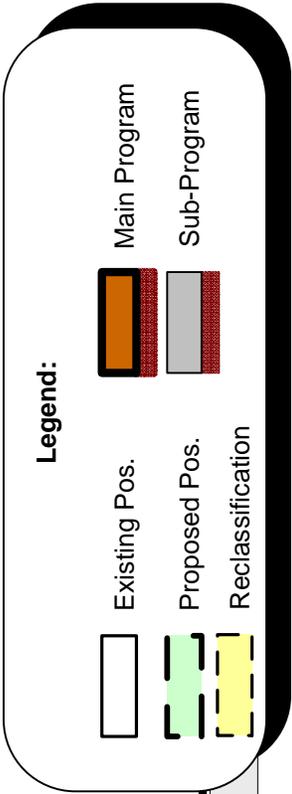
CITY MANAGER'S OFFICE PROGRAM ORGANIZATIONAL CHART

City Manager/ Program Development	City Council/Policy Development	Environmental Initiatives	Point Molate
*Policy Research and Implementation	*Agenda Packet Preparation	*Implementation of a Climate Action Plan	*Negotiate with the Navy for the Early Transfer of the Site
*Management Oversight of City Departmental Services	*Committee Staff Support	*Research for Program Funding and Grant Opportunities	*Oversee the Environmental Cleanup of the Site
*Community Relations	*Policy Recommendations	*Collaboration with the East Bay Green Corridor Partnership	*Oversee Site Activities During the Transition
*City Budget Oversight and Resource Allocation	*Council Communication and Information Provision	*Solid Waste and Recycling Contract Administration and Waste Reduction Program Development	*Work with the Developer to Obtain a Desirable Development
*Organizational and Employee Development	*Facilitation Decision-making Processes		
*Intergovernmental Relations			
*Public Information			
*Contract Administration			
*Indian Gaming			
*Environmental Mitigation Funding Oversight			
*City-Wide Grant Funding			
*Grant Administration			



Office of the City Manager FY2008-09 Organizational Chart

Existing FTE = 7, Proposed FTE = 8



City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
CITY MANAGER					
Administrative Chief	1.0	1.0	1.0	1.0	
Administrative Student Intern	1.0	1.0	1.0		
City Manager	1.0	1.0	1.0	1.0	
Community Affairs Coordinator			1.0	1.0	
Community Affairs Technician			1.0	1.0	
Environmental Manager				2.0	
Executive Assistant to the City Manager			1.0	1.0	1 Reclass
Management Analyst	1.0	1.0	1.0	1.0	
Secretary to the City Manager	1.0	1.0			
Violence Prevention Coordinator		1.0			
Total Full-Time Equivalents (FTEs)	5.0	6.0	7.0	8.0	

CITY OF RICHMOND
 Department: City Manager's Office
 Cost Center: 10003-City Manager's Office
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Feb 2008)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
40511	NR Mitigation Fund				
41400	Charges for Services	169		(444)	
42000	Grant Revenue	50,000			
47000	Other Revenues	810			
47500	Operating Transfers			19,740	15,000
Total Revenues		50,979		19,296	15,000
Expenditures					
50115	Salaries	628,136	592,101	416,142	678,823
50125	Part-Time General	45,795	30,000	10,858	30,000
50200	Benefits	342,458	300,087	193,200	346,200
Total Salaries & Benefits		1,016,390	922,188	620,200	1,055,023
51100	Materials & Supplies	29,173	35,000	20,020	30,000
	Office Supplies				15,000
	Materials & Supplies				15,000
51105	Special Dept. Expenses	895	25,000	957	12,500
	CM Directed Expenses				10,000
	Misc.				2,500
51201	Membership & Dues	1,106	10,000	2,501	10,000
51202	Travel & Training	19,108	35,000	19,039	35,000
	City Manager (League of California Cities)				10,000
	MMANC, GFOA, ICMA, Environmental Conf., TLG, NUSA, Neigh. Works, etc.				13,000
	Council Meals				12,000
51300	Contractual Services	231,501	375,000	223,092	375,000
	Glen Price Group				210,000
	Sacramento Advocates				70,000
	Charter Review (Legal) - Greg S.				50,000
	Nichols Engineering				15,000
	NRC - City Survey				30,000
	Database				-
	City Branding				-
	Organizational Development				-
	Corporation Yard Relocation				-
	City Newsletter				-
51350	Maintenance Expenses	1,571	5,000	-	2,500
51400	Other Operating Expenses	93,651	200,000	40,263	168,000
	Council Directives				90,000
	Copier and Copies				5,000
	Neighborhood Council				15,000
	RNCC Trip				3,000
	Community Outreach				20,000
	Special Events				15,000
	Human Relations Commission				20,000
51601-51620	Internal Service Fund Allocations		182,379		187,296
51700	Property, Furniture and Equipment Ex	-	5,000	-	5,000
53000	Capital Outlay	48,269			
Total Operating Expenditures		425,274	872,379	305,871	825,296
Total All Expenses		1,441,664	1,794,567	926,071	1,880,319

CITY OF RICHMOND
 Department: City Manager's Office
 Cost Center: 11332-Environmental Initiatives
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
Total Revenues		-		-	-
<u>Expenditures</u>					
50115	Salaries				98,412
50125	Part-Time General				
50200	Benefits				50,190
	Total Salaries & Benefits				148,602
51100	Materials & Supplies				-
51201	Membership & Dues				3,000
51202	Travel & Training				5,000
51350	Mileage Reimbursements				
51300	Contractual Services				77,250
	BVR - Biodiesel Generator Project				2,250
	Environmental Projects				75,000
51400	Other Operating Expenses				
	Total Operating Expenditures	-	-	-	85,250
	Total All Expenses	-	-	-	233,852

CITY OF RICHMOND
 Department: City Manager's Office
 Cost Center: 11333-Stormwater
 Fund: 5051-Stormwater Operations

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
40900	Fees	-	-	-	
41100	Interest & Invest Income	-	30,000	-	30,000
41400	Charges for Services	1,563,400	1,580,000	[1]	1,580,000
47500	Operating Transfers	1,200,000	1,200,000	-	[2]
Total Revenues		2,763,400	2,810,000	-	1,610,000
Expenditures					
50115	Salaries - General	94,548	152,683	43,302	89,256
50200	Benefits	41,419	70,730	17,856	45,521
Total Salaries & Benefits		135,967	223,413	61,158	134,777
51100	Materials & Supplies	-	-	-	-
51105	Special Dept. Expenses	19,690	183,200	9,129	116,350
	NPDES Permit For Plant				25,000
	NPDES Permit For Corp Yard				25,000
	NPDES Permit For City (Greenway, Bay Trail, etc.)				45,000
	BAAQMD Air Permits Or Stormwater Pump Stations				7,500
	Watershed Project (Kids Win)				5,000
	Dept Of Fish And Game Permits				100
	Water Toxicity Testing				250
	Sediment Toxicity Testing				250
	PCB's Testing				250
	Kids For The Bay				8,000
51201	Membership & Dues	-	-	-	-
51202	Travel & Training	-	2,500	-	2,500
	CASQA Conference				1,500
	Stormwater Conference (Local)				1,000
51203	Mileage Reimbursements	-	175	-	175
	Reimbursement For Clean Water Meetings				175
51300	Contractual Services	1,001,694	1,162,666	547,393	1,540,195
	Clean Water Program				450,000
	Veolia Contract				985,195
	North Richmond Storm Drain Pump Station				75,000
	Hilltop Lake Pump Station Maintenance				30,000
51350	Maintenance Expenses	-	2,500	-	2,500
	Field Inspection Equipment				2,500
51400	Other Operating Expenses	-	2,000	-	350
	Public Education Outreach Publication Material				350
51429	Building Rental-DiCon	-	-	-	-
51475	Sister City Expenses	-	-	-	-
51500	Utilities	-	10,000	-	10,000
	PG&E Usage For Stormwater Pump Station				10,000
51700	Property, Furniture and Equipment Exp	-	500	-	-
Total Operating Expenditures		1,021,384	1,363,541	556,522	1,672,070
Total All Expenses		1,157,351	1,586,954	617,680	1,806,847

[1] Revenues are transferred at the end of the fiscal year from Streetsweeping, fund 5101, fund center 10155.

[2] No operating transfer budgeted for FY 08/09. General Fund will issue a loan. Cash to be transferred on the GL level - no effect on revenue.

CITY OF RICHMOND
 Department: City Manager's Office
 Cost Center: 11028-Pt. Molate Upstream
 Fund: 2020-Pt. Molate/Upstream

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
<u>Revenues</u>					
41100	Interest & Investment Income	155,643		73,376	
43000	Proceeds: Land, Bldg	3,000,000			
47000	Other Revenue	177,499			
47500	Operating Transfers				250,000
	Total Revenues	3,333,142		73,376	250,000
<u>Expenditures</u>					
50115	Salaries	118,366		29,545	
50125	Part-Time General	40,630			
50200	Benefits	78,524		15,397	
	Total Salaries & Benefits	237,520		44,943	
51300	Contractual Services	281,108	250,000	36,125	250,000
	Consultant A (Al de Silva)				50,000
	Legal Services (G. Hart and J. Knox)				200,000
51400	Other Operating Expenses	108		58	
52000	Debt Service Expenditures	10,498		6,970	
	Total Operating Expenditures	291,714	250,000	43,153	250,000
	Total All Expenses	529,234	250,000	88,095	250,000

CITY OF RICHMOND
 Department: City Manager's Office
 Cost Center: 11294-Veolia Mitigation
 Fund: 2026-Veolia Mitigation Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
<u>Fund Balance</u>				77,656	
				Estimated	
<u>Revenues</u>					
40511	Hazardous Waste Fee	100,000		25,000	25,000
Total Revenues		100,000		25,000	25,000
<u>Expenditures</u>					
51300	Contractual Services	22,344		70,148	25,000
	Nonprofit/Community Based Organization A				12,500
	Nonprofit/Community Based Organization B				12,500
Total Operating Expenditures		22,344	-	70,148	25,000
Total All Expenses		22,344	-	70,148	25,000

CITY OF RICHMOND
 Department: City Manager's Office
 Cost Center: 11298-11311-NRWR Mitigation Strategies
 Fund: 2027-N Richmond Waste & Recovery Mitigation Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Fund Balance					742,803 *Estimated
Revenues					
40511	Hazardous Waste Fee	496,821		650,797	80,000
Total Revenues		496,821		650,797	80,000
Expenditures					
50115	Salaries				
50200	Benefits				
Total Salaries & Benefits				-	-
51300	Contractual Services	103,295		280,963	77,000
	Community Housing Development Corporation				75,000
	Richmond Sanitary Services				2,000
51400	Other Operating Expenses	3		4	-
52000	Debt Service Expenditures	307		505	-
54500	Transfer out			19,740	687,500
	City Administration			19,740	15,000
	City/County Illegal Dumping Pickup - Public Works				90,000
	Graffiti Abatement - Public Works				30,000
	Parks Rehabilitation Projects - Public Works				175,000
	Various Capital Improvement Projects - Engineering				30,000
	ADT - Surveillance Cameras - Part of City Contract				275,000
	Neighborhood Cleanups - Public Works				7,500
	Vacant Lot Cleanup and Fencing - Public Works, Code Enforcement				65,000
Total Operating Expenditures		103,604	-	301,211	764,500
Total All Expenses		103,604	-	301,211	764,500

Office of Neighborhood Safety



Mission:

Achieve greater neighborhood and community well-being through building and sustaining strategic partnerships and initiatives that develop, focus, connect and sustain human service resources to and on behalf of disconnected high-risk individuals and communities most impacted by community and street violence.

Strategic Goals:

Maintain and enhance the physical environment

- Build capacity and create alignment within public systems, community and faith-based organizations to implement innovative best practice-based violence prevention strategies and programs that aid in enhancing the physical environment of the Richmond community.

Promote a safe and secure community

- Coordinate City-initiated violence prevention initiatives.
- Design and implement City-initiated programs that reduce violent crime.
- Evaluate City/Community-based partnerships and programs to reduce and prevent violence.
- Coordinate collaborative community efforts to reduce violence.
- Identify "best practices" and community needs to reduce and prevent violence.

Promote economic vitality

- Fund development for violence reduction strategies.
- Pursue opportunities to leverage and re-deploy existing resources as well as pursue state, federal and philanthropic resources.

Promote effective government

- Facilitate and strengthen the City's interdepartmental coordination of efforts designed to build and advance meaningful human service delivery opportunities.

Promote a sustainable City

- Build capacity and create alignment within public systems, community and faith-based organizations to implement innovative best-practice based violence prevention strategies and programs that promote a sustainable Richmond community.

Office of Neighborhood Safety

Goal

Through human service delivery coordination, capacity building, accountability, resource maximization and development, the Office of Neighborhood Safety leverages City resources to ensure greater neighborhood and community well-being.

Description

The Office of Neighborhood Safety (ONS) builds partnerships and supports initiatives that produce greater neighborhood and community well-being. ONS works to develop, focus, connect and sustain human service resources and delivery on behalf of those identified high-risk/vulnerable individuals and communities most impacted by community and street violence.

2008-09 Key Standards

- Implement street outreach program based on adopted violence prevention strategy.
- Facilitate and strengthen the City's interdepartmental coordination of efforts designed to build and advance meaningful human service delivery opportunities.
- Facilitate and strengthen cross-jurisdictional coordination of efforts designed to build and advance meaningful human service delivery opportunities.
- Develop and manage new collaborations between public systems and community-based stakeholders related to the development, implementation and management of effective human service delivery systems.
- Pursue opportunities to leverage and re-deploy existing resources as well as pursue state, federal and philanthropic resources.
- Create, implement, monitor and evaluate service delivery systems and opportunities designed to work together with the public systems to provide a continuum of support for high-need populations impacted by violence.
- Build capacity and create alignment within public systems, community and faith-based organizations to implement innovative best practice-based violence prevention strategies and programs that meet the needs of the Richmond community.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of new interdepartmental and cross jurisdictional collaborations	N/A	1	2	4
# of collaborations with community-based and faith-based organizations	N/A	1	2	4
# of funding proposals aimed at increasing human service capacity and opportunities	N/A	1	2	4
# of program strategies developed, implemented and managed	N/A	1	2	3
# of clients served	N/A		100	150
# of independent evaluations of program strategies	N/A	N/A	1	2

Office of Neighborhood Safety

# of high-risk clients receiving program services (street outreach)	N/A	N/A	75	150
# of staff contacts with high-risk clients (street outreach)	N/A	N/A	200	400
# of clients served through Proposed Re-entry RFP over 18 months	N/A	N/A	N/A	240

Effectiveness

Increase in interdepartmental involvement in human service delivery on behalf of high-risk/underrepresented individuals and communities	N/A	1	1	2
Increase in community-based capacity to implement and manage best-practice based street/community level violence prevention and intervention strategies and services	N/A	3	4	7
Increase in community based capacity to implement and manage best-practice based re-entry focused employment strategies and services	N/A	N/A	N/A	4
New grant dollars received	N/A	\$120K	\$200K	\$200K

OFFICE OF NEIGHBORHOOD SAFETY PROGRAM ORGANIZATIONAL CHART

Neighborhood Safety

- *Coordination of City-initiated violence prevention initiatives
- *Coordination of collaborative community efforts to reduce violence
- *Development of funding sources for violence reduction strategies
- *Identification of "best practices" and community needs to prevent crime
- *Evaluation and provision of funding to community organizations for violence prevention strategies
- *Design and implementation of programs that reduce violent crime

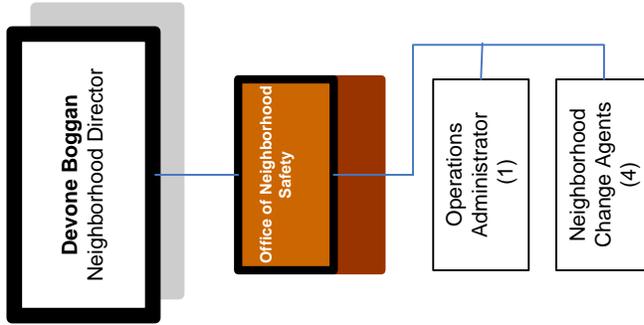


Office of Neighborhood Safety FY2008-09 Organizational Chart

Existing FTE = 3, Proposed FTE = 6

Legend:

- Existing Pos. (White box)
- Proposed Pos. (Green dashed box)
- Reclassification (Yellow dashed box)
- Main Program (Orange box)
- Sub-Program (Grey box)



Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
OFFICE OF NEIGHBORHOOD SAFETY					
Neighborhood Change Agents				4.0	4 New
Neighborhood Safety Director			1.0	1.0	
Office Assistant II		1.0	1.0		
Operations Administrator	1.0	1.0	1.0	1.0	
Total Full-Time Equivalentents (FTEs)	1.0	2.0	3.0	6.0	

CITY OF RICHMOND
 Department : Office of Neighborhood Safety
 Cost Center: 11146-Office of Neighborhood Safety
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Feb 2008)		Detail FY2008-09 Dept Proposed
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual		
Revenues						
44000	Contributions			70,000		
42000	Grant Revenue					
Total Revenues		-		70,000		-
Expenditures						
50115	Salaries		208,440	67,953		381,348
50200	Benefits		88,130	35,108		163,979
Total Salaries & Benefits			296,570	103,061		545,327
51100	Materials & Supplies			-		15,000
51105	Special Dept. Expenses			-		65,000
	Office Space Rental-Offsite					48,000
	Food & Beverage					5,000
	Outreach Liason (RPD)					12,000
51201	Membership & Dues			-		1,000
51202	Travel & Training		10,000	-		10,000
	Staff & Outreach Workers					10,000
51203	Mileage Reimbursements					2,000
	4 Outreach Staff Travel					2,000
51300	Contractual Services	283,742	200,000	106,938		414,500
	12 Community Peackeepers @ \$1,000/mo./stipend					144,000
	Grant Writing Services					5,000
	Program Evaluation					4,000
	Client Assessments					4,000
	Annual Report					2,500
	CBO Capacity Building Opportunities					5,000
	Title IV Heath					250,000
51350	Maintenance Expenses			-		-
51400	Other Operating Expenses	18,634	100,000	61,703		9,500
51475	Sister City Expenses					
51500	Utilities					1,500
51507	Direct Equipment Service					
51601-51620	Internal Service Fund Allocations					
51700	Property, Furniture and Equipment Exp		5,000	-		5,000
	Furnishing new office space for 10 employees					5,000
51800	Grant Expenditure					
52000	Debt Service Expenditures					
53000	Capital Outlay					
54500	Transfer Out					
Total Expenditures		302,376	315,000	168,641		523,500
Total All Expenses		302,376	611,570	271,701		1,068,827

CITY OF RICHMOND
 Department : Office of Neighborhood Safety
 Cost Center: 11331-ONS-Cal GRIP Grant
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Feb 2008)		Detail
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed	
<u>Revenues</u>						
42006	Grant Revenue			200,000		200,000
	Total Revenues	-		200,000		200,000
<u>Expenditures</u>						
50115	Salaries			12,000		12,000
	Total Salaries & Benefits		-	12,000		12,000
51300	Contractual Services			154,500		154,500
	Neighborhood House of N. Richmond			97,000		97,000
	Client Assessments			22,000		22,000
	Bay Area Peacekeepers			35,500		35,500
51700	Property, Furniture and Equipment Exp			8,500		8,500
51800	Grant Expenditure			25,000		25,000
54500	Transfer out					
	Total Expenditures	-	-	188,000		188,000
	Total All Expenses	-	-	200,000		200,000

City Attorney's Office



Mission:

The City Attorney's Office strives to provide the City Council and City Departments with efficient, creative and reliable legal services in a timely manner. The City's municipal attorneys continue to educate themselves in developing areas of the law and learn new specialty areas of law to enhance the ability of the City Attorney's office to serve as a full service public law office while minimizing the need to utilize outside counsel.

