

February 19, 2008

**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, February 19, 2008, 9:07 a.m.

**Attendance:** Present: Chair Viramontes and Members Butt and Lopez  
Absent: Member Rogers

**FINANCE, ADMINISTRATIVE SERVICES AND ECONOMIC DEVELOPMENT  
COMMITTEE**

***Review & consider approval of a resolution authorizing service contracts with 15 selected vendors for as-needed architectural and engineering services for an amount not to exceed \$350,000 per vendor over a three year period***

- Tony Norris, Parks & Landscaping, stated that the as-needed architectural and engineering services will be provided for projects through various sources. In November 2007, the City issued a request for Proposals (RFP) for as-needed architectural and engineering services. The RFP was posted on the City's Bids Online System and 61 firms received copies of the proposal and 20 proposals were received. Three of the 15 firms are local businesses and six sub-consultants are also local businesses.
- Councilmember Butt expressed concern about the lack of local firms selected and how the RFP was advertised. The City's on-line bid system was utilized and many firms were contacted to participate.

**OUTCOME:**

A motion was made by Councilmember Lopez, seconded by Councilmember Butt, recommended approval of the contracts to the full City Council. Yader Bermudez, Public Works Director will provide the Council with a response on whether ads for the service contracts were publicized in engineering and architectural trade magazines.

***Review & consider recommending adoption of resolutions associated with the West Macdonald Avenue Street Improvements Project: 1) City resolution making certain findings and authorizing a contract with Bay Cities Paving and Grading for construction of the west Macdonald Avenue Street Improvements Harbor Way to 19<sup>th</sup> Street project for a total contract amount not to exceed \$5,560,968; 2) Agency resolution authorizing a contract with BKF Engineers, Inc. for a total amount not to exceed \$584,000 for construction management and related services; and 3) Agency resolution approving the expenditure \$5,560,968 for the funding of the public improvements***

- Alan Wolken, Redevelopment Agency, stated that the Agency has contracted with BKF to finalize street and landscape design improvements along the West Macdonald Avenue corridor from Harbor Way to 19<sup>th</sup> Street. Agency staff held a series of community meetings to solicit input on the proposed improvements. The project plans were also taken to the City’s Design Review Board.
- BKF will assist Agency and City staff in construction management, inspection services, geotechnical and materials testing services, and construction administration for this project.
- Bay Cities Paving has achieved a 40% Richmond Business participation through subcontracting with two local businesses.
- Councilmember Butt asked what provisions there are for bike lanes. Mr. Wolken replied that there will be North/South connections to the Greenway and possibly Class 2 striping for bike lanes along Macdonald Avenue.

**OUTCOME:**

Councilmember Lopez requested that the picturescape maps from Harbour Way to 19<sup>th</sup> Street that were approved by the community design groups and information regarding the possibility of bike lanes in the downtown area be provided to the City Council. Councilmember Butt voted “no”.

***Review & consider approval of a contract with Moreland and Associates to conduct a performance audit of Veolia for an amount not to exceed \$200,000***

- Jim Goins, Finance Director, stated that staff recommends that this contract be paid through the City’s Liability Fund. The Liability Fund will then reflect the cost of the contract in its annual allocation of expense to user departments.
- Councilmember Lopez will work with staff to determine what departments will be audited next.

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Butt to recommend approval to the full City Council.

***Review the Mid-Year Budget forecast and proposed FY 2007-2008 adjustments***

- Jim Goins, Finance Director, presented the report. Property and Sales tax revenues are expected to increase \$1.7 million over the projected \$53 million budgeted in FY 2007-08. Requested departmental adjustments of \$890,977 for General fund and \$3,155,026 for Non-General funds will have no adverse effect on current City programs and services.
- The General Fund remains balanced between projected revenues and expenditures. The current year operating reserve of \$1.5 million is being used to fund \$891,000 in additional expenditures and to offset \$609,000 in net revenue reductions. These increased expenditures include \$200,000 for Paratransit operations, \$198,000 for Parks & Landscaping, 183,000 for earthquake insurance, \$133,570 for the Library, \$118,749 for the City Attorney's Office and \$57,658 for the Fire department. Fund expenses are consistent with fund revenues and available cash balances.
- Staff recommends that fiscal year 2007-08 estimated budget revenues be adjusted to updated projections based on first six-month actual revenues and that fiscal year 2007-08 estimated expenditures adjusted to the first six-month actual expense variance reports.
- Local tax revenues are projected to be \$4.7 million lower than originally budgeted. There is an expected delay in Measure C funds from the State.
- Chair Viramontes requested that the City's franchise agreements be discussed at a future Finance Committee meeting.
- Marvin Dyson, Executive Director, Independent Living and Educational Development stated that the Paratransit is doing much more than they are required, such as transporting persons to San Francisco, which is out of the service area.

OUTCOME:

A motion was made by Councilmember Butt, seconded by Councilmember Lopez, recommended acceptance of the budget adjustments to the full City Council.

***Discuss proposed dates and times of future Finance Standing Committee Meetings through June 2008***

- Future Finance Standing Committee meetings are scheduled at 3:30 p.m. as follows: 2/28/08 (*optional*), 3/13/08 (*regular*), 3/27/08 (*optional*), 4/10/08 (*regular*), 4/24/08 (*optional*), 5/8/08 (*regular*), 5/15/08 (*regular*), 5/29/08 (*special budget meeting*), 6/12 (*regular*), 6/26 (*optional*).

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

*(No discussion)*

***Approve summary notes of the Finance Standing Committee meeting held on January 24, 2008***

Summary notes were approved by a motion made by Councilmember Butt and, seconded by Councilmember Lopez.

**OPEN FORUM/PUBLIC COMMENT**

None.

**ADJOURNED**

The meeting adjourned at 10:21 a.m.