

May 7, 2007

To: Honorable Mayor Gayle McLaughlin
Members of the City Council

From: Finance, Administrative Services and Economic Development Committee

SUBJECT: SUMMARY
Finance, Administrative Services and Economic Development Committee
Monday, April 23, 2007, 9:13 a.m.

Attendance: Present: Members Lopez and Rogers
Absent: Members Butt and Viramontes

FINANCE, ADMINISTRATIVE SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE

Councilmember Lopez reported that the Budget Subcommittee of the Finance Committee held a meeting with Laurel Park on April 16, 2007, at the Easter Hill Church on Cutting Boulevard at 7:00 p.m. Other Neighborhood Councils, i.e., Park View, Richmond Annex, and Park Plaza were also present. The next meeting was held on April 19, 2007, at 7:00 p.m. at the Senior Center on McDonald Ave, hosted by the North and East Neighborhood Council. There were presentations and comments and questions from the members regarding the budget for the current and upcoming year. Staff distributed a handout and gave a brief presentation.

There was not a quorum to act in the capacity of the Finance, Administrative Services and Economic Development Committee; therefore, the members agreed to hear the items on the agenda and recommend them to the City Council as two members of the City Council.

Discuss and consider approving an amendment to the contract with Glen Price Group to provide grant seeking and proposal writing services, increasing the not to exceed cost by \$121,000.00 to \$231,000.00 and extending the term by 16 months to continue city-wide grant securing program through June 2008.

- Councilmember Lopez asks for clarification regarding specific costs associated with tasks. On the page entitled “Service Plan” there is a list of services and one is the creation of an existing grant database. She asked if this is part of the original contract and will it continue throughout the amendment of the second year of the contract.
- Mr. Goings replied that the Finance Department has created a finance grant management function to monitor grants on a monthly basis.

- Councilmember Lopez asked for verification that the costs for the current fiscal year are \$10,500 and the costs for the following year, basically extending the contract, are \$110,500.
- The city manager replied, correct.
- Councilmember Lopez stated the contract is not clear and she requested a task by task breakdown.
- The city manager replied that detailed descriptions of all task were in the original proposal and he will provide a copy to the Finance, Administrative Services and Economic Development Committee. He stated that the grant database is primarily on grant locator software. Trained staff has access to the database and are able to do their own research. The Glen Price Group provides staff with weekly information on grants that may be of interests to the City. The database is maintained by the grant locator currently ECIVIS.
- Councilmember Lopes asked if there are any private funding sources.
- The city manager replied funding was mostly pursued from federal and state sources.
- Chair Rogers asked what the process is for having the search system for grants distributed throughout the organization.
- The city manager replied, anyone interested in looking at the system, assuming they are familiar with the software, can do so. Departments deciding that a funding opportunity is important, can pursue the funding by using the approval form and routing it to the city manager's office for approval.

OUTCOME:

Recommended to the City Council.

Discuss and consider the results of the needs assessment and strategic plan for the Information Technology Department performed by SC Consulting.

- The city manager gave an overview of this item.
- Chair Rogers recommended this item be held over until the next meeting on May 14, 2007.

OUTCOME:

Item held over until the May 14, 2007, Finance, Administrative Services and Economic Development Committee meeting.

Discuss and consider award of the construction contract for the Cutting Boulevard Interconnect & Detector Loop – Harbour Way South to South 49th Street to Prism Engineering at the base bid of \$372,000 and include optional item B in the amount of \$28,800 for a total price of 400,800 with a project budget contingency not to exceed \$40,000.

- Rich Davidson gave an overview of the item. He stated the purpose of the project is to interconnect the traffic signals on Cutting Boulevard.

OUTCOME:

Recommended to the City Council.

Discuss and give recommendations to approve an amendment to the contract with Moore Lacofano Goltsman's, Inc. (MIG), modifying the scope of work to allow additional community board participation in workshops and meetings associated with the General Plan update, and increasing the cost by \$297,115.

- Rich Mitchell gave an overview of the item.
- Councilmember Lopez asked when his last update to the City Council was.
- Rich Mitchell replied he would be making a full update of the general plan to the City Council in May 2007.
- Councilmember Lopez asked about the outreach to seniors.
- Rich Mitchell replied the seniors were not looked at as a separate group, but it can be done.
- Councilmember Lopez recommended that in Rich Mitchell's presentation to the City Council, he specifically identify how seniors have been participating.

OUTCOME:

Recommended to the City Council.

Discuss and direct staff to incorporate an annual budget for four part-time City Council Public Policy Interns within the City Council budget beginning July 1, 2007.

- Councilmember Lopez gave an overview of the item.
- Chair Rogers suggested having 3 staff for 20 hours a week.
- Councilmember Lopez would like this item included in the 2008 budget.

OUTCOME:

Recommended to the City Council for the May 1, 2007, meeting.

Discussion of job duties of the Staff Assistant to the City Council and provide direction to staff.

- Councilmember Rogers gave an overview of this item.
- Assistant City Attorney, Mary Renfro, suggested that the City Council as a whole discuss and come up with legislative authorization for certain types of mailings. FPPC Rules need to be taken into consideration. She also suggested staff prepare a report for the Council to show what is done in other jurisdictions and what risks

are involved. Council as a whole could then establish a policy regarding use of staff for activities that could be viewed as campaign like, which does include e-mail.

- Councilmember Lopez suggested the Council wait for the Supreme Court's clarification of style, tenor, timing, etc., before the Council moves forward with developing policy.

OUTCOME:

Item tabled for lack of quorum.

Discussion of ways to provide better and increased services through finding new revenue sources, obtaining organizational efficiencies, and redirecting existing sources of funding.

Item skipped for lack of quorum.

OPEN FORUM:

None

The meeting adjourned at 10:51 a.m.