Strategic Goals:

Maintain and enhance the physical environment

- Work cooperatively with, and provide timely advice to, the Police Department, Public Works and other departments involved in code enforcement to improve the quality of life in all Richmond neighborhoods.

Promote a safe and secure community

- Work closely with the Police Department to assist the Department in designing and implementing innovative strategies to combat crime.
- Coordinate the efforts of the City Attorney's Special Council and the Community-Based Prosecutor to improve municipal code enforcement.
- Provide timely and effective advice to other departments charged with protecting public safety.

Promote economic vitality

- Work closely with the City Manager and Risk Manager in assessing the need for outside counsel.
- Work closely with the Redevelopment Agency to promote the City's revitalization and reduce unnecessary obstacles to redevelopment.
- Submit the selection of outside counsel to a competitive bidding process when feasible or required.

Promote effective government

- Support City Council as its legal advisor and act as general counsel to all City departments, the Richmond Redevelopment Agency and the Richmond Housing Authority.
- Increase staff expertise in areas of municipal law, including finance, human resources, and real estate development.

Promote a sustainable City

- Assist in the development and drafting of the City's environmental policy ensuring a concerted effort toward a "greener" environment at the municipal level.
- Provide input and review on proposed policies, covering such issues as climate change, air and water quality, "green" space, recycling, waste reduction, public health, socioeconomic conditions and transportation.

City Attorney's Office

Goal

To continue to promote the City's efficiency and effectiveness by proficiently managing legal issues. To assure the Department's growth through continued education, interaction with other legal experts, and through positive engagement with all City departments. To support City operations through an effective work flow system that channels and tracks legal requests.

Description

The City Attorney's Office affirmatively manages and resolves legal issues involving the City of Richmond. The City Attorney's staff is legal advisor to the City Council and general counsel to the various City departments and the Richmond Community and Redevelopment Agency. This office provides timely, effective and innovative legal representation for elected and appointed City officials. Staff handles sensitive and complex legal matters that preserve, protect, and advocate on the behalf of the City of Richmond. The City Attorney's Office is the liaison between City staff and outside counsel when outside counsel is required. The City Attorney provides an on-site attorney to work closely with the Police Department and Code Enforcement to address blight, abatement and safety initiatives instituted by the City.

2008-09 Key Standards

- Maximize the Department's capacity to serve as the City's general counsel.
- Provide advice that minimizes the City's exposure to risks that could lead to litigation.
- Prepare resolutions and ordinances requested by the City Council in a timely manner.
- Return legal opinions within 5 working days.
- Return contracts within 21 working days.
- Improve the efficiency of the City's contracting process through coordination with City departments and the use of technology.
- Reduce the use of outside counsel for non-litigation legal work.
- Continue to support the City's safety initiatives by providing on-site legal staff to the Police Department with a minimum of 50% of one attorney's working hours.
- Continue to collaborate with the Police Department to pursue aggressive legal strategies related to blight and abatement.

Measurements

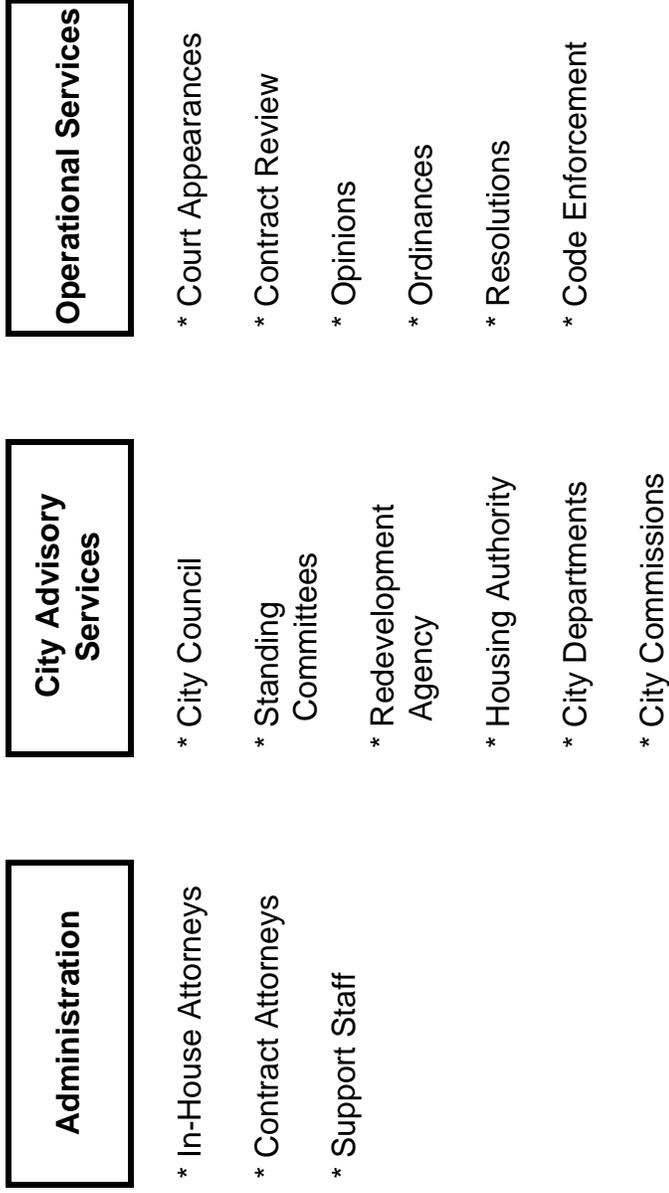
Effectiveness	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
Legal opinions (5 days)	1000	415	1000	1050
Contracts (21 days)	550	231	550	575
Resolutions (21 days)	150	32	100	100
Ordinances (21 days)	10	16	20	20
Miscellaneous/RFQ/RFP (5 days)		27	27	30
% of legal opinions completed within 5 days	85%	42%	85	90%
% of contracts returned within 21 days	95%	47%	95	100%
% of ordinances/resolutions completed by next Council meeting	80%	30%	80	90%

City Attorney's Office

Efficiency

Cost for outside counsel	\$330,000	\$549,521	\$830,963	\$620,000
Cost per opinion	N/A	N/A	N/A	N/A

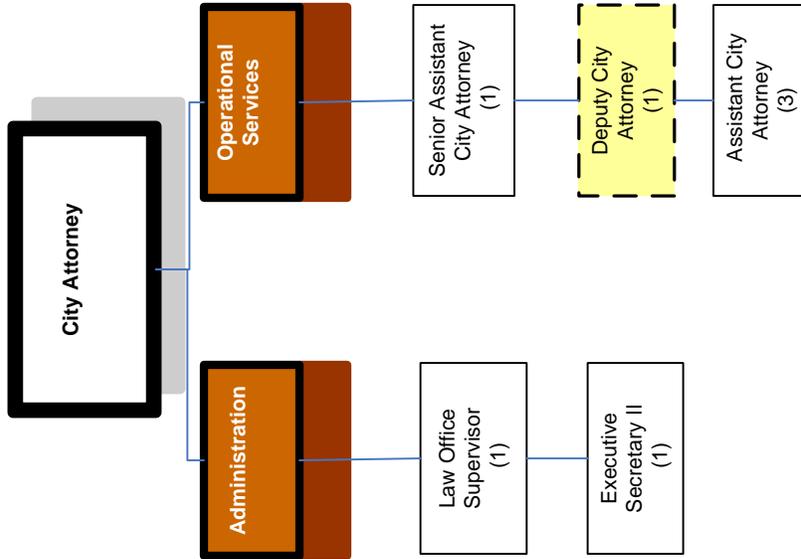
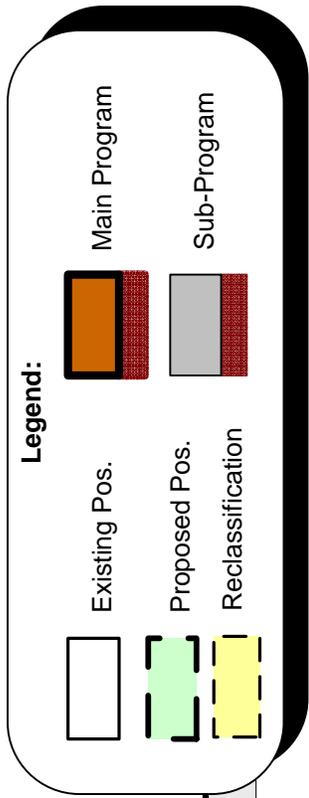
CITY ATTORNEY PROGRAM ORGANIZATIONAL CHART





City Attorney's Office FY2008-09 Organizational Chart

Existing FTE = 8, Proposed FTE = 8



City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
CITY ATTORNEY					
Administrative Secretary	0.7				
Assistant City Attorney	3.0	3.0	3.0	3.0	
City Attorney	1.0	1.0	1.0	1.0	
City Prosecutor		1.0	1.0		
Deputy City Attorney				1.0	1 Reclass
Executive Secretary II				1.0	
Interim City Attorney	0.3				
Law Office Supervisor	0.3	1.0	1.0	1.0	
Legal Assistant	1.7	1.0			
Senior Assistant City Attorney	0.7	1.0	1.0	1.0	
Legal Secretary	0.3	1.0	1.0		
Total Full-Time Equivalent (FTEs)	8.0	9.0	8.0	8.0	

CITY OF RICHMOND
 Department: City Attorney
 Cost Center: 10005-City Attorney's Office
 Fund: 1000-General Fund

		(July 2006 - June 2007)		(July 2007 - Dec 2007)	Detail
		FY2006-07	FY2007-08	FY2007-08	FY20008-09
		Actual	Adopted Budget	Actual	Dept. Proposed
Revenues					
40900	Fees	11,619	-	12	
41400	Charges for Services	10			35,000
41900	City Attorney Fees	12,000	110,000	-	
41700	Other Revenues	199			
Total Revenues		23,828	110,000	12	35,000
Expenditures					
Salaries - Total		900,110	861,757	387,438	622,350
Benefits		580,676	403,991	178,702	278,532
Total Salaries & Benefits		1,480,786	1,265,748	566,140	900,882
51100	Materials & Supplies	7,430	9,827	1,949	8,000
51201	Membership Dues	2,980	5,600	370	3,500
51202	Travel & Training	8,008	7,110	2,059	7,110
51203	Mileage Reimb	443	1,300	-	800
51300	Contractual Services	240,760	620,000	531,414	620,000
	Code Enforcement Attorney at \$125 per hour				150,000
	City Attorney's contract				470,000
51400	Other Operating Exp	31,228	45,129	7,075	35,000
	On-line research, printed library				
51500	Utilities Expenses	1,130	4,128	3,292	4,500
51700	Property, Furn <\$5K	2,260	5,000	1	2,000
51350	Maintenance Expense	6,172	8,000	1,980	8,000
51105	Special Dept. Exp	14,156	49,962	3,405	30,000
	Attorney services telephonic court appearance, service of process, delivery services				
51601-51620	Internal Service Fund Allocations	222,919	336,407	178,927	345,529
Total Operating Expenditures		537,486	1,092,462	730,472	1,064,439
Total All Expenses		2,018,271	2,358,210	1,296,612	1,965,322

Police Commission



Mission:

To promote proper police conduct in the Richmond Police Department and to enhance Police-Community relationships.

Strategic Goals:

Maintain and enhance the physical environment

- Conduct Vehicle Impound Appeal Hearings.

Promote a safe and secure community

- Receive and investigate citizens' complaints regarding allegations of police misconduct.

Promote economic vitality

- Enhance police, community and business relationships.
- Promote effective public safety to attract new businesses and residents to Richmond.

Promote effective government

- Review Richmond Police Department policies.
- Perform administrative investigations when requested and available.

Promote a sustainable City

- Reduce paper use by printing double-sides.
- Provide public information through the City's website.

Police Commission

Goal

To enhance police services by ensuring the accountability of police officers, thereby positively influencing police/community relationships.

Description

The Police Commission advises the City Council, City Manager and the Police Chief on all matters pertaining to the administration of the Richmond Police Department. The Commission is charged with reviewing Richmond Police Department policies, recommending strategies to improve police/community relations, investigating citizen's complaints against police, which contain allegations of force or racially abusive treatment and receiving appeals of Richmond Police Department Professional Standards Unit investigations.

The Confidential Investigative and Appeals Officer (CIAO) assists the Police Commission in the performance of its duties by serving as the secretary to the Police Commission and handling the administrative matters of the Commission. The CIAO serves as custodian for the records and reports of the Police Commission and conducts Vehicle Impound and Alarm Appeal Hearings.

2008-09 Key Standards

- Investigate allegations of police misconduct within 3 months of receipt.
- Review Police Department policies when investigations reveal policy deficiencies.
- Enhance police/community relations by conducting ongoing public outreach.
- Conduct vehicle impound and alarm appeals and respond in writing within 5 working days.
- Provide staff support to the Police Commission.
- Perform administrative investigations within 90 days of request.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of Complaints	-	2	3	-
# of hearings and meetings (includes vehicle impound, alarm appeal and Police Commission meetings)	30	12	30	30
# of policies reviewed	3	3	6	3

Effectiveness

% of complaints investigated within 3 months	100%	0*	50%	100%
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Efficiency

Cost per Commission meeting \$8,224 (10/yr)	\$82,240	\$32,896	\$82,240	\$85,738
Cost per complaint \$20,561	\$61,683	\$41,122	\$61,683	\$64,150

* Investigations delayed – difficulty contacting complainants/witnesses

POLICE COMMISSION PROGRAM ORGANIZATIONAL CHART

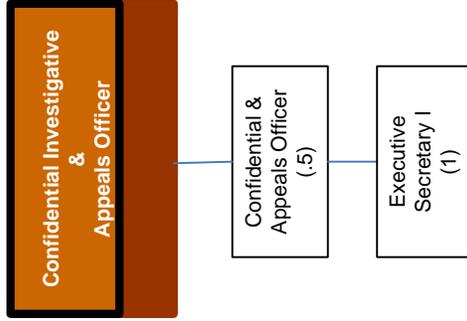
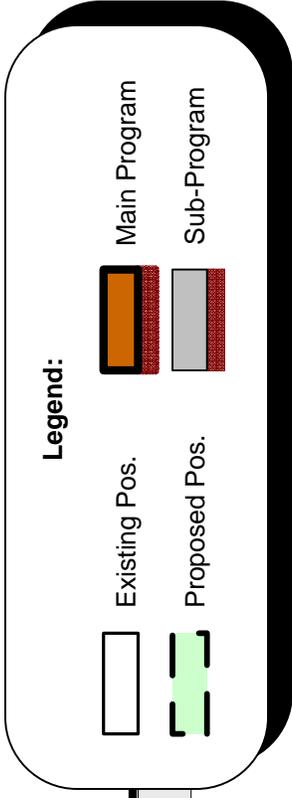
Police Commission

- * Investigate Complaints
- * Investigate Appeals
- * Review RPD Policies
- * Promote Positive
Police-Community
Relations
- * Conduct Appeal
Hearings



Police Commission FY2008-09 Organizational Chart

Existing FTE = 1.5



City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009
POLICE COMMISSION				
Administrative Secretary	1.0	1.0		
Executive Secretary I			1.0	1.0
Investigative & Appeals Officer	1.0		0.5	0.5
Total Full-Time Equivalentents (FTEs)	2.0	1.0	1.5	1.5

CITY OF RICHMOND
 Department: Police Commission
 Cost Center: 10027 - Police Commission
 Fund: 1000-General Fund

	(July 2006-June 2007)		(July 2007-Dec 2007)	Detail
	FY2006-07	FY2007-08	FY2007-08	FY20008-09
	Actual	Adopted Budget	Actual	Dept. Proposed
50115	Salaries - General	57,891	61,096	63,540
50125	Part-time - General	4,000	-	97,983
50145	Acting Pay - General		96,000	-
	Benefits	41,461	45,306	33,011
	Total Salaries & Benefits	103,351	202,402	194,534
51100	Materials & Supplies	2,906	3,006	3,006
51201	Membership Dues	330	600	400
51202	Travel & Training	4,993	13,205	13,205
	National Assoc of Civilian Oversight of Law Enforcement (NACOLE) conference			
51300	Contractual Services	33,749	25,000	-
51400	Other Operating Exp	1,459	2,302	2,000
51500	Utilities Expenses		500	900
51105	Special Dept. Exp	1,136	2,134	540
51601-51620	Internal Service Fund Allocations	57,686	106,633	109,832
	Total Operating Expenditures	102,260	153,380	129,883
Total Police Commission		205,611	355,782	324,417

Finance Department



Mission:

Maintain and improve the financial health of the City through continuous financial management improvement in budgeting, auditing, payroll, treasury, accounting, accounts receivable, contracts, grants management, technology, capital planning, and purchasing.

