

City of Richmond

Administrative Manual

SUBJECT: City of Richmond Organization

SECTION: Basic Policy

POLICY NUMBER: AP 10

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To define a model for the functional organization of the City of Richmond and to identify the principal functional responsibilities of the organizational structure of the City.

II. Organizational Model

- A. The Richmond City Manager is the policy-maker for the City of Richmond. The City Manager is appointed by the Richmond City Council. The City Manager is responsible for assuring that the City of Richmond is organized to carry out the mandates of the Charter and the mission of the City of Richmond.
- B. The City of Richmond is organized according to a structure of functional units which reflects the assignment of related responsibilities. The highest management level is the City Manager who is assisted by the Assistant City Manager. The City Manager recommends the organizational structure of the City for approval of the City Council. Departments are the largest operational segments of the City, divisions are smaller segments that usually administer specialized programs in support of the departments. Programs sponsored by divisions have broad organization impact and may be integrated actively in community affairs. Departments and divisions are headed by a director who has full responsibility for its operational activity and assignment and supervision of its personnel. Under the direction of the City Manager, the department or division director has the authority to organize and staff his or her department or division to meet operational needs. Generally, the next lower organizational level is the section which is headed by an section manager. Under the direction of the division director, the section manager has the authority to organize his or her office to meet operational needs and division level goals. The lowest organizational level is the unit that is headed by a first or second-line supervisor. Supervisors have operational authority over their sections or units but may organize and staff them only with approval of their office manager or division director, as appropriate. This organizational model is shown in AP 10-1.

III. Functional Areas

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The City's organizational chart AP 10-2, to the level of Department Director will be approved by the City Council by motion. The City Manager may make recommendation for changes to this organization chart, from time to time, as required by operational necessity.

A. City Manager

The City Manager is responsible for the overall management of the City activities under the policy direction of the City Council. The City Manager is assisted by the Assistant City Manager. The City Manager's Office has principal responsibility for communication with the City Council, however, contact with the City Council by staff may be delegated by the City Manager in specific instances and otherwise as provided for in the City Charter and the City Council ordinances and resolutions. In accordance with the City Council's approved policies and programs, the City Manager manages and administers the activities of the City of Richmond and its various functions and enterprises.

B. City Attorney

The City Attorney is the Attorney and legal advisor of the City Council, its officers and employees. The City Attorney gives advice on official matters within their jurisdiction and are in charge of the legal affairs of the City of Richmond in accordance with the Richmond City Charter and the City Council ordinances and resolutions. The City Attorney has custody and supervision of the law files, books, records, briefs and other papers; defends, prosecutes or compromises all actions at law or in equity and special proceedings for or against the City or Council; passes upon the form and legality of and prepares all contracts, agreements, ordinances, resolutions, and other documents and proceedings of the City of Richmond; and has responsibility for the management and control of the City Attorney's office. The City Attorney is responsible for Risk Management and Contract Compliance. The risk management program oversees and manages liability, automobile and Workers' Compensation claims, and all insurance coverage for the City. The Contract Compliance Section works under the direction of the City Attorney's Office and ensures the fair and equitable participation of minority and woman-owned businesses

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on City of Richmond contracts and agreements. They also stimulate and enhance local business and economic development by maximizing participation of Richmond businesses and residents on City contracts.

C. City Clerk

The City Clerk is responsible for the recording and maintenance of a true record of the proceedings of the City Council and performs such other duties as may be assigned by the City Council.

D. Police Commission Investigative Officer

The Police Commission Investigative Officer is responsible for reviewing 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 Internal Affairs Investigations.

E. Offices of Information Technology and KCRT

The Office of Information Technology is responsible to provide, enhance, coordinate, and manage all City information processing activities through the use of systems analysis and automation. The Office of KCRT provides cable services to the City.

F. Support Departments

1. Human Resources Management Department

The Human Resources Management Department administers the human resources program which includes services ranging from personnel recruitment and selection, employee relations, compensation and classification, payroll and benefits, training, records maintenance and communications, to assisting City employees on matters of life management issues.

2. Finance Department

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The Finance Department administers the accounting systems which include collecting, summarizing, analyzing and reporting financial data. The Department provides financial information to parties both inside and outside the City of Richmond using the techniques, rules and conventions that reflect the requirements of these parties.

3. Community Development and Planning Services Department

The Community Development and Planning Services Department brings together the resources of building regulations, engineering, planning, redevelopment, and Housing Authority, to stimulate, broaden and strengthen the local economic base; and provide balanced development and preservation of the City's outstanding resources.

4. Police Department

The Richmond Police Department is responsible for providing police services and fostering a partnership with the citizens of Richmond. The Police Department is committed to provide public safety services through communication and community involvement.

5. Fire Department

The Richmond Fire Department is responsible for providing fire services for the Richmond area through joint efforts leading four agencies: Richmond and El Cerrito Fire Departments, and the Kensington and Contra Costa County Fire Protection Districts. The Fire Department is committed to provide community services through training and community involvement.

6. Public Services Department

The Public Services Department is responsible for providing the public with all requisite and customary municipal services except those of public safety,

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recreation and parks.

7. Employment and Training Department

The Employment and Training Department is responsible to reduce unemployment among Richmond residents and to increase contracting opportunities for Richmond's businesses.

8. Recreation and Parks Department

The Recreation and Parks Department is responsible for providing and maintaining community services and programs to the City of Richmond and to ensure the balance of development and preservation of the City's outstanding resources.

9. Library Department

The Library Department is responsible for providing library and information services to the residents of the City of Richmond.

10. Port and Marina Operations Department

The Port and Marina Operations Department develops, leases and operates Port properties and provides recreational water related activities for the community.