Strategic Goals:

Maintain and enhance the physical environment

- Provide an annual five-year capital plan and a five-year business plan that include systematic budgeting for facility maintenance, funding sources, grants, efficient bond financing, and administrative support to City departments to ensure that an attractive physical environment is maintained throughout the community.

Promote a safe and secure community

- Develop financial capacity-building programs for non-governmental organizations and residents that enhance community wealth and reduce poverty.
- Provide financial management and administrative support to City departments for the reduction of violence in the community.

Promote economic vitality

- Develop and make available on the City's website the Five-Year City-wide Capital Improvement Plan to enable better capital investment decisions.
- Develop prudent budgetary management strategies for improved fiscal planning based on multi-year revenue forecasting.
- Support the Enterprise Funds by providing debt financing, fiscal management, and revenue-based performance measurements.
- Chair the City's Economic Development Committee to bring collaborative solutions to interdepartmental activities.

Promote effective government

- Implement a new Enterprise Resource Planning (ERP) system that will improve accounting and financial management of City's resources to maintain the City's financial health.
- Maintain Financial Standards of Excellence by continuing to achieve the Government Finance Officers Association and the California Society of Municipal Finance Officers Distinguished Budget Awards for operating and capital budgets, public communications, budget innovation, and annual financial reporting.
- Promote government transparency by making financial reports including budget, investments, and debt policies available on the City's website.
- Implement a new financial infrastructure enterprise system to enhance financial reporting.
- Achieve improved credit ratings with Standard & Poor's and Moody's rating agencies.

Finance Department

Promote a sustainable City

- Reduce paper use by printing double-sided and making reports and finance forms available electronically on the City's website.
- Develop a sustainable procurement strategy and/or policy.
- Implement neighborhood landscape and light districts.
- Investigate feasibility of tracking Richmond green businesses through business licensing department.

Finance Department Management Division

Goal

Provide accurate and timely information to the public through the various divisions of the Finance Department. Insure high performance by consistent evaluation of the technologies, business practices, and employee performance and accountability.

Description

The Management Division provides efficient and effective oversight of the City's finance-related activities and supervision of the Finance Department. Management Division ensures timely and responsive information is available and provided to the Mayor and City Council, the City Council's Finance Committee, the public, and City departments. It manages the finance-related activities of budget, performance monitoring, general accounting, treasury, grant and contract management, purchasing, revenue, and collections. Additionally, Management Division coordinates collaborative efforts on various projects between Finance divisions, City departments, and the community.

2008-09 Key Standards

- Increase City-wide efficiency and accuracy by implementing and maintaining a City-wide Enterprise Resource Planning (ERP) system that automates work-flow processes and integrates City financial and administrative systems.
- Ensure all regular financial reports and filings are provided on time, and that all published financial documents are posted on the City's web site within 10 days of distribution or adoption.
- Complete at least three performance audits of various City operations per year.
- Prepare a Five-Year Strategic Business Plan for the City.
- Ensure proper execution, implementation, and administration of all contracts initiated by the Finance Department to be completed in conformance with all City policies and procedures, and within established timelines.
- Update and monitor readiness of the Financial/Administration Section component of the City's Emergency Operations Plan.
- Maintain quarterly City-wide performance measure progress reports on departmental program service levels for presentation to the City Manager and City Council.
- Maximize the collection of City revenue and identify new revenue sources.
- Process invoices within 10 days after departmental approval.
- Continue to enhance technical skills and government finance-related knowledge by having each employee attend at least two specialized trainings per year and to encourage staff to attain and maintain professional certification.
- Establish a Sustainable Initiatives fund and identify potential funding sources.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
Implement ERP System				
• Phase I – Core Financials	32	2	32	OCT '08
• Phase II – Payroll and Personnel	32	2	32	JAN '09
• Final Phase all other modules	32	2	32	APR '09

Finance Department Management Division

Complete initial 5-year Strategic Business Plan		5%	50%	SEP '08
Present Mid-Year Budget Review	FEB '08		FEB '08	FEB '09
Submit Proposed Operating Budget and Five-Year Capital Improvement Plan	MAY '08		MAY '08	MAY '09
Submit Annual Financial Report	JAN '08		FEB '08	JAN '09
Management Audits Completed	3	1	3	3
Weekly Finance Department Reports Submitted	52	25	51	52
Submission of Monthly Report by end of following month:				
• Budget Variance	12	0	2	12
• Cash Management	0	0	0	12
• Bank Reconciliation	12	6	12	12
• Revenue Reconciliation	12	6	12	12
• Treasurer's/Investment	12	6	6	12
• Debt/Swap Performance	0	0	0	12
Prepare Performance Plan Updates		1	2	4
No. of Finance Department Contracts Issued		19	30	35
Specialized professional trainings attended by Department staff				76
Staff with professional certification		3	9	18
Establish policies regarding funding of and use of funds from a Sustainable Initiatives fund	DEC '08		DEC '08	DEC '08

Effectiveness

Invoices processed within 10 days of departmental authorization	100%	97%	98%	100%
Percent Increase in Business License Revenue				5%
Percent Increase in Collections of Accounts Receivable				5%
Percent of financial reports published on the website within 10 days of distribution	100%	41%	90%	100%
Performance evaluations submitted within seven days of anniversary date	100%	50%	75%	100%
Percent of Finance Department-initiated contracts executed, implemented and administered in compliance with all City policies and guidelines, as well as being timely				100%

Finance Department Management Division

Number of Awards from California Society of Municipal Finance Officers and Government Finance Officers Association:				
• Operating Budget	2	1	1	2
• Capital Budget	1	1	1	1
• Annual Financial Report	2		2	1

Finance Department Administration Division

Goal

Provide centralized Finance administrative support, facilitate Finance Department efficiencies, and provide coordinating activities for Finance-related activities.

Description

The Administration Division provides centralized administrative support that includes coordination of meetings for Department staff, securing meeting sites, and providing logistical support, including recordkeeping. The Division monitors employee leave usage, compiles Weekly Finance Report, monitors timely performance evaluation of Department employees, compiles and distributes meeting agendas, coordinates phone coverage, coordinates the timely submission of the numerous City financial reports, compiles records of professional training of staff, processes Department invoices, coordinates travel authorization and arrangements, coordinates the legal review, placement on the agenda and submission of Department staff reports, and receives guests to the Department. In addition, staff maintain City-wide grant and project management, City-wide position control of all authorized/budgeted personnel by position and their current status (e.g. filled or vacant) and the associated incumbent, coordinate the quarterly update of departmental/division performance plans approved in conjunction with the budgets, provide overall project management for the implementation of the City's Enterprise Resource Planning (ERP) system and its interface with other systems in use throughout the City, and provide management and coordinative services for numerous City-wide and Department reports, activities, and events.

2008-09 Key Standards

- Increase City-wide efficiency and accuracy by implementing and maintaining a City-wide Enterprise Resource Planning (ERP) system that automates work-flow processes and integrates City financial and administrative systems.
- Ensure all regular financial reports and filings are provided on time, and that all published financial documents are posted on the City's web site within 10 days of distribution or adoption.
- Maintain updated records on the status of all authorized/budgeted positions throughout the City.
- Maintain quarterly City-wide performance plan progress reports on departmental program service levels for presentation to the City Manager and City Council.
- Provide standardized monitoring of all City grants to ensure that grant funds are used in compliance with specific grant requirements.
- Ensure Department approval of vendor invoices within 5 days of receipt.
- Continue to enhance technical skills and government finance-related knowledge by having each Division employee attend at least two specialized trainings per year and to encourage staff to attain and maintain professional certification.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
Implement ERP System				
• Phase I – Core Financials	32%	2%	32%	OCT '08
• Phase II – Payroll and Personnel	32%	2%	32%	JAN '09

Finance Department Administration Division

• Final Phase all other modules	32%	2%	32%	APR '09
Award a contract for the City's new permitting, inspections and business license software	Yes	Yes	Yes	n/a
Successfully implement the City's new permitting, inspections and business license system--TrakIT	Yes	No	Yes	n/a
Successfully transition to the new version of TrakIT				Yes
Award a contract for the City's new ERP	Yes	Yes	Yes	n/a
Complete preparation of the City's new Chart of Accounts to be implemented in new ERP	Yes	No	Yes	n/a
Number of customer service surveys conducted re new system implementation	50	0	25	25
Submit Proposed Operating Budget and Five-Year Capital Improvement Plan	MAY '08		MAY '08	MAY '09
Submit Annual Financial Report	JAN '08		FEB '08	JAN '09
Management Audits Completed	3	1	3	3
Weekly Finance Department Reports Submitted	52	25	51	52
Submit Monthly Position Control Report by 20 th of the following month				12
Submission of Monthly Report by end of following month:				
• Budget Variance	12	0	2	12
• Cash Management	0	0	0	12
• Bank Reconciliation	12	6	12	12
• Revenue Reconciliation	12	6	12	12
• Treasurer's/Investment	12	6	6	12
• Debt/Swap Performance	0	0	0	12
Prepare Performance Plan Updates		1	2	4
No. of City grants	50		50	55
No. of grant compliance reviews conducted				10
Single Audit of Federal grants completed	MAR '08		MAY '08	MAR '09
Number of specialized professional trainings attended by Division staff				10
Effectiveness				
TrakIT implementation staff hours (cumulative)	3,200	700	3,200	n/a

Finance Department Administration Division

New ERP implementation staff hours (cumulative)	8,000	500	8,000	25,000
% of recurring financial reports submitted within established deadline				100%
Percent of Position Control Reports submitted by 20 th of following month				100%
Department invoices approved within 5 days			65%	100%
Percent of financial reports published on the website within 10 days of distribution	100%	41%	90%	100%
Performance evaluations submitted within seven days of anniversary date	100%	50%	75%	100%
No. of new audit findings in the Single Audit				<4
Update Grants database with new grant information within 10 work days				100%
Percent of Division staff attending at least 2 specialized professional trainings				100%

Finance Department

Budget & Capital Improvement Plan (CIP) Division

Goal

To prepare and submit for adoption—within legislated deadlines--operating and capital budgets in accordance with the City Council’s goals to guide decision making, and that meet or exceed best-practices. To provide documents and public information that reflects community needs, priorities, challenges and opportunities. Coordinate and administer the City’s budget in accordance with the policies set forth by the City Council and City Manager.

Description

The Budget and Capital Improvement Plan Division provides support and assistance to the City Manager and Finance Director in allocating the City’s resources to meet strategic priorities. Assistance includes 1) developing a balanced and effective operating budget and capital improvement plan that monitors and evaluates projected revenue and expenditures compared to actual revenue and expenditures, and that has division-level performance requirements 2) providing, in conjunction with the City Manager’s Office, quarterly Performance Measures reports, and 3) providing budget updates to the Finance Committee. Additionally, the Division develops and maintains the City’s long-range financial projection model.

2008-09 Key Standards

- Continue to receive the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.
- Achieve and maintain the California Society for Municipal Finance Officers Association (CSMFO) Excellence in Budgeting Award in the categories of operating and capital budgets, public communications and innovation in budgeting.
- In collaboration with the City Manager’s Office, present a balanced proposed budget to the Council by the first Tuesday in May of each fiscal year for adoption by June 30th.
- Prepare and submit Five-Year Capital Improvement Plan Budget by the first Tuesday in May of each fiscal year for adoption by June 30th.
- Complete monthly budget-to-actual variance reports by the 20th day of the following month, and ensure that any actions required are completed.
- Provide quarterly capital project status reports to the City Manager and City Council by the 20th day of the end of quarter, and ensure that any actions required are completed.
- Prepare an annual mid-year budget review of revenue and expenditures.
- Improve business processes by supporting the ERP implementation of the Budget and Performance-Based Budgeting Modules.
- Maintain high standards of professional development through GFOA and other certification programs.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
Preparation of the Budget documents	3	2	3	3
Preparation of Monthly and Quarterly Budget Reports	18	*N/A	2	16

Finance Department

Budget & Capital Improvement Plan (CIP) Division

Process administrative budget adjustments	20	130	200	200
Receive GFOA and CSMFO Budget Award	3	2	2	3
Employees pursuing certifications and/or college degrees	N/A	N/A	N/A	3

Effectiveness

% of financial reports published to the web within 10 days of distribution	100%	90%	95%	100%
% of financial reports completed by the 20th day of the following month	100%	*N/A	11%	100%
% of awards received from GFOA and CSMFO	100%	67%	67%	100%
% of employees attending at least 2 trainings per fiscal year	100%	100%	100%	100%

Efficiency

Hours to produce annual operating budget & capital improvement plan	N/A	1,350	6,225	8,000
Hours to prepare midyear budget review	N/A	1,125	1,125	1,250
Degree or certifications attained	N/A	N/A	N/A	1

*Due to software limitations, this will begin in FY2008-09.

Finance Department

General Accounting Division

Goal

To provide accurate and meaningful reporting on the City's financial position. To continue to provide full accountability of all fixed assets by conducting a City-wide inventory of fixed assets. To improve and enhance the financial information available to the departments through the new ERP system and maintain the integrity of the City's financial reporting system.

Description

The General Accounting Division monitors and reports on the financial position of the City, Joint Powers Financing Authority, Port, Municipal Sewer District and other enterprise funds. The Division provides financial guidance and direction to departments and ensures that City records comply with Generally Accepted Accounting Principles (GAAP). Prepares accurate financial statements and various reports required by State, Federal and Local Governments and assures timely audits in compliance with Generally Accepted Accounting Principles (GAAP). The Division monitors, records and reports all financial transactions, coordinates the City's annual financial statement audits and administers the reporting of fixed assets.

2008-09 Key Standards

- Continue to receive the California Society of Municipal Finance Officers (CSMFO) Award for Excellence in Financial Reporting first received in 2007.
- Achieve and maintain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
- Engage an independent firm to conduct a City-Wide inventory of Fixed Assets.
- Complete the revision of the Fixed Assets Policy.
- Continue to enhance technical skills, maintain professional certifications, and increase government accounting knowledge by attending two specialized trainings per year offered by nationally recognized organizations such as GFOA, CSMFO, and Texas Tech University.
- Maintain the integrity of the Chart of Accounts within the new ERP system (MUNIS) in accordance with GAAP and Governmental Accounting Standards Board (GASB) 34 Reporting requirements.
- Work with Maze & Associates, the City's outside auditors, to complete the annual financial statement audits by December 31st of each year.
- Coordinate with Maze & Associates to complete two specialized training classes for staff: Accounting for Debt Service Transactions & Understanding the Comprehensive Annual Financial Report (CAFR).

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
Monthly closing of the General Ledger as per published schedule	12	6	12	12
Review Chart of Accounts to Simplify General Ledger	1	0	1	N/A
Submit CAFR to GFOA for Certificate of Achievement for Excellence in Financial Reporting	1	0	1	1

Finance Department

General Accounting Division

Submit CAFR to CSMFO for Award for Outstanding Financial Reporting	1	0	1	1
# of funds closed and/or consolidated with existing funds	N/A	20	50	N/A
Submit no more than 10 adjusting journal entries to the auditors during the preparation of the City's Comprehensive Annual Financial Report	N/A	N/A	8	5
Complete Bank Reconciliations within 30 days of month-end close	N/A	N/A	40	84
# of awards received from GFOA for Certificate of Achievement for Excellence in Financial Reporting	1	0	0	1
# of awards received from CSMFO for Outstanding Financial Reporting	1	0	1	1
Set-up critical General Ledger parameters, create a new Chart of Accounts, and complete the "mapping" of the old (SAP) accounts to new (MUNIS) for the October 2008 ERP "Go Live" date	N/A	0	1	N/A

Effectiveness

% of General Ledger closings as per the published schedule	100%	50%	100%	100%
% of Bank Reconciliations completed within 30 days of month-end close	N/A	N/A	95%	100%
% of cyclic (monthly) journal entries completed within one week (7 days) of month-end.	N/A	N/A	N/A	100%
% of critical General Ledger parameters effectively set-up for the October 2008 MUNIS "Go Live" date.	N/A	0	95%	5%
% of the New Chart of Accounts completed in preparation for the October 2008 MUNIS "Go Live" date.	N/A	0	99%	1%
% of "mapping" of the old (SAP) accounts to new (MUNIS) completed in preparation for the 10/01/08 ERP "Go Live" date.	N/A	0	90%	10%

Finance Department

Enterprise Resource Planning (ERP) Division

Goal

Improve the speed, accuracy, and quality of the City's business processing by implementing Enterprise Resource Planning (ERP) system. ERP system is a new, integrated accounting and work processing system that converts paper-based processing to computer-based digital processing, thus removing administrative bottlenecks and providing a wider distribution of information.

Description

The ERP Program Manager oversees the day to day implementation and management of the City's new ERP system. The ERP Manager specializes in evaluating, documenting, and streamlining the many and various financial processes in the City and serves under the supervision of the Finance Director, but provides staff support for the various Departments of the City as well as coordinates with vendors, consultants, and the City's ERP oversight committee.

2008-09 Key Standards

- Implement state-of-the-art integrated accounting and work processing systems within the required time frame.
- Define and set up digital approval processes that are more rigorous, that City staff use consistently, that improve the quality of work moving forward, and that result in faster approvals.
- Train City staff how to benefit in improved quality of work by the proper use of the new ERP systems, including preparing training documents and videos.
- Use surveys to measure ERP vendor and City staff satisfaction with the new accounting and work processing systems.
- Support developers in the City by automating both the permit review and inspection scheduling processes.
- Improve the quality of financial information and the ability to respond quickly to information requests by using standard reports generated by local government fund accounting specific software.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
Award a contract for the City's new permitting, inspections and business license software	Yes	Yes	Yes	N/A
Successfully implement the City's new permitting, inspections and business license system, CRW's TrakIT	Yes	No	Yes	N/A
Successfully transition to the new version of TrakIT	N/A	N/A	N/A	Yes

Finance Department

Enterprise Resource Planning (ERP) Division

Award a contract for the City's new integrated financial and accounting system, Tyler Technologies' MUNIS	Yes	Yes	Yes	N/A
Complete the preparation of the City's new Chart of Accounts to be implemented in MUNIS	Yes	No	Yes	N/A
Successfully implement MUNIS	N/A	N/A	N/A	Yes
# of customer service surveys conducted	50	0	25	25
TrakIT implementation staff hours (cumulative)	3,200	700	3,200	N/A
MUNIS implementation staff hours (cumulative)	8,000	500	8,000	25,000

Effectiveness

% of new permitting, inspections and business license system TrakIT completion	100%	20%	100%	N/A
% of new integrated accounting and financial system MUNIS completion	32%	2%	32%	100%

Finance Department

Purchasing Division

Goal

To use the best practices to procure goods and services for the City in a transparent, competitive, and efficient manner designed to obtain the best value, while upholding the public's trust in an open and honest environment. Purchase products and services that minimize environmental impacts, toxics, pollution, waste, and hazards to workers and community safety to the greatest extent practicable.

Description

The Purchasing Division assists City Departments to competitively obtain goods and services by providing tools such as a central on-line vendor database, blanket contracts and purchase cards, as well as guidance in developing generic specifications and scopes of work that allow wider contractor participation. The Division also expands competition by posting quotes and bids online.

2008-09 Key Standards

- Continue to expand outreach to vendors to encourage local small businesses and other firms to register in the City's on-line vendor database by 4% per month.
- Guide and support City departments in developing specifications that foster competitive bidding.
- Ensure purchase requisitions, contracts, and changes to assure compliance with local, state, and/or federal standards.
- Continue to maintain digitized records of purchasing supporting documentation within 24 hours of Purchase Order conversion.
- Increase number of Purchase Card users to improve efficiency by reducing paper transactions and decrease number of processed purchase orders.
- Apply for the Achievement of Excellence Program recognition from the California Association of Public Purchasing Officers (CAPPO).
- Provide outstanding customer satisfaction to suppliers and to departments.
- Continue to improve efficiency and effectiveness to the purchasing system through new state of the art software.
- To continue professional development and to increase the number of professionally certified purchasing personnel.
- To develop and implement a Sustainable Procurement Strategy for the City.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of vendors registered on-line in vendor database.	2,000	900	1,300	1,800
# of Solicitations posted to the BidsOnline System		40	90	150
# of Purchase Orders created/changed	1,000	996	1,500	1,500
Provide Purchasing Procedures trainings semi-annually				2

Finance Department

Purchasing Division

# of Purchase-Card users	125	124	140	160
Qualify for Purchase-Card Rebate (months)	12	6	12	12
No of employees certified in public purchasing	1	1	1	2

Effectiveness

% of POs, vendor records linked to data system document within 24 hrs.	100%	95%	95%	98%
% of POs created within 5 days of receipt of Purchase Requisitions (PRs)	100%	90%	92.5%	95%
Quarterly Customer Satisfaction surveys to managers, semi-annual to departmental requisitioners and annually to vendors			60%	70%
% of Purchase Requisitions and contracts that comply with standards	100%	70%	80%	90%
Average transaction cost of Purchase-Card as a percentage of cost per purchase order				25%
Qualify for CAPPO Achievement of Excellence certification	50%	50%	75%	100%
Respond to all inquiries within 24 hours		95%	97%	97%
Implement updated purchasing process in concert with implementation of new ERP purchasing module		5%	50%	Oct. '08
Develop and present to Council a Sustainable Procurement Policy				Mar. '09
% of POs, vendor records linked to data system document within 24 hrs.	100%	95%	95%	98%

Finance Department

Revenue Division

Goal

To provide consistent quality customer service to the residents, businesses and employees of the City of Richmond while processing revenues efficiently. Increase the amount of revenue collected by working with other City departments and decrease the amount of Bad Debt by following up on un-paid accounts and removing truly uncollectible accounts off our records in a timely and accurate manner. Implement a Business License Amnesty Program to increase the number of Richmond businesses operating with a Business License. Adopt an Alarm Ordinance that will provide improved tracking of Alarm systems throughout the City. A revised Alarm Ordinance will create more efficient processes for billing and collection of fees for responding to false alarms.

Description

The Revenue Division collects, processes, records and reports City billings, accounts receivable and revenues in an accurate and timely manner and seeks new opportunities to enhance the City's revenue base. The Division provides revenue forecasting and collects and records all revenues due to the City of Richmond.

2008-09 Key Standards

- Improve efficiency by implementing new financial software by October 2008.
- Maximize the collection of City revenue and identify new revenue sources.
- Create and implement a new collection process.
- Revise the Alarm Ordinance dealing with collections for responding to false alarms.
- Revise Returned Check policy and procedures.
- Revise Cash Handling policy and procedures.
- Streamline accounts receivables collection efforts by working with other departments including the Port, Police Department and City Attorney's Office.
- Improve Business License collection efforts by working with the California Franchise Tax Board.
- Provide continuous training for all departments involved in receipting cash and accounts receivable processing.
- Provide professional development training to staff to achieve excellence in revenue collection.
- Reduce the amount of outstanding accounts receivable.
- Provide accurate revenue forecasting.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
Revenue collected – Property Taxes	\$33.0M	\$17.3M	\$33.7M	\$34.4
Revenue collected – State Taxes	\$8.9M	<\$0.1M>	\$9.9M	\$10.0

Finance Department

Revenue Division

Revenue collected – Sales & Use Tax	\$20.3M	\$7.0M	\$21.3	\$21.5
Revenue collected – Local Taxes	\$40.2M	\$13.3M	\$35.5M	\$34.0
Utility User Tax Modernization	1	0	1	-
Implemented Business License module	1	0	1	-
Implement an improved Accounts Receivable module	0	0	0	1
# of Alarm Ordinance policy revisions	1	0	1	-
# of Returned Check procedure revisions	1	0	1	-
# of ERP training sessions provided	20	3	3	10
# of staff attended trainings	10	8	10	10
# of Certified Revenue Collections Officers	4	0	3	4
# of Revenue Forecasts within 3% of accuracy	6	6	6	6

Effectiveness

% of actual revenue projected	100%	33%	99.5%	100% ±3%
% of collection rates (Invoices posted/Invoices cleared during the period)	99%	98%	99%	100% ±3%
Accuracy Revenue Projection – Property Taxes	100%	52%	102%	100% ±3%
Revenue collected – State Taxes	100%	0%	111%	100% ±3%
Revenue collected – Sales & Use Tax	100%	34%	105%	100% ±3%
Revenue collected – Local Taxes	100%	33%	88%	100% ±3%
Increase A/R collected by 5%	100%	46%	100%	100% ±3%

Finance Department
Revenue Division

Increase Business License collected by 5%	100%	36%	100%	100% ±3%
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Finance Department

Accounts Payable Division

Goal

To provide payments within 10 days following departmental approval. Ensure all vendors doing business with the City of Richmond send invoices directly to the Finance Department. Continue to provide quality customer service to our internal and external customers. Continue to educate vendors to expedite payments.

Description

The Accounts Payable Division is in charge of processing payments to vendors and payments of purchasing card statements, utilities, office supplies, service contracts, employee tuition reimbursements, membership dues, refunds, etc. The Division reconciles and prepares 1099s, and Quarterly Diesel Fuel Taxes and Use Sales Tax prepayments and reports.

2008-09 Key Standards

- Expedite special payments.
- Process invoices within 10 days after departmental approval.
- Improve business-processing time through digitization of invoices.
- Maintain quality customer service to the vendors, employees, City Council, co-workers, and citizens.
- Review and improve Accounts Payable policy and procedures.
- Expedite the 1099s, Quarterly Diesel Fuel Taxes and Use Sales Taxes reports to accurately and on time.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of prepared 1099 Misc, Quarterly Diesel Fuel Taxes, and Quarterly Use Sales Taxes reports by deadline	5	5	9	9
# of invoices processed within 10 days	15,260	7,742	16,170	17,500
# of checks processed	10,000	4,572	15,000	17,000

Effectiveness

% of processed invoices within 10 days of departmental authorization	100%	97%	98%	100%
% of department and vendor complaints or inquiries reduction	95%	97%	98%	98%
% of response rate to all inquiries within 1 day	100%	100%	100%	100%

Finance Department

Treasury Division

Goal

To maintain and improve the City's financial health by conforming to the City's Investment, Debt, Swap, and Cash Reserve Policies, as well as maximizing cash flow through sound investment and debt management activities.

Description

The Treasury Division manages cash for the City, ensures adequate funds are available to meet expenditure requirements while investing surplus funds to maximize returns within the parameters of the Investment Policy, and facilitates debt financing when required. Prepares and presents monthly investment reports to the City Council and presents comprehensive analyses of fiscal year-to-date revenues to the Finance Committee. Works closely with Financial Advisors, Underwriters, and Bond Counsel regarding proposed transactions to determine the structure that will most efficiently achieve the City's financing goals. Monitors the City's credit rating and financial performance and expectations. Constantly monitors the debt capacity of the City in conjunction with policies and budget forecasts. Oversees banking and trustee agreements. Recommends financing alternatives for new City initiatives. Oversees banking and trustee agreements. Forecasts and analyzes City cash flows and participates in special projects as needed.

2008-09 Key Standards

- Provide the City Council with superior management and the most accurate reports of the City's Cash, Investments, and Debt portfolios.
- Analyze City's financial performance and projections; communicate same to credit rating agencies.
- Have a clean report from the auditors in the areas of Cash, Investments, and Debt.
- Submit the Municipal Sewer and Joint Powers Financial Authority State Controller's Reports by October 18th and three Retirement Plans State Controller's Reports by December 31st each year.
- Use best practices and latest technology to maximize the City's financial health.
- Monitor performance and business-worthiness of Broker/Dealers.
- Manage idle cash to realize the best rate of return achievable within guidelines of the City's Investment Policy.
- Maintain integrity of City's investment, debt and swap policies.
- Maintain or improve Investment Grade on all City credit ratings.
- Identify and secure funding for City's capital needs.
- Maintain an approved broker/dealer list by financial and credit worthiness annually.
- Maintain a comparable benchmark for investment portfolio measurement.
- Maintain Investment Policy certification by the Association of Public Treasurers.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of monthly prepared fiscal reports (Investment, Debt, Swap, Cash)	12	6	12	12
# of debt service, payroll and other miscellaneous payments issued by wire	233	113	120	250

Finance Department

Treasury Division

# of Sympro software modules integrated with the new ERP software				4
Establish GASB 45 Other Post Employment Benefits Trust Fund	1	0	1	N/A
# of State Controllers reports submitted	5	5	5	5
Prepare monthly Cash Flow Analysis				12
# of TRANs issued				2
# of requested data provided to credit rating agencies				5
# of Broker/Dealer performance and financial stability reports	1	6	12	10
Broker/Dealer annual reports requested	10	5	10	10
Investment purchases above LAIF benchmark rate	20	10	20	20
Cash transactions recorded within two days	233	113	233	233
Investment policy submitted to AP&T by deadline	1		1	1
Minimize # of Year-end Adjusting entries posted				<10

Effectiveness

% of wire transfer requests processed within 2 days	100%	100%	100%	100%
% of State Controllers Reports submitted by due date (October 1 and December 31)	100%	100%	100%	100%
% of all inquiries responded to within 24 hours	100%	100%	100%	100%
% of Cash-related journal entries posted within 2 business days of transaction date	100%	100%	100%	100%
% of fiscal reports (Investment, Debt, Swap, Cash) completed and reconciled within 5 days of General Ledger close	100%	100%	100%	100%
Year-end journal entries and reports prepared				SEPT '08

Finance Department

Treasury Division

Present Fiscal Policies to Council, along with related reports to Council				OCT '08
Implement Interest Allocation, Cash Management, GL Interface and Debt Management software modules	100%	100%	100%	N/A
Fiscal Year cash demands funded through TRAN				100%
Maintain or improve the City's credit ratings	100%	100%	100%	100%
Invest 99% of available cash.				99%
Variance of no more than 5% for actual cash versus forecasted cash.				100%
Yield at least 0.5% above the Local Agency Investment Pool (LAIF)				100%
Investment reports presented to City Council on time	100%	100%	100%	100%
% of broker/dealer financials received	100%	50%	100%	100%
% of investment purchases over LAIF benchmarks	100%	100%	100%	100%
Investment report presented to AP & T Association on time	100%		100%	100%

Efficiency

Savings in debt service payments due to refunding of Westridge at Hilltop Apartments	\$315,000		\$315,000	\$315,000
Benefit in the form of additional monies from lower interest rates and improved structuring of Wastewater Revenue Refunding Bonds	\$2.5M	\$2.5M	\$2.5M	N/A
Restructure City's variable rate debt obligations (RDA, Civic Center, Wastewater)	3	0	3	N/A
Earnings achieved through investment of TRAN proceeds				\$200,000
Savings achieved through maintenance/improvement of credit rating				\$1.5M
Increased interest income over LAIF	\$100,000	\$50,000	\$100,000	\$100,000
Savings from real-time cash management technology	\$60,000	\$30,000	\$60,000	\$60,000

Finance Department

Payroll Division

Goal

To provide timely and accurate payroll services for both active employees and those who have retired from the City of Richmond services. To meet or exceed payroll's best-practices. To provide accurate payroll tax filings each quarter and for the end of the year.

Description

The Payroll Division provides support and assistance to the all employees by issuing the City's bi-monthly payroll for active employees and monthly pension payments to our pensioners and by keeping accurate records of employees' payroll records, leave accruals, and deferred compensation deposits. Complies with guidelines and adhere to the rules and regulations of the Fair Labor Standard Acts, the six unions associated with City of Richmond Memorandums of Understanding (MOUs), and the Federal and State laws. Continues to ensure that all payroll taxes are paid on a time for the four quarter tax returns and annual returns such as W-2s and 1099Rs. Deposits and reconciles all payroll taxes.

2008-09 Key Standards

- Issue 100% accurate pay checks and employee tax documents.
- Upgrade the payroll system utilizing a new system (MUNIS).
- Provide the employees the tools to use employee self service modules to change addresses, change filing status and input bi-monthly time sheets.
- Cross-train the payroll staff on all aspects of payroll.
- Ensure adherence to current payroll practices by attending payroll conferences at both the state and federal levels.
- Going "Green" by converting to a paperless payroll process and generating electronic data to our employees for services such as direct deposit notification and year end W2s.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of prepared and distributed payroll on time	24	12	24	24
# of quarterly tax returns filed on time	4	2	4	4
# of annual tax returns filed on time (W3 & 1099R)	2	2	2	2
# of reconciled benefit reports quarterly	4	2	4	4
# of prepared and distributed W-2s by January 31 st (1000)	1,000	1,000	1,000	1,000
# of prepared and distributed 1099R by deadline (160)	160	160	160	160
# of off cycle checks created	120	48	<120	<75
# of W-2 and 1099R errors	0	0	0	0
# of tax penalties realized	0	0	0	0

Finance Department

Payroll Division

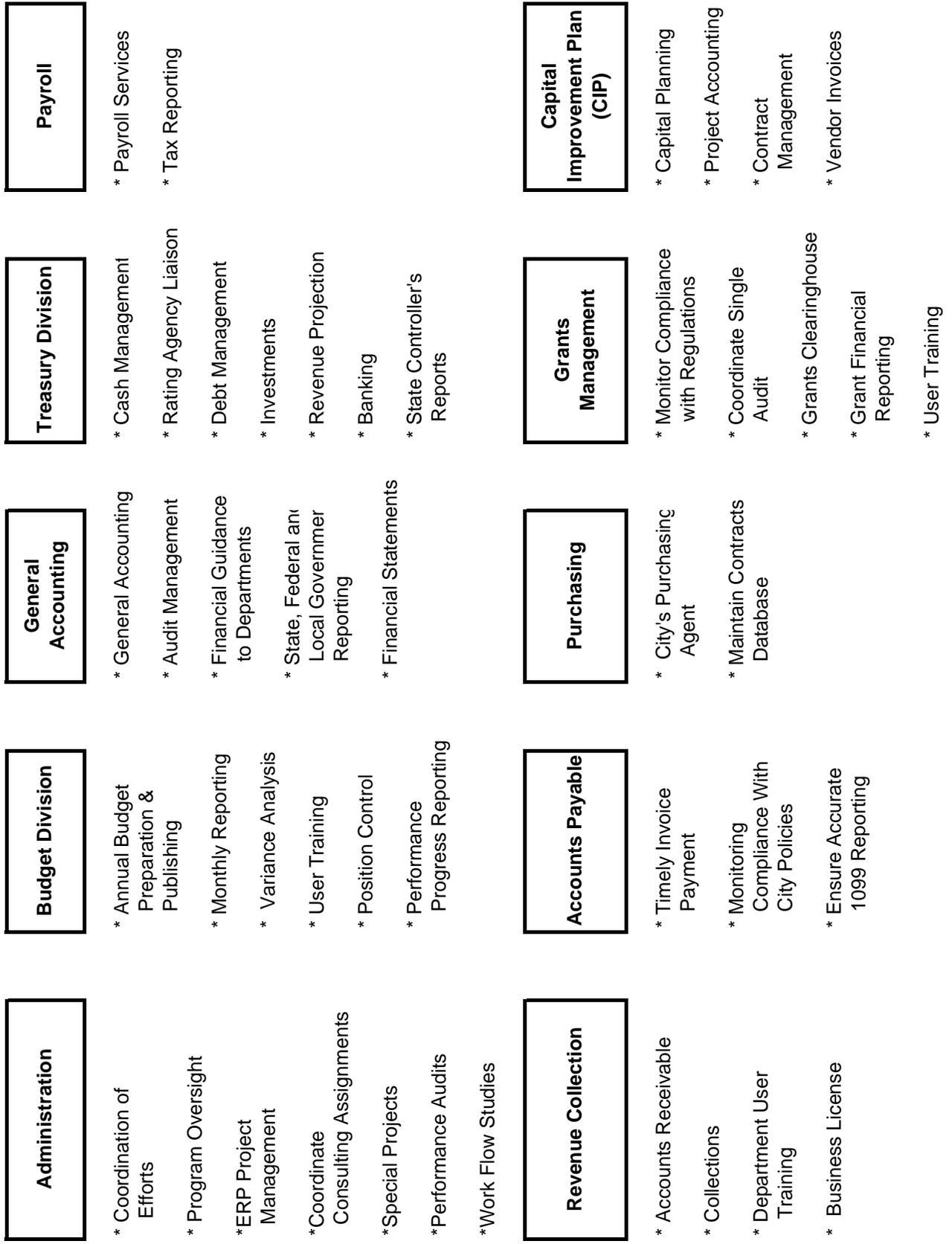
Effectiveness

% of processed union changes in SAP within 30 days	100%	100%	100%	100%
% of posted payroll forms on the internet	100%	100%	100%	100%
% in upgrading current payroll system	75%	25%	50%	100%
% of crossed train payroll staff	100%	60%	80%	100%

Efficiency

Cost of payroll processing per month (932 employees 2 cycles per month plus 112 pensioners paid once a month)	\$6,240			
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FINANCE DEPARTMENT PROGRAM ORGANIZATIONAL CHART

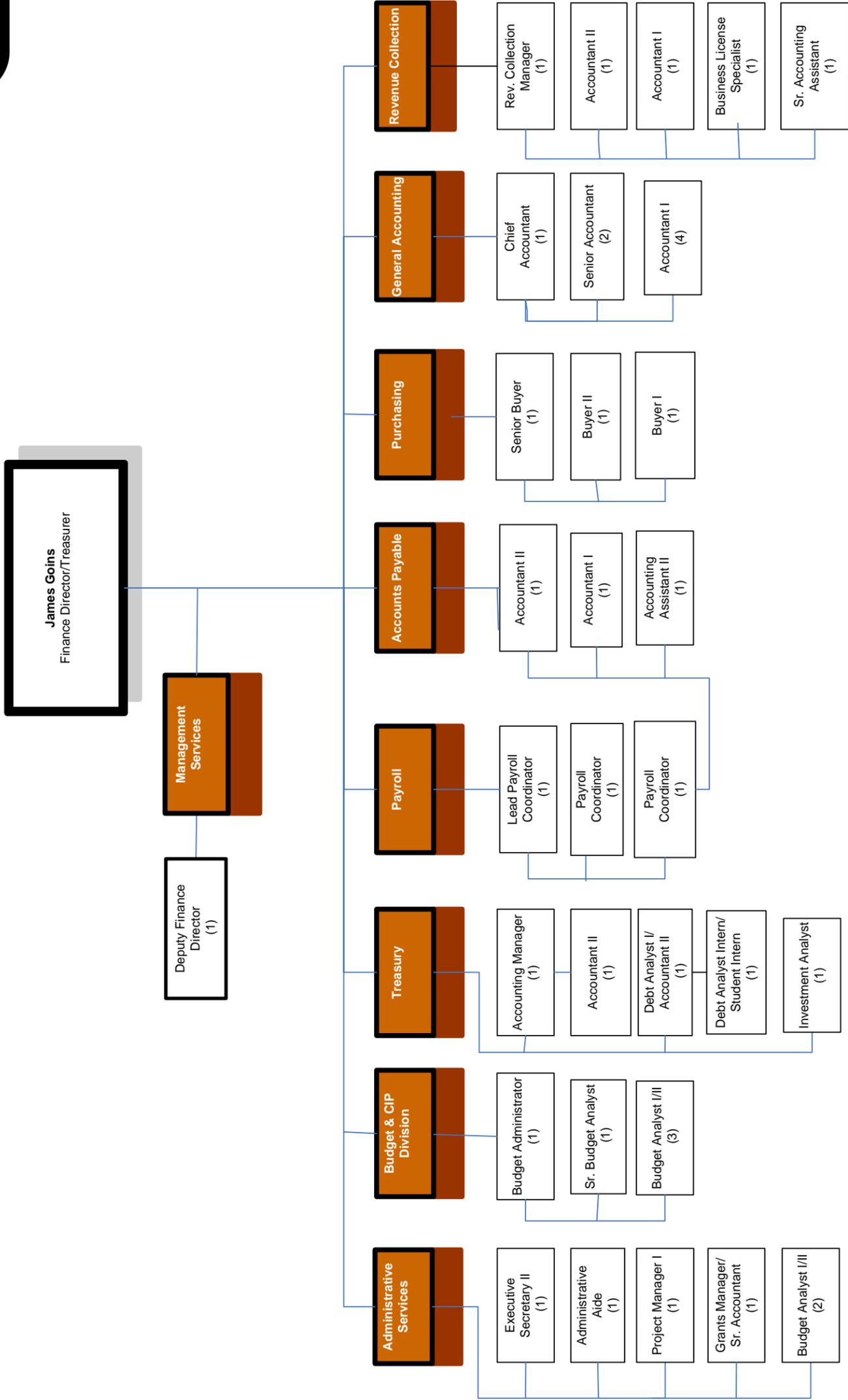
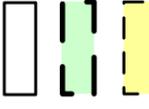




Finance Department FY2008-09 Organizational Chart

Existing FTE = 39, Proposed FTE = 39

Legend:



**City of Richmond
Multi-Year Comparative Position Listing**

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
FINANCE DEPARTMENT					
Accountant I/II	9.0	8.0	5.0	10.0	(+5) reclass
Accounting Assistant II	3.0	3.0	2.0	1.0	(-1) reclass
Accounting Manager	2.0	2.0	2.0	1.0	(-1) reclass
Administrative Aide			1.0	1.0	
Administrative Secretary	1.0	1.0			
Assistant City Engineer	0.1				
Audit Assistant II	1.0				
Auditor I/II	2.0				
Budget Administrator	1.0	1.0	1.0	1.0	
Budget Analyst I/II	3.0	3.0	5.0	5.0	
Business License Specialist	1.0	1.0	1.0	1.0	
Buyer I/II	2.0	2.0	2.0	2.0	
Capital Project Budget Analyst	1.0	1.0			
Chief Accountant		1.0	1.0	1.0	
Collections Specialist					
Contracts & Grants Administrator					
Debt Analyst I			1.0		(-1) reclass
Deputy Director of Finance & Budget	1.0	1.0	1.0	1.0	
Executive Secretary II			1.0	1.0	
Finance Director	1.0	1.0	1.0	1.0	
Financial Services Administrator					
Grants Manager		1.0			
Internal Auditor	1.0				
Investment Analyst		1.0	1.0	1.0	
Lead Payroll Coordinator			1.0	1.0	
Office Assistant II	1.0	1.0			
Payroll Coordinator	1.0	1.0	2.0	2.0	
Payroll Supervisor	1.0	1.0			
Procurement Analyst					
Project Manager I			1.0	1.0	
Purchasing Manager					
Revenue Collection Manager	1.0	1.0	1.0	1.0	
Senior Accountant	2.0	3.0	3.0	3.0	
Senior Accounting Assistant	2.0	2.0	3.0	1.0	(-2) reclass
Senior Budget Analyst	1.0		1.0	1.0	
Senior Buyer	1.0	1.0	1.0	1.0	
Student Intern			1.0	1.0	
Total Full-Time Equivalents (FTEs)	39.1	37.0	39.0	39.0	

CITY OF RICHMOND

Department name : Finance Department

Cost Center Name: Finance Administration Cost Center Number: 10302

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
Revenues					
Total Revenues					
Expenditures					
50001	Salaries - Total	399,424	508,997	417,912	545,752
50200	Benefits	207,735	197,993	195,228	256,503
	Total Salaries & Benefits	607,159	706,990	613,139	802,255
51100	Materials & Supplies Radston's - office supplies	68,255	72,100	48,067	50,000 50,000
51105	Special Dept. Expenses Munis/TrakIT "GoLive" Celebration Payroll supplies:W-2's, 199, 1096, etc.	106,836	40,700	56,870	30,000 5,000 25,000
51201	Membership & Dues	2,970	7,290	2,139	7,290
51202	Travel & Training Treasury Training General Accounting Training Purchasing Training Payroll Training Budget Training Accounts Payable Training Revenue Collection Training Admin. Training	79,717	91,126	59,135	94,000 15,000 11,500 8,000 11,000 15,000 8,000 2,500 23,000
51203	Mileage Reimbursements	446	3,750	194	3,750
51300	Contractual Services Vendor A - 3 Internal Audits Vendor B - Streets Audit Vendor C - eCivis Software CIP Annual Hosting Svc. Auditing Services Ellen Gailing Photography (CAFR/Budget Covers) BidsOnline Sympro Annual Maint. Consultant (Munis/TrakIT) Software QA Testing Dunbar Courier Muni Services - UUT Fixed Fee Muni Services - UUT Franchise Muni Services - B/L - FTB Project Donald Maynor (Fixed fees UUT Consult.) Wellhouse & Assoc. (State mandated cost) State of CA (Database) Pipeline Franchise Audits Actuarial Valuation	1,133,963	1,122,694	1,109,516	1,358,400 400,000 3,500 70,000 3,000 450,000 5,000 23,500 35,400 15,000 20,000 16,000 60,000 200,000 7,000 20,000 7,000 3,000 20,000 30,000
51350	Maintenance Expenses	5,872	5,000	417	5,000
51400	Other Operating Expenses Copier Leases Budget Printing Misc. Books & Subscriptions Brookside Homeless Shelter	62,527	58,500	49,481	98,500 18,500 10,000 20,000 50,000
51500	Utilities			994	1,000
51601-51620	Internal Service Fund Allocations	581,666	682,293	427,295	702,762
51700	Property, Furniture and Equipmen	8,237	10,000		
52000	Debt Service Expenditures	92,859		31,454	
53000	Capital Outlay		15,000	105,700	-
54500	Transfer out				-
	TOTAL	2,750,508	2,815,443	2,504,402	3,152,957

CITY OF RICHMOND
 Department: Finance Department
 Cost Center: 10008-Budget Division
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Feb 2008)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
<u>Revenues</u>					
<hr/> Total Revenues <hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	302,611	496,636	288,183	468,708
50115	Salaries - General	300,827	496,636	276,200	468,708
50116	Salary Bonus	27			
50125	Part-time - General			11,983	
50135	Overtime - General	843			
50145	Acting Pay - General	913			
50165	Participants Wages				
50200	Benefits	143,286	211,570	134,489	220,293
Total Salaries & Benefits		445,897	708,206	422,672	689,001
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		445,897	708,206	422,672	689,001

CITY OF RICHMOND

Department: Finance Department

Cost Center: 10424-Capital Projects Admin

Fund: 4051-General Capital Improvement Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual		FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
<hr/>					
Total Revenues					
<hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	-	-	-	64,332
50200	Benefits	-	-	-	30,236
Total Salaries & Benefits		-	-	-	94,568
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		-	-	-	94,568

CITY OF RICHMOND
 Department: Finance Department
 Cost Center: 10011-General Accounting
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual		FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
<hr/>					
Total Revenues					
<hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	370,303	495,250	495,708	597,816
50200	Benefits	188,232	224,565	221,445	280,974
Total Salaries & Benefits		558,535	719,815	717,153	878,790
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		558,535	719,815	717,153	878,790

CITY OF RICHMOND
 Department: Finance Department
 Cost Center: 10012-Purchasing
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
<hr/>					
Total Revenues					
<hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	196,539	209,289	116,622	231,360
50200	Benefits	99,161	95,664	54,489	108,739
Total Salaries & Benefits		295,699	304,953	171,111	340,099
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		295,699	304,953	171,111	340,099

CITY OF RICHMOND
 Department: Finance Department
 Cost Center: 10013-Payroll
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
<hr/>					
Total Revenues					
<hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	135,067	135,447	90,542	205,092
50200	Benefits	63,127	50,988	45,369	96,393
Total Salaries & Benefits		198,194	186,435	135,911	301,485
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		198,194	186,435	135,911	301,485

CITY OF RICHMOND
 Department: Finance Department
 Cost Center: 10014-Revenue Collection
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
<hr/>					
Total Revenues					
<hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	222,978	312,258	136,859	334,512
50200	Benefits	120,152	161,921	67,206	157,221
Total Salaries & Benefits		343,130	474,179	204,066	491,733
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		343,130	474,179	204,066	491,733

CITY OF RICHMOND
 Department : Finance Department
 Cost Center: 10015-Treasury Division
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
<hr/>					
Total Revenues					
<hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	342,945	423,995	188,314	449,760
50200	Benefits	181,898	211,388	79,546	211,387
Total Salaries & Benefits		524,842	635,383	267,860	661,147
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		524,842	635,383	267,860	661,147

CITY OF RICHMOND
 Department: Finance Department
 Cost Center: 10016-Accounts Payable
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
<hr/>					
Total Revenues					
<hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	155,763	162,059	97,786	185,820
50200	Benefits	90,379	94,208	44,448	87,335
Total Salaries & Benefits		246,142	256,267	142,234	273,155
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		246,142	256,267	142,234	273,155

CITY OF RICHMOND
 Department: Finance Department
 Cost Center: 10006-ERP Implementation
 Fund: 4051-General Capital Improvement Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Feb 2008)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
<u>Revenues</u>					
<hr/>					
Total Revenues					
<hr/>					
<u>Expenditures</u>					
50001	Salaries - Total	87,674	139,343	59,856	89,784
50200	Benefits	38,232	57,692	25,683	42,198
Total Salaries & Benefits		125,906	197,035	85,539	131,982
51100	Materials & Supplies				-
51105	Special Dept. Expenses				-
51201	Membership & Dues				-
51202	Travel & Training				-
51203	Mileage Reimbursements				-
51300	Contractual Services				-
51350	Maintenance Expenses				-
51400	Other Operating Expenses				-
51500	Utilities				-
51601-51620	Internal Service Fund Allocations	-	-	-	-
51700	Property, Furniture and Equipment Exp				-
52000	Debt Service Expenditures				-
53000	Capital Outlay				-
54500	Transfer out				-
Total Operating Expenditures		-	-	-	-
Total All Expenses		125,906	197,035	85,539	131,982

Human Resources Management Department



Mission:

The Human Resources Management Department supports our customers in accomplishing their missions by attracting, training and retaining a highly skilled and diversified workforce that is fairly compensated and rewarded for its effort in an equitable, safe and responsible work environment. This is accomplished within existing resources, in an environment of change, with integrity, and in a manner that is consistent with City policies, Code of Ethics, merit system principles, collective bargaining agreements, and Federal and State laws.

Strategic Goals:

Maintain and enhance the physical environment

- Hire skilled and competent staff in our Public Works Department.

Promote a safe and secure community

- Assist the Police and Fire Departments in hiring dedicated and skilled Public Safety Personnel.
- Hire capable and community-oriented staff in our libraries and community centers.

Promote economic vitality

- Provide employment opportunities for the City of Richmond's population in conjunction with the City's Employment and Training Department.
- Offer competitive salaries and benefits to our employees.

Promote effective government

- Create a workplace that promotes employee health and well-being by developing a comprehensive risk management, safety, health and wellness program.
- Promote an environment of appreciation and support by implementing a structured employee recognition program.
- Streamline personnel processes through the implementation of the Human Resources module of the Enterprise Resource Planning (ERP) system.
- Implement a new infrastructure enterprise system to enhance finance, human resources, work orders, permit processing and reporting.
- Create a comprehensive training program to increase customer service and ensure that the work force is fully trained.

Promote a sustainable City

- Ensure all job applications and announcements are printed on paper with at least 30% recycled content and distribute 50% of job announcements via e-mail to neighboring cities.
- Promote Bike-to-Work Day and other environmentally friendly commuting options.

Human Resources Management Department

- Expand City-wide Health and Wellness Fair to include an Environmental Awareness component.
- Actively participate in the Employee Environmental Task Force to promote sustainability within the organization.
- Provide Human Resources forms in electronic format to employees through the intranet to reduce paper waste where feasible.

Human Resources Management Department

Goal

To provide excellent customer service; high quality programs; effective working relations with our employees, City management, employee organizations and the public; proactive and responsive leadership; and innovative approaches to problem solving.

Description

The Human Resources Management Department is mandated by the City Charter to develop and maintain a personnel system based upon merit principles. The primary objective of the Department is to provide the City with employees who have the necessary skills, knowledge and ability to perform the specific tasks that enable the City to achieve its goals. The Risk Management Division manages and works towards reductions in the City's overall cost of risk via establishing appropriate and pro-active risk control measures, purchasing risk transfer instruments, and efficiently and effectively managing retained losses.

2008-09 Key Standards

- Facilitate implementation of new ERP system to obtain maximum departmental buy-in.
- Partner with Employment and Training, Contra Costa College and other educational entities to develop a curriculum of basic skills.
- Create mandatory Management Academy for all new and current supervisors.
- Create a departmental new hire manual with supporting documentation.
- Create a half-day new hire orientation session.
- Publish a manual of existing career ladders that defines steps and requirements for promotion.
- Ensure that departmental performance evaluations are completed in a timely manner.
- Expand the Training Academy in order to continue enhancing employees' opportunities for professional growth, better serve our customer base, and comply with Federal and State laws.
- Promote environmental awareness at the department and the City-government level.
- Improve the recruitment, testing and classification process.
- Identify three most frequent causes of workplace injury.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of environmentally aware companies participating in Health and Wellness Fair	0	0	2	5
# of targeted training for three most frequent workplace injuries	0	9	12	15
# of trainings provided	15	13	27	30
# of employees attending trainings	400	400	700	700
# of general applications and Police Officer applications submitted	2000/600	1052/247	2000/600	2000/600
# and type of worker's compensation claims:				
1. Future Medical	0	1	2	0
2. Indemnity	0	58	116	122

Human Resources Management Department

3. Medical	0	54	108	113
Total	0	113	226	235

Effectiveness

Improved business processes by eliminating duplication of effort	0%	0%	0%	85%
Improved quality of service	0%	0%	0%	90%
% of employees that felt that they benefited from the trainings	0%	0%	0%	100%
% of performance evaluations completed within sixty days of anniversary date	85%	85%	90%	95%
% of job announcements and applications printed on at least 30% recycled product paper	0%	0%	0%	100%
% of job announcements e-mailed to neighboring cities	0%	0%	25%	50%
Sponsor Bike to Work Energizer station at City of Richmond City Hall South	0%	0%	100%	100%
Partner with the California Department of Transportation to sponsor and promote Bike to Work Day and other environmentally friendly transportation and commuting programs for City of Richmond employees	0%	0%	100%	100%
% of recruitments that were completed within contract time frame	80%	75%	80%	80%
% of employees returned to Light Duty	0%	0%	0%	60%
% of employees evaluated annually	100%	90%	98%	98%
Creation of a change-agent mechanism to inform and educate, define expectations and facilitate departmental participation for the ERP program	0%	25%	30%	100%
Require job-specific training for each employee as part of job evaluation (20 hours/year/line staff; 40 hours/year/management) effective January 1, 2009	0%	0%	50%	100%
Implement Management Academy by January 1, 2009	0%	0%	0%	100%
Implement new hire departmental manual by January 1, 2009	0%	0%	25%	100%

Human Resources Management Department

Conduct expanded City-wide new hire orientation commencing September 1, 2008	0%	50%	60%	100%
Publish career ladders manual by January 1, 2009	0%	0%	25%	100%
Research recycled paper good suppliers to locate a vendor to stock paper for printing applications and job announcements	0%	0%	50%	100%
Invite environmentally aware organizations to attend the annual City-wide Health and Wellness Fair to provide education and information to City of Richmond employees	0%	0%	100%	100%
Assign Human Resources Mgmt. Department employee to participate in the Employee Task Force	0%	0%	100%	100%
Develop recruitment contract with City departments to establish roles, responsibilities, and timeframes for recruitments	100%	90%	95%	100%

HUMAN RESOURCES DEPARTMENT PROGRAM ORGANIZATIONAL CHART

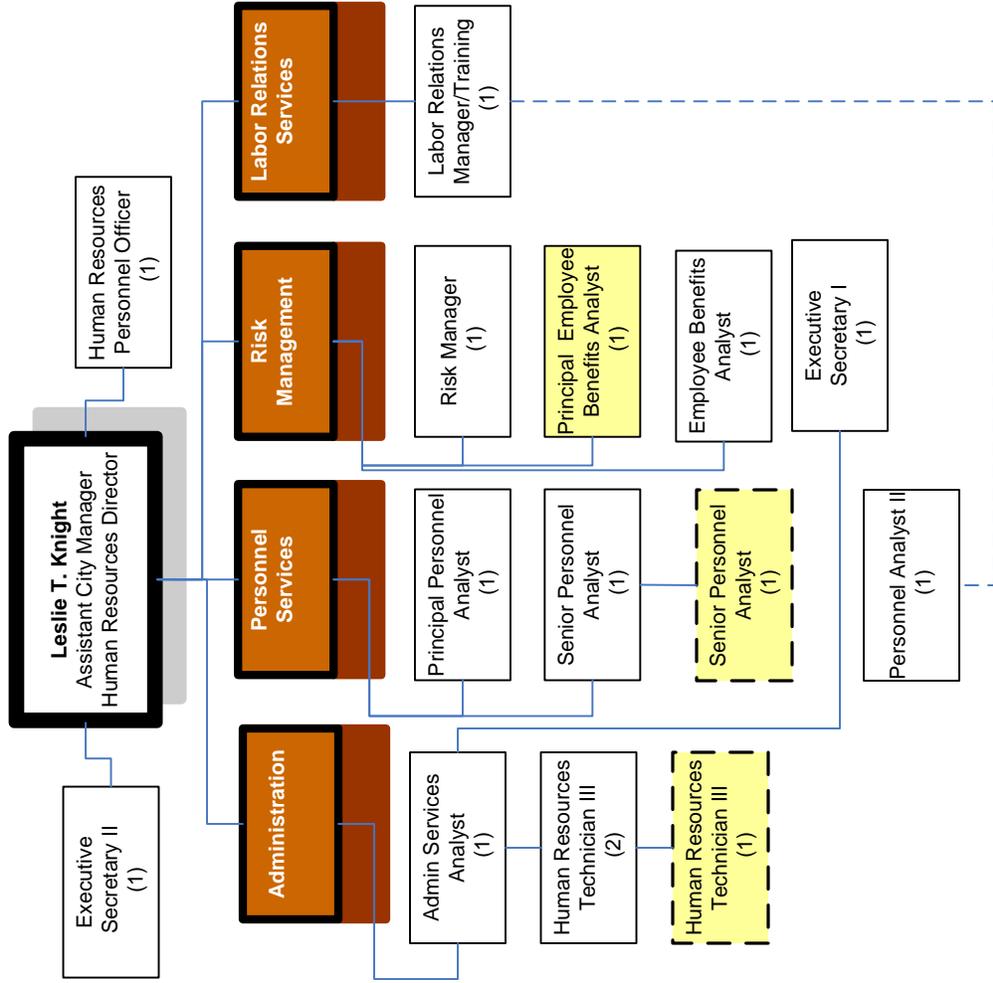
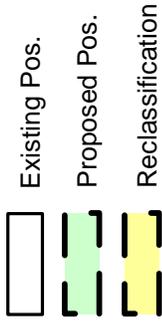
Administration	Personnel Services	Labor Relations Services	Risk Management	Benefit Services
* Leadership	* Recruitment & Testing	* Grievance Handling	* Workers' Compensation	* Benefits Administration
* Program Oversight	* Finger Print Processing	* Management Consultation	* Contract Review	* Retirement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



Human Resources Management FY2008-09 Organizational Chart

Existing FTE = 16

Legend:



City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
HUMAN RESOURCES					
Administrative Secretary	2.0	2.0			
Administrative Services Analyst			1.0	1.0	
Employee Benefits Analyst		1.0	1.0	1.0	
Executive Secretary I			1.0	1.0	
Executive Secretary II			1.0	1.0	
Human Resources Mgt. Director	1.0	1.0	1.0	1.0	
Human Resources Personnel Officer	1.0	1.0	1.0	1.0	
Human Resources Technician I	1.0				
Human Resources Technician II	1.0	1.0	1.0		
Human Resources Technician III	1.0	2.0	2.0	3.0	1 Reclass
Labor Relations / Training Manager	0.3	1.0	1.0	1.0	
Personnel Analyst I	1.0	1.0			
Personnel Analyst II	1.0	2.0	2.0	1.0	
Principal Employee Benefits Analyst				1.0	1 Reclass
Principal Personnel Analyst	1.0	1.0	2.0	1.0	
Risk Manager	1.0	1.0	1.0	1.0	
Senior Personnel Analyst	1.0	1.0	1.0	2.0	1 Reclass
Senior WC Claims Examiner	1.0	1.0			
Workforce Relations Officer	0.7				
Total Full-Time Equivalents (FTEs)	14.0	16.0	16.0	16.0	

CITY OF RICHMOND
 Department: Human Resources Management
 Cost Center: 10303-Human Resources
 Fund: 1000

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
Total Revenues					
Expenditures					
50001	Salaries	745,415	981,122	459,607	1,063,515
50200	Benefits	350,547	378,041	219,822	598,837
	Total Salaries & Benefits	1,095,962	1,359,163	679,429	1,662,352
51100	Materials & Supplies	15,505	30,000	13,785	30,000
	Office Supplies				
51105	Special Dept. Expenses	44,262	18,000	19,841	14,000
	TB/Drug Testing				
	Exam Materials				
	Oral Board Expenses				
51201	Membership & Dues	1,647	2,000	985	1,000
51202	Travel & Training	5,441	9,000	4,098	4,000
	CalPERA Annual Conference				
	PTC Annual Conference				
	Other Staff Training				
51203	Mileage Reimbursements	256	1,000	181	1,000
51300	Contractual Services	240,583	350,000	157,659	330,000
	Employee Assistance Program				
	Liebert, Cassidy, Whitmore-City-Wide Training/Negotiations				
	Concentra-Employee Physicals				
	Executive Recruitments/Recruitment Services				
	City Wide Trainings				
	Management Academy Training				
	Departmental New Hire Manual				
	Career Ladder Manual				
	Employee Recognition Program				
51350	Maintenance Expenses		7,000		7,000
51400	Other Operating Expenses	50,943	40,000	42,806	40,000
	Richmond Blueprint-Application, job announcement, HRMD forms and document printing				
	Various-Job Advertisement				
	City of Richmond/Various-Property and Equipment Rental				
51425	Building Rental-DiCon	55,645	94,280	37,475	94,280
51500	Utilities	(131)	2,400	2,400	2,400
51601-51620	Internal Service Fund Allocations	173,149	264,308	132,155	272,237
51700	Property, Furniture and Equipment Exp	828	27,000	828	27,000
	Total Expenditures	588,128	844,988	412,214	822,917
	Total All Expenses	1,684,090	2,204,151	1,091,643	2,485,269

CITY OF RICHMOND
 Department: Risk Management
 Cost Center: 11273-Administration
 Fund: 6020-Insurance Reserves

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Dec 2007)		Detail
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed	
Revenues						
41400	Charges for Services		1,835,557			[1]
	Total Revenues		1,835,557			
Expenditures						
50001	Salaries	86,177	216,438	207,401		297,356
50200	Benefits	50,759	80,816	89,972		150,694
	Total Salaries & Benefits	136,936	297,254	297,373		448,050
51100	Materials & Supplies	1,370	14,000	4,911		14,000
	Office Supplies					7,000
	Safety Supplies					7,000
51105	Special Dept. Expenses	89,563	1,100,000	89,905		1,135,000
	Property Insurance, incl Flood					225,000
	Crime/bond					10,000
	DIC (Earthquake)					900,000
51201	Membership & Dues	-	2,000	590		2,000
51202	Travel & Training	1,195	9,500	1,307		9,500
51203	Mileage Reimbursements	-	1,500	(151)		1,750
51300	Contractual Services	-	350,000	19,904		-
51350	Maintenance Expenses	3,498	13,000	2,382		13,520
51400	Other Operating Expenses	795	5,000	2,575		5,000
51500	Utilities	430	-	46,960		-
51506	Utilities Expense	-	15,000	-		-
51601-51620	Internal Service Fund Allocations	47,204	173,181	74,797		178,376
51700	Property, Furniture and Equipment Exp	-	4,500	-		4,500
	Total Expenditures	144,055	1,687,681	243,181		1,363,646
	Total All Expenses	280,991	1,984,935	540,554		1,811,696

[1] Administration costs are recovered through ISF allocations to departments for General Liability. Therefore, the revenue attributable to these expenses will be received in fund center 11275 - General Liability.

CITY OF RICHMOND
 Department: Risk Management
 Cost Center: 11274- Workers' Compensation
 Fund: 6020-Insurance Reserves

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
	Charges for Services	8,921,022	7,326,332	4,529,489	8,450,370
41455	WC Rev-Service/Mtce				1,562,909
41451	WC Rev-Fire				2,238,838
41452	WC Rev-Police				3,254,311
41453	WC Rev-Clerical				401,685
41454	WC Rev-Professional				992,627
	Reimbursements	332,504	-	103,112	-
	Other Revenue	259,999	-	-	-
	Total Revenues	9,513,525	7,326,332	4,632,601	8,450,370
Expenditures					
50001	Salaries	233,942	212,439	-	142,710
50200	Benefits	8,968,221	80,656	787,334	90,660
	Total Salaries & Benefits	9,202,163	293,095	787,334	233,370
51050	Risk Management Claims	3,592,377	5,559,332	1,933,010	7,501,000
	Claims Pymts @ 80% Confidence Level (backfill future liabilities)				6,251,000
	Salary Continuation				1,250,000
51100	Materials & Supplies	3,017	-	-	-
51105	Special Dept. Expenses	1,604,591	1,570,000	284,396	716,000
	Excess WC Insurance				275,000
	SIP Assessment				100,000
	Safety/Loss Control				250,000
	Return to Work				45,000
	Safety Committee Fund				25,000
	Actuarial Reports				11,000
	Claims Audits				10,000
51201	Membership & Dues	175	-	-	-
51202	Travel & Training	1,140	-	-	-
51203	Mileage Reimbursements	155	-	-	-
51350	Maintenance Expenses	4,662	-	-	-
51400	Other Operating Expenses	369	-	198	-
51500	Utilities	266	-	-	-
51601-51620	Internal Service Fund Allocations	58,502	-	-	-
51700	Property, Furniture and Equipment Exp	53,831	-	-	-
53000	Capital Outlay	117,844	-	-	-
54500	Transfer Out	4,135	-	-	-
	Total Expenditures	5,441,064	7,129,332	2,217,604	8,217,000
	Total All Expenses	14,643,227	7,422,427	3,004,938	8,450,370

CITY OF RICHMOND
 Department: Risk Management
 Cost Center: 11275-Liability
 Fund: 6020-Insurance Reserves

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual		FY2007-08 Actual	FY2008-09 Dept Proposed
Revenues					
	Fees	15	-	-	-
	Interest & Invest Income	710,166	-	243,746	-
41405	Charges for Services	5,366,954	5,838,111	3,389,031	9,232,946
	Reimbursements	248,334	-	61,819	-
	Total Revenues	6,325,469	5,838,111	3,694,596	9,232,946
Expenditures					
50001	Salaries	31,644	55,087	-	117,995
50200	Benefits	2,030,110	21,740	43	56,577
	Total Salaries & Benefits	2,061,754	76,827	43	174,572
51050	Claims Payments	4,013,739	3,603,111	4,001,339	3,620,000
	Claims Pymts @ 80% Confidence Level (backfill future liabilities)				3,620,000
51105	Special Dept. Expenses	2,401,414	2,122,000	161,266	3,623,000
	Excess Liability Insurance				2,350,000
	Retro Charges				600,000
	Other				2,000
	HR Legal/Labor Costs				350,000
	Actuarial Reports				11,000
	ADA Survey and Program Development				300,000
	Claims Audits				10,000
51400	Other Operating Expenses	533	-	163	-
52000	Debt Service Expenditures	41,232	-	23,591	-
	Total Expenditures	6,456,918	5,725,111	4,186,359	7,243,000
	Total All Expenses	8,518,672	5,801,938	4,186,402	7,417,572

[1] Revenue exceeds budgeted expenses by \$1,815,374. The excess are administrative expenses from fund center 11273 which are recovered through the ISF allocations to departments and credited to this fund center.

City of Richmond
Statement of Revenue, Expenditures and Changes in Fund Balance

Fund: 6020 - Insurance Reserve

	FY2007-08 Estimated	FY 2008-09 Proposed	FY 2009-10 Forecast	FY 2010-11 Forecast	FY 2011-12 Forecast	FY 2012-13 Forecast
Working Capital Balance, July 1	\$ 3,766,071	\$ 6,751,937	\$ 6,755,615	\$ 6,755,615	\$ 6,755,615	\$ 6,755,615
Revenue:						
Fines and Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest & Investment Income	\$ 570,000	\$ -	\$ -	\$ -	\$ -	\$ -
Rental & Concession	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 16,000,000	\$ 17,683,316	\$ 19,064,047	\$ 20,583,641	\$ 22,240,291	\$ 24,046,964
Reimbursement	\$ 224,000	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds: Land & Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 16,794,000	\$ 17,683,316	\$ 19,064,047	\$ 20,583,641	\$ 22,240,291	\$ 24,046,964
Expenditures:						
Salaries & Benefits	\$ 2,060,000	\$ 855,992	\$ 846,044	\$ 846,044	\$ 846,044	\$ 846,044
Risk Management Claims	\$ 9,195,000	\$ 11,121,000	\$ 12,233,100	\$ 13,456,410	\$ 14,802,051	\$ 16,282,256
Contractual Services	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating	\$ 2,283,134	\$ 5,558,889	\$ 5,836,833	\$ 6,128,675	\$ 6,435,109	\$ 6,756,864
Internal Services	\$ 110,000	\$ 143,757	\$ 148,070	\$ 152,512	\$ 157,087	\$ 161,800
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 13,808,134	\$ 17,679,638	\$ 19,064,047	\$ 20,583,641	\$ 22,240,291	\$ 24,046,964
Working Capital Balance, June 30	\$ 6,751,937	\$ 6,755,615				

NOTES:

This 5 year projection estimates the impact of budgeted expenditures and revenues on cash. It does not project the effect of actual revenue and expenditures on fund balance. Working capital balance as of July 1, 2007 per CAFR.

- Interest & Investment Revenues forecast at 1% annual increase FY 09-10 to FY 12-13
- Salaries & benefits forecast at 5% annual increase FY 09-10 to FY 12-13
- Operating expenses forecast at 5% annual increase FY 09-10 to FY 12-13
- Risk Management claims projected at 10% annual increase FY 09-10 to FY 12-13
- Internal Services forecast at 3% annual increase FY 09-10 to FY 12-13

Information Technology Department



Mission:

Information Technology's (IT) mission is to be customer-centric. The IT Department will be the best provider of comprehensive and innovative support services, and training for information services in the eyes of its customers.

Strategic Goals:

Maintain and enhance the physical environment

- Increase computer literacy, and the use of state of the art tools in a safe and secure environment.

Promote a safe and secure community

- Provide technology support to City departments for the reduction of violence in the community.
- Implement and maintain Public Safety Surveillance Camera infrastructure.

Promote economic vitality

- Improve the Internet and Intranet – Continue revenue-centric, constituent-friendly web services. (i.e., online permitting, web-based store). Update and enhance commonly used forms and applications.

Promote effective government

- Achieve the Municipal Information Systems Association of California Excellence in Information Technology Practices Certification.
- Provide industry standard training programs for desktop applications.
- Implement a new infrastructure enterprise system to enhance financial, human resource, work order and permit reporting.
- Prepare technology infrastructure for returning to the Civic Center Campus including Voice over Internet Protocol (VoIP) and Document management.

Promote a sustainable City

- Implement state-of-art communication systems that use energy-efficient and sustainable computer products or technologies to reduce power consumption. Continue the commitment to e-waste computer recycling.
- Educate employees on methods to reduce energy consumed by computer product.
- Set default settings on employee printers to double-sided printing.
- Collaborate with departments to effectively place information on City website and intranet.

Information Technology Department

Information Technology Division

Goal

To maintain an infrastructure and architecture that is secure, reliable, adaptable, scalable, and driven by best practice and technological requirements.

Description

The Information Technology Division (ITD) is responsible for maintaining all current information systems, and designing and implementing new technology that maximizes the efficiency and effectiveness of City departments. Division services include strategic planning, information security, training, geographic information systems (GIS), Enterprise Resource Planning (ERP), network and desktop support. It is the responsibility of ITD to promote, coordinate, and implement an integrated ERP/GIS system for use by the City and the community to improve customer service, enhance productivity, reduce costs, and provide timely and accurate information for all.

2008-09 Key Standards

- Troubleshoot all information system problems within agreed upon deadline to minimize work disruptions.
- Provide network system availability during normal working hours with 99% uptime.
- Increase network security.
- Achieve the Municipal Information Systems Association of California "Excellence in Information Technology Practices" certification.
- Provide network redundancy at all City facilities, and maintain an up-to-date emergency preparedness plan.
- Use technology to support City initiatives, including the Police Department's anti-violence program.
- Provide industry standard training programs for desktop applications to continuously improve City employee computer literacy, effectiveness and efficiency.
- Upgrade and maintain the infrastructure required for supporting the ERP/GIS system and associated applications.
- Maintain a "best practice" municipal government communications system.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year-End Projection	2009 Proposed
# of work orders completed	7,419	2,790	6,500	7,000
# of desktop users	450	529	694	700
# of City software trainings	182	252	325	325

Effectiveness

% of help desk requests with same day response	61%	80%	90%	95%
% of users rating IT services good or better	96%	98%	100%	100%

Information Technology Department

Information Technology Division

Appropriate departments that have one-GIS trained staff person	100%	100%	100%	100%
% of time the system is available during normal working hours	99%	99%	99%	99%

Efficiency

Average cost per IT backbone user per month	\$286	\$286	\$286	\$338
Average cost per user per month (desktop)	\$134	\$134	\$134	\$124
Average cost per user per month (GIS)	\$41	\$41	\$41	\$36
Average cost per user per month (ERP)	\$145	\$145	\$145	\$126

Information Technology Department

Telephone Division

Goal

To provide and maintain communication technology that is “best practice” for municipal governments, and that meets or exceeds the needs of City users.

Description

The Telephone Division provides City-wide communication systems and services that support City operations, and that are compliant with applicable federal, state and local regulations.

2008-09 Key Standards

- Maintain a best-practice communication system.
- Provide timely and effective service.
- Have an up-to-date disaster recovery plan for communication system failures.
- Provide telephone redundancy at critical City facilities.
- Implement Voice over Internet Protocol (VoIP).

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of work orders	957	464	1,000	1,000

Effectiveness

% of respondents rating Telecom services satisfactory or better on IT customer survey	88%	89%	90%	95%
% of service requests responded to same day	89%	89%	90%	95%

Efficiency

Average cost per telephone user per month	\$120	\$120	\$120	\$120
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KCRT – Cable Television Division



Mission:

Get Richmond's Voice Heard - in Richmond, in the Bay Area, and around the world through TV (KCRT), Radio (KCOR 7.90AM), and the Web (KCRT.com and City-Streaming through Granicus) to provide information about City services, events, resources, and opportunities.

Strategic Goals:

Maintain and enhance the physical environment

- Provide a quality signal in all areas of communications.

Promote a safe and secure community

- Work with youth groups, City departments, and regional non-profits to produce programming that supports a safe and secure community.
- In times of crisis, disseminate clear and accurate information to the public using studio and field production for emergency support.

Promote economic vitality

- Create new revenue by negotiating Telecom and cellular contracts.
- Investigate the potential for new revenue from Video Satellite Services.

Promote effective government

- Track productions, resolve complaints and provide services for efficient work flow, including monitoring the Cable Franchise and related telecommunication ordinances.

Promote a sustainable City

- Continue commitment to energy-efficient, power management systems by using Energy Star, Blue Angel, and RoHS technology.
- Through the media of TV, radio and internet inform and promote energy-efficient and alternative energy informational spots and programs.

KCRT – Cable Television Division

Goal

To maximize the use of the City's local access channel (KCRT) to deliver via television, radio and the internet City messages and information, and to promote Richmond as a destination for culture and recreation. To monitor the cable franchises and telecommunication issues to negotiate future contracts that support the City and the Division financially. To serve as the City's information station during disaster.

Description

The Cable Television Division assists departments in crafting and delivering their messages to the public. The Division provides City departments with media production and technical assistance. The channel's airing of City Council meetings and other City-sponsored meetings increases transparency in government. The Division monitors changing technology, cable and media issues to assist the City in future trends that can affect our Right-of-Way rights and negotiates contracts with Telecom and other cable providers to increase services to residents and businesses and City revenue. The Division resolves disputes between residents and the cable company and monitors the Cable Franchise and the Telecom Ordinance. In times of crisis, support the Emergency Operations Center (EOC) with the dissemination of clear, concise, and accurate information to the public.

2008-09 Key Standards

- Respond to in-house service requests within 48 hours.
- Maximize productions about Richmond and its services, events, resources and opportunities.
- Increase programming by Richmond youth, and work with local schools in developing programming and learning about media as a career option.
- Produce an average of two new programs a month.
- Comply with the State Office of Emergency Preparedness for Incident Command System (ICS) training.
- Provide technical support to City departments in crafting their message and staging effective media-related events. Provide production assistance and recommendations, including set-up activities.
- Develop a rate schedule that demonstrates the savings generated through KCRT's media check-out service and its technical assistance programs.
- Continue to use in-house expertise in equipment recommendations, system design and installation.
- Maximize the public's cable television value through on-going monitoring and working with state-franchised companies that provide video services to residents.
- Negotiate with both cable and Alternate Delivery Systems (ADS) to secure the best media solution opportunities for the City.

Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
# of graphic and video productions	1,130	514	1,030	1,050
# of departmental requests for technical assistance	60	51	100	100
Locally-produced programming	270	159	280	300
# of new programs produced (average per month)	2	6.8	5	4

KCRT – Cable Television Division

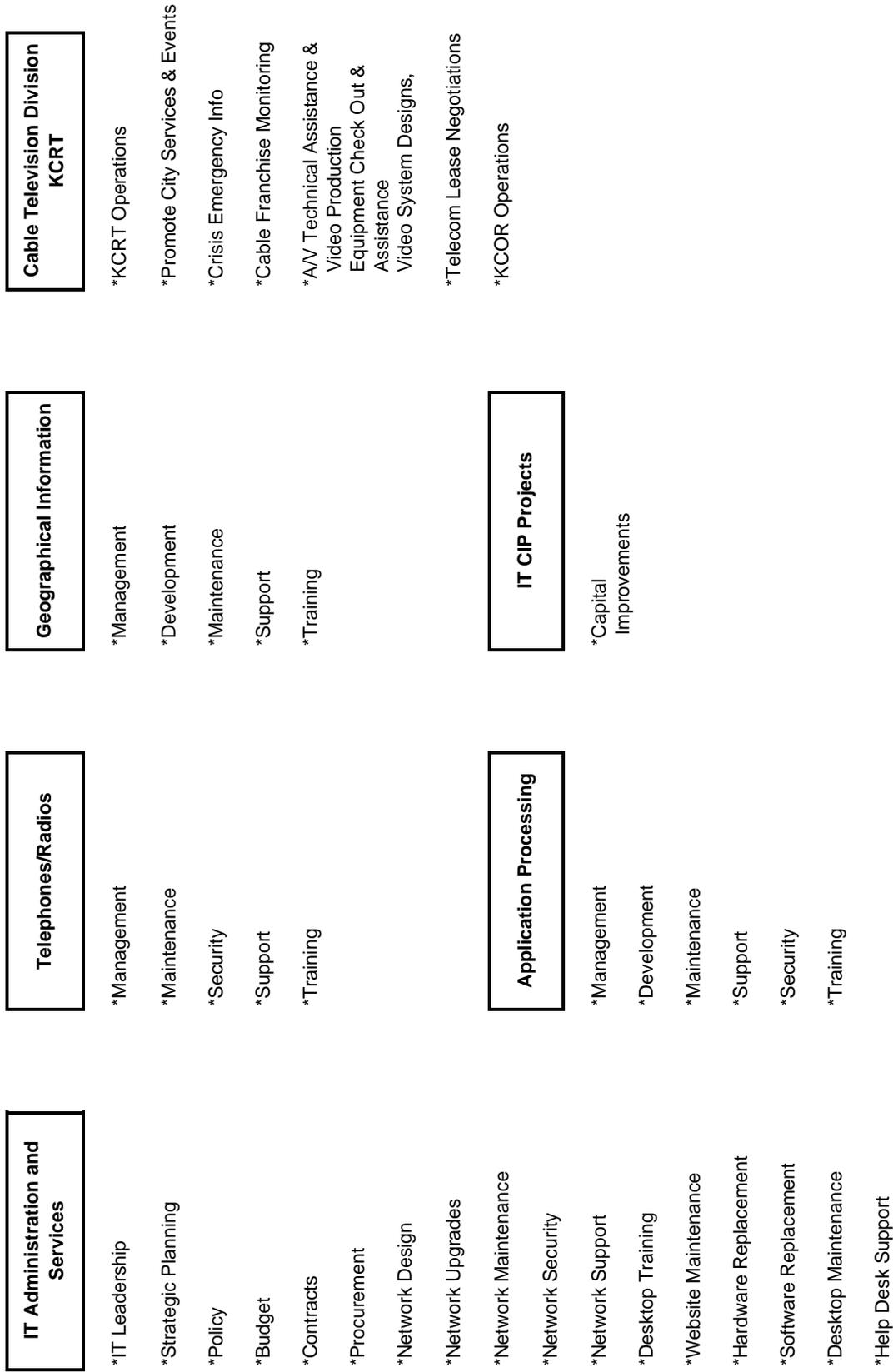
Effectiveness

% of citizen survey respondents rating satisfaction with KCRT programming as good or better.	90%	90%	90%	90%
% of in-house service requests responded to within 48 hours	100%	100%	100%	100%
% of Richmond public high schools participating	75%	75%	75%	100%
% of programming that is local	70%	82%	80%	80%
% of staff trained in ICS and State Office of Emergency Preparedness	100%	100%	100%	100%

Efficiency

Average cost per finished minute of production (depending on the service)	\$7.00-200.00	\$7.00-200.00	\$7.00-200.00	\$7.00-200.00
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**INFORMATION TECHNOLOGY DEPARTMENT
PROGRAM ORGANIZATIONAL CHART**

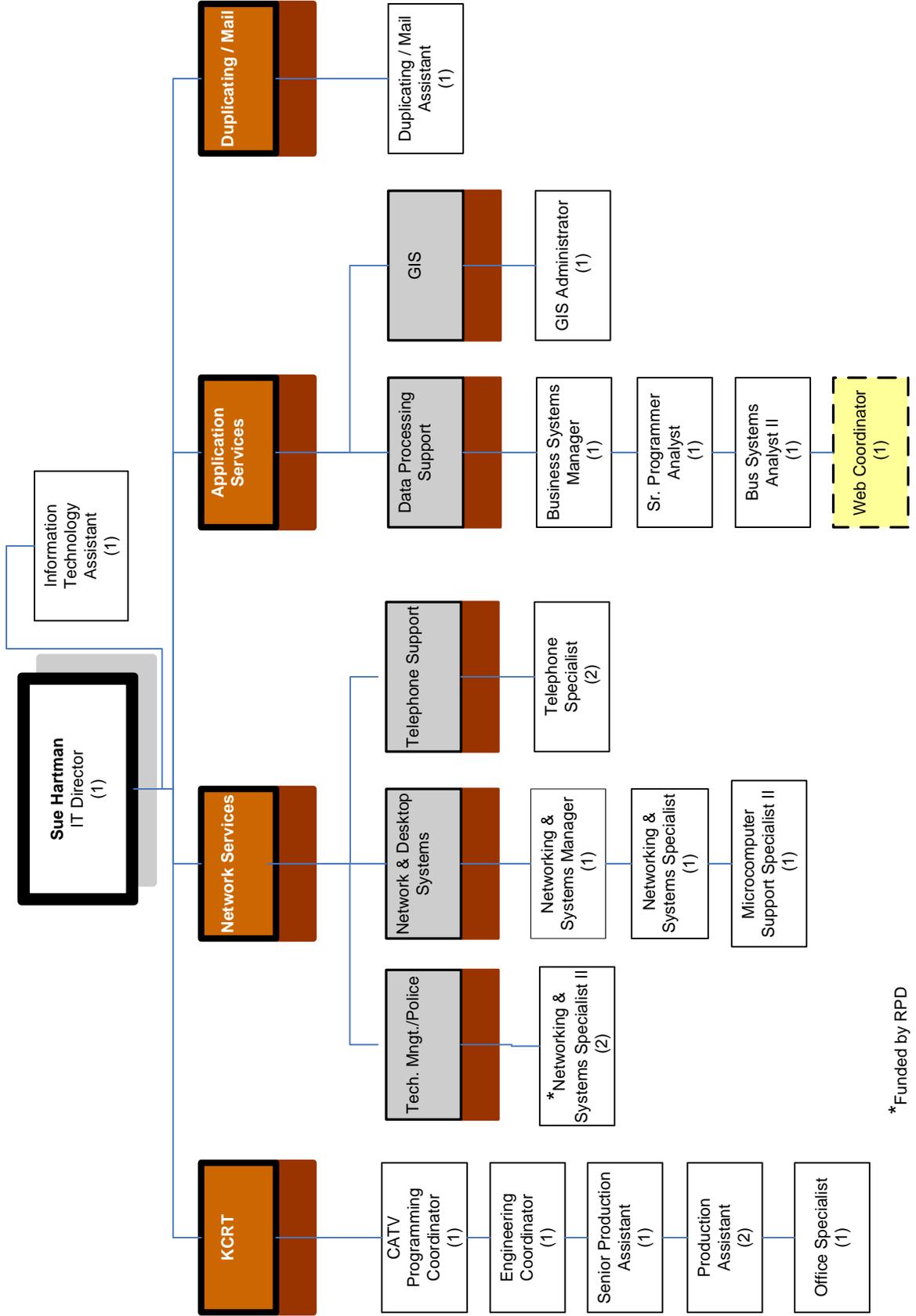
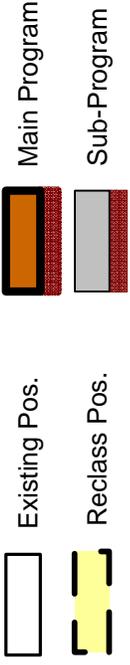




Information Technology FY2008-09 Organizational Chart

Existing FTE = 23, Proposed FTE = 21

Legend:



* Funded by RPD

City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
INFORMATION TECHNOLOGY					
Administrative Aide	1.0				
Business Systems Analyst I/II	1.0	1.0	1.0	1.0	
Business Systems Manager	1.0	1.0	1.0	1.0	
CATV Programming Coordinator	1.0	1.0	1.0	1.0	
Data Processing & Application Manager	1.0				
Duplicating/Mail Assistant	2.0	2.0	2.0	1.0	
Engineering Coordinator	1.0	1.0	1.0	1.0	
GIS Administrator	1.0	1.0	1.0	1.0	
Information Technology Assistant		1.0		1.0	
Information Technology Director		1.0	1.0	1.0	
Microcomputer Support Specialist II				1.0	
Microcomputer Support Specialist Trainer	1.0	1.0	1.0		
Network & Systems Engineer	1.0	1.0			
Network & Systems Manager			1.0	1.0	
*Network & Systems Specialist I/II	1.0	3.0	3.0	3.0	
Office Specialist	1.0	1.0	1.0	1.0	
Operations Administrator			1.0		
Production Assistant	2.0	2.0	2.0	2.0	
Programmer Analyst I	1.0	1.0			
Programmer Analyst II			1.0		
Senior Production Assistant	1.0	1.0	1.0	1.0	
Senior Programmer Analyst	1.0	1.0	1.0	1.0	
Sr. Duplicating/Mail Assistant			1.0		
Telephone Radio Specialist	2.0	2.0	2.0	2.0	
Web Coordinator				1.0	1 Reclass
Total Full-Time Equivalent (FTEs)	20.0	22.0	23.0	21.0	

* 1 Network & Systems Specialist II funded by RPD

CITY OF RICHMOND
 Department: Information Department
 Cost Center: 11008-Information Technology
 Fund: 6003-Information Technology

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
41105	Interest & Investment	11,926	-	12,486	-
41405	Charges for Services	2,307,180	2,344,509	1,172,254	2,769,809
Total Revenues		2,319,106	2,344,509	1,184,740	2,769,809
Expenditures					
50001	Salaries	541,344	695,041	277,580	748,600
50200	Benefits	274,182	310,417	136,843	409,449
Total Salaries & Benefits		815,526	1,005,458	414,423	1,158,049
51100	Materials & Supplies	139,846	160,000	72,496	140,000
51105	Special Dept. Expenses	11,581	15,000	2,056	10,000
51201	Membership & Dues	2	2,000	1	2,000
51202	Travel & Training	19,724	25,000	14,706	20,000
	LearnIT				20,000
51203	Mileage Reimbursements		1,000	-	1,000
51300	Contractual Services	208,563	220,000	18	288,000
	SSP Data Nanagon Network services - 1.5 a				150,000
	- Continuously implement new technology to aid in internal City communication				
	Tech Futures - Internships				50,000
	SAP - Legacy Maintenance				88,000
51350	Maintenance Expenses	567,245	468,600	281,563	655,000
	CompuCom - Microsoft Licensing				300,000
	Citrix Licensing				30,000
	Cisco SmartNet				75,000
	Adobe, Nuance (PDF Converter), Track-IT HelpDesk, SMNP monitoring				85,000
	McAfee Licensing				15,000
	Barracuda Spam Appliance				7,000
	Symantec				7,000
	Blackberry Rim				6,000
	WebSense Licensing				50,000
	Standard Hardware Maintenance Repair				50,000
	CivicPlus Web Maintenance				30,000
51400	Other Operating Expenses	14,548	20,000	10,502	20,000
51601-51620	Internal Service Fund Allocations	313,197	424,010	221,861	435,760
51700	Property, Furniture and Equipment Exp	134,664	50,000	18,161	40,000
52000	Debt Service Expenditures	299,013	-	315,099	-
53000	Capital Outlay	44,276	-	-	-
Total Expenditures		1,752,659	1,385,610	936,464	1,611,760
Total All Expenses		2,568,185	2,391,068	1,350,887	2,769,809

CITY OF RICHMOND
 Department: Information Technology
 Cost Center: 11021- IT Telephone Systems
 Fund: 6003-Information Technology

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Dec 2007)		Detail
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed	
Revenues						
41400	Charges for Service	908,657	979,040	489,521		1,251,710
47000	Other Revenues	33	-	-		-
Total Revenues		908,690	979,040	489,521		1,251,710
Expenditures						
50001	Salaries	154,245	164,873	93,192		204,325
50200	Benefits	88,497	91,054	44,097		105,635
Total Salaries & Benefits		242,742	255,927	137,289		309,960
51100	Materials & Supplies	2	1,500	1		1,500
	Office Supplies					1,500
51202	Travel & Training	3,094	8,500	1		8,500
	Voice Over IP Training. All telephone system staff. City-wide phase-in approach					8,500
51203	Tech Futures - Internships	-	1,000	-		1,000
51300	Contractual Services	3,305	25,000	1,214		150,000
	Backfill staff during Voice Over IP conversion					150,000
51350	Maintenance Expenses	145,557	225,000	136,344		225,000
51500	Utilities	420,438	450,000	383,981		550,000
	Air Cards (Wireless Access) & Blackberry Expenses					
	Feb-Jun duplicative telephone communication link for City Hall Plaza & Marina Way					
51700	Property, Furniture and Equipment Exp	-	4,250	-		4,250
Total Expenditures		572,397	715,250	521,540		940,250
Total All Expenses		815,138	971,177	658,829		1,250,210

CITY OF RICHMOND
Department name: Information Technology
Cost Center: 11022-IT GIS
Fund: 6003-Information Technology

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual		FY2007-08 Actual	FY2008-09 Dept Proposed
Revenues					
41405	Charges for Services	326,313	339,591	169,933	301,890
	Total Revenues	326,313	339,591	169,933	301,890
Expenditures					
50001	Salaries	119,847	109,311	54,656	113,688
50200	Benefits	52,629	53,830	31,058	61,552
	Total Salaries & Benefits	172,475	163,141	85,713	175,240
51100	Materials & Supplies	3,953	6,000	963	-
51105	Special Dept. Expenses	22,351	8,800	2,073	-
51202	Travel & Training	2,059	13,150	2,415	13,150
	Training (local site)				4,900
	Training (remote site) (w/travel)				6,650
	Conference attendance (w/travel)				1,600
51300	Contractual Services	96,463	100,000	11,594	65,000
	ESRI Support Services				45,000
	GIS Support Services				20,000
51350	Maintenance Expenses	39,634	36,000	-	36,000
	Tech Futures - Internships				22,000
	Thomas Bros.				4,350
	CD-Data				2,000
	Other Fees				7,650
51700	Property, Furniture and Equipment Ex	12,506	12,500	9,586	12,500
	Servers				10,000
	Peripherals				2,500
53003	Depreciation Expense	4,958	-	-	-
	Total Operating Expenditures	181,924	176,450	26,630	126,650
	Total All Expenses	354,399	339,591	112,344	301,890

CITY OF RICHMOND
 Department: Information Technology
 Cost Center: 11023-IT ERP
 Fund: 6003-Information Technology

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual		FY2007-08 Actual	FY2008-09 Dept Proposed
Revenues					
41405	Charges for Service	1,143,234	1,195,103	597,551	1,218,156
	Total Revenues	1,143,234	1,195,103	597,551	1,218,156
Expenditures					
50001	Salaries	189,172	209,329	104,669	217,704
50200	Benefits	93,535	107,199	45,222	124,877
	Total Salaries & Benefits	282,707	316,528	149,891	342,581
51100	Materials & Supplies	1,500	2,000	-	2,000
51201	Membership & Dues	-	0	-	-
51202	Travel & Training	2,950	12,000	1,082	12,000
	Additional required ERP Training in San Diego - 4 staff will attend				12,000
51700	Property, Furniture and Equipment Exp	1,544	3,000	-	-
52000	Debt Service Expenditures	861,575	861,575	-	861,575
	Total Operating Expenditures	867,569	878,575	1,082	875,575
	Total All Expenses	1,150,276	1,195,103	150,973	1,218,156

CITY OF RICHMOND
 Department name: Information Technology
 Cost Center: 11326 - Telecommunication
 Fund: 6003 - Information Technology

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
Revenues					
41105	Interest & Investments	21,987	-	-	-
41405	Charges for Services	783,014	863,868	431,932	854,334
Total Revenues		805,001	863,868	431,932	854,334
Expenditures					
50001	Salaries	76,148	80,364	40,182	83,568
50200	Benefits	51,061	58,261	26,000	45,523
Total Salaries & Benefits		127,209	138,625	66,182	129,091
51202	Travel & Training	-	75,000	65,127	75,000
	City-wide sponsored training				75,000
51203	Mileage Reimbursements	-	-	-	-
51300	Contractual Services	191,820	215,236	103,507	215,236
	Dell Annual desktop replacement and additional procurement				215,236
52000	Debt Service Expenditures	435,007	435,007	-	435,007
Total Operating Expenditures		626,827	725,243	168,634	725,243
Total All Expenses		754,036	863,868	234,816	854,334

NOTE: In previous fiscal years the IT Telecommunications division was in Fund 6006, fund center 11326.

CITY OF RICHMOND
 Department: Information Technology
 Cost Center: 11318 - Duplicating /Mailroom
 Fund: 1000-General Fund

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08	(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual	Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
Revenues					
Total Revenues		-	-	-	-
Expenditures					
50001	Salaries	-	134,331	-	47,736
50200	Benefits	-	85,663	259	45,070
Total Salaries & Benefits		-	219,994	259	92,806
51100	Materials & Supplies	-	-	-	1,500
51300	Contractual Services	-	-	972	1,000
51400	Other Operating Expenses	-	-	21,578	51,600
51601-51620	Internal Service Fund Allocations	-	7,446	4,065	7,669
Total Expenditures		-	7,446	26,615	61,769
Total All Expenses		-	227,440	26,874	154,575

NOTE:

The FY 08/09 proposed budget exceeds baseline because the FY 07/08 budget did not reflect all the salaries & benefits costs or operating expenses due to the transfer of this fund center from Public Works to Information Technology in FY 07/08. For prior fiscal years the duplicating/mailroom function was budgeted and operated out of fund center 10049 - Public Works Administration. When the transfer took place it was not possible to isolate expenses related solely to Duplicating/Mailroom division.

CITY OF RICHMOND
 Department: Information Technology
 Cost Center: 15005-KCRT
 Fund: 5001-KCRT

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed
Revenues					
40520	Franchise Fees	853,200	800,000	211,764	824,000
41105	Interest & Invest In	-	-	14,381	-
41725	Charges for Services (Production)	-	-	-	1,000
41730	Cable TV Charges (Duplication)	3,200	3,000	300	2,500
47035	Other Revenues (PEG Fees)	100,000	82,000	24,521	100,000
	Total Revenues	956,400	885,000	250,966	927,500
Expenditures					
50001	Salaries	327,380	335,264	170,211	355,572
50200	Benefits	180,346	197,370	96,758	243,169
	Total Salaries & Benefits	507,726	532,634	266,969	598,741
51100	Materials & Supplies	-	3,000	1,304	5,000
	Postage	-	-	1,000	1,000
	General Office Supplies	-	3,000	304	4,000
51105	Special Dept. Expenses	100,795	159,911	27,669	40,000
51201	Membership & Dues	-	4,000	-	4,000
51202	Travel & Training	7,721	10,000	4,417	9,500
	Attend NATOA and NAB Conferences	-	-	-	9,500
51203	Mileage Reimbursements	616	3,000	-	3,000
51300	Contractual Services	-	-	-	6,000
	Sell sponsorship 80/20 split	-	-	-	6,000
51400	Other Operating Expenses	23	1,000	49	30,000
	Neighborhood Highlights (4)	-	-	-	20,000
	Coverage of Specified Richmond Sporting Events	-	-	-	10,000
51601-51620	Internal Service Fund Allocations	144,038	171,174	85,800	176,309
51700	Property, Furniture and Equipment Exp	-	4,500	-	5,500
	Emergency Cots and Furniture and Drapes for Studio 2	-	-	-	5,500
52000	Debt Service Expenditures	1,814	-	1,316	-
53003	Depreciation Expense	36,025	-	-	-
53000	Capital Outlay	12,982	25,303	-	-
	Total Operating Expenditures	304,014	381,888	120,554	279,309
	Total All Expenses	811,740	914,522	387,523	878,050

City of Richmond
Statement of Revenue, Expenditures and Changes in Fund Balance

***Fund: Information Technology - 6003/6006**

	FY2007-08 Budget	FY 2008-09 Forecast	FY 2009-10 Forecast	FY 2010-11 Forecast	FY 2011-12 Forecast	FY 2012-13 Forecast
Beginning Balance, July 1	\$ 2,256,150	\$ 2,281,060	\$ 2,282,559	\$ 2,282,559	\$ 2,282,559	\$ 2,282,559
Revenue:						
Charges for Services	\$ 4,998,000	\$ 6,395,899	\$ 6,649,291	\$ 6,916,925	\$ 7,197,942	\$ 7,493,010
Other Revenue	-	-	-	-	-	-
Total Revenue	\$ 4,998,000	\$ 6,395,899	\$ 6,649,291	\$ 6,916,925	\$ 7,197,942	\$ 7,493,010
Expenditures:						
Salaries & Benefits	\$ 1,839,000	\$ 2,114,920	\$ 2,220,666	\$ 2,331,699	\$ 2,448,284	\$ 2,570,698
Contractual Services	\$ 336,368	\$ 713,246	\$ 748,908	\$ 786,353	\$ 825,671	\$ 866,955
Other Operating	\$ 720,000	\$ 1,833,891	\$ 1,925,586	\$ 2,021,865	\$ 2,122,958	\$ 2,229,106
Internal Services	\$ 418,440	\$ 435,761	\$ 457,549	\$ 480,426	\$ 504,447	\$ 529,669
Debt Service	\$ 1,296,582	\$ 1,296,582	\$ 1,296,582	\$ 1,296,582	\$ 1,296,582	\$ 1,296,582
Capital Outlay	\$ 7,177,000	\$ 700,000	\$ 1,900,000	\$ 550,000	\$ 350,000	\$ 200,000
Bond Proceed	\$ (7,177,000)	\$ (700,000)	\$ (1,900,000)	\$ (550,000)	\$ (350,000)	\$ (200,000)
Operating Transfers-Out	\$ 362,700	-	-	-	-	-
Total Expenditures	\$ 4,973,090	\$ 6,394,400	\$ 6,649,291	\$ 6,916,925	\$ 7,197,942	\$ 7,493,010
Fund Balance, June 30	\$ 2,281,060	\$ 2,282,559				

This 5-year projection estimates the impact of budgeted expenditures and revenues on cash. It does not project the effect of actual revenue and expenditures on fund balance. Working capital balance as of July 1, 2007 per CAFR.

- Salaries & benefits forecast at 5% annual increase FY 09-10 to FY 12-13
- Operating expenses forecast at 5% annual increase FY 09-10 to FY 12-13

NOTES:

- * In FY 08/09 Fund 6006 IT Telecommunications will be merged with IT Fund 6003.
- [1] Capital Outlay based on CIP projections; funded by bond proceeds.

City of Richmond
Statement of Revenue, Expenditures and Changes in Fund Balance

Fund: KCRT - 5001

	FY2007-08 Proposed	FY 2008-09 Forecast	FY 2009-10 Forecast	FY 2010-11 Forecast	FY 2011-12 Forecast	FY 2012-13 Forecast
Working Capital, July 1	\$ 882,298	\$ 689,944	\$ 768,394	\$ 832,217	\$ 880,125	\$ 910,747
Revenue:						
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales and Use Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Tax	\$ 800,000	\$ 824,000	\$ 848,720	\$ 874,182	\$ 900,407	\$ 927,419
Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fines and Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest & Investment Income	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -
Rental & Concession	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 4,400	\$ 3,500	\$ 3,605	\$ 3,713	\$ 3,824	\$ 3,939
Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds: Land & Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ 80,000	\$ 100,000	\$ 103,000	\$ 106,090	\$ 109,273	\$ 112,551
Total Revenue	\$ 908,400	\$ 927,500	\$ 955,325	\$ 983,985	\$ 1,013,504	\$ 1,043,909
Expenditures:						
Salaries & Benefits	\$ 661,532	\$ 598,741	\$ 628,678	\$ 660,112	\$ 693,118	\$ 727,774
Contractual Services	\$ -	\$ 6,000	\$ 6,300	\$ 6,615	\$ 6,946	\$ 7,293
Other Operating	\$ 101,847	\$ 68,000	\$ 71,400	\$ 74,970	\$ 78,719	\$ 82,655
Internal Services	\$ 175,375	\$ 176,309	\$ 185,124	\$ 194,380	\$ 204,099	\$ 214,304
Capital Outlay	\$ 162,000	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 1,100,754	\$ 849,050	\$ 891,502	\$ 936,077	\$ 982,882	\$ 1,032,026
Working Capital, June 30	\$ 689,944	\$ 768,394	\$ 832,217	\$ 880,125	\$ 910,747	\$ 922,630

NOTES:

This 5-year projection estimates the impact of budgeted expenditures and revenues on cash. It does not project the effect of actual revenue and expenditures on fund balance. Working capital balance as of July 1, 2007 per SAP.

- Revenues forecast at 3% annual increase FY 08-09 to FY 12-13
- Salaries & benefits forecast at 5% annual increase FY 08-09 to FY 12-13
- Operating expenses forecast at 5% annual increase FY 08-09 to FY 12-13