

April 21, 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  
Friday, April 18, 2008, 9:08 a.m.

**Attendance:** Present: Chair Viramontes and Members Butt, Lopez (*arrived at 9:30 a.m.*) and Rogers  
Absent: None

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

***Review of the Check Register***

A motion was made by Councilmember Rogers, seconded by Councilmember Butt, accepted the report.

***Discuss & Recommend financing and research of the economically and environmentally affordable Greenprint Housing Development***

- Lamar Turner, EAH, gave an overview of the matter and the transportation component of the development will be looked at through a consultant that WCCTAC will hire.
- Councilmember Viramontes suggested that the rental housing unit be a mix of low income and affordable rates due to past problems with the concentration of *all* low income tenants concentrated in one location.

**OUTCOME:**

A motion was made by Councilmember Butt, seconded by Chair Viramontes, referred this matter to staff to work with EAH and WCCTAC to work on a housing development proposal to be presented to the Finance Committee at a later date.

***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)*

***Acknowledge receipt of the City of Richmond's Comprehensive Annual Financial Report for the year ended June 30, 2007***

- A principal from Maze and Associates, the City of Richmond's external auditors, stated that the City's financial statements show a continuous improvement in the financial conditions of the City, both in its General Fund and City-wide. The City received an unqualified audit opinion.
- Interfund transfers and worker's comp will be discussed at a future Finance Committee meeting.

**OUTCOME:**

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers, accepted the report, by the unanimous vote of the Committee.

***Approve a contract amendment with the Contra Costa County Building Inspection Department to provide building and permitting management services in an amount not to exceed \$200,000 and continue the contract term through November 30, 2009***

- In January 2007, the City Council approved a \$99,000 contract with the Contra Costa Building Inspection Department to provide interim management of the Building Department during the absence of the City's Building Official.
- In July 2007, the City Council approved the addition of the Contra Costa County Building Services Department to the comprehensive list of prequalified consultants and service providers whose contracted services are reimbursed through the collection of fees and deposits from developers and builders.
- The current contract covers on-going demands for oversight and supervision generated by current and future projects including the Civic Center modernization, on-going inspections at the Chevron refinery, management of permitting and plan check services, assistance with implementation of the new automated tracking and building permit system.
- Councilmember Butt asked that persons should be informed of the option to have an outside permit technician expedite the review of their plans for an additional cost. Currently the process takes too long.
- Richard Mitchell, Planning Director stated that the turnaround time for permitting and plan check services should improve with the newly implemented TrackIT monitoring system.

**OUTCOME:**

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers, approved the contract with the suggestion by Councilmember Butt that a sign be posted

in the Planning & Building department informing the public of permitting and plan checking turnaround times and costs if expedited service is requested. If the project is under \$5 million the process should only take two weeks. If the project is over \$5 million, the permitting process should only take three weeks, and if the project is a large industrial or a housing project, for example, the process may take longer. An update regarding this matter will return to the Finance Committee in 90 days. (*Councilmember Butt voted no*).

***Discuss the purchase of fire equipment for four new fire engines and one new aerial ladder truck from L.N. Curtis & Sons in an amount not to exceed \$178,859.76***

- Fire Chief, Michael Banks, stated that this purchase will allow the Public Works Department to acquire the necessary fire equipment to outfit four new engines and one new aerial ladder truck. This equipment includes 10,000 feet of fire hose, nozzles, hose appliances, power saws, ladders, 750 watt lights, axes, flashlights, ventilation fans, fire hooks, pike poles and fire extinguishers.

**OUTCOME:**

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez, recommended the purchase to the full City Council, by the unanimous vote of the Committee.

***Discuss & Recommend the fleet composition options and approve the purchase of 12 vehicles to replace existing aged and worn vehicles presently in Richmond's fleet in an amount not to exceed \$300,000, based upon the recommended fleet composition option***

This item will return to the Finance Standing Committee in 60 days with information on operational and maintenance costs of the vehicles

***Discuss & Recommend purchasing 34 Ford trucks and vans in an amount not to exceed \$1,000,000 from the budgeted FY 07/08 Equipment Replacement funds***

- Yader Bermudez, Public Works Director, stated that the replacement and additional vehicles are needed for the Fire Department, the Parks Department and Abatement due to recent staff increases over the last year. At this time, there are no hybrid models of these trucks available.

**OUTCOME:**

A motion was made by Councilmember Lopez, seconded by Chair Viramontes, recommended the purchase to the full City Council, by the unanimous vote of the Committee.

***Discuss & Recommend purchasing Self-Contained Breathing Apparatus and other related equipment from Allstar Fire Equipment, Inc., plus shipping and tax, in the amount of \$107,549***

- Fire Chief Michael Banks stated that this purchase will allow the Public Works Department to acquire the most current Self-Contained Breathing Apparatus (SCBA) cylinders and other related equipment for outfitting four new engines and one new aerial ladder truck. This equipment includes 20 SCBA air paks with padded harnesses, 44 – 30 minute air cylinders, 5 – 60 minute air cylinders, 20 face pieces, 20 flashlights, and 20 voice amplifiers and brackets.

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers, recommended the purchase to the full City Council, by the unanimous vote of the Committee.

***Review & Recommend award of a construction contract for Phase I of the renovation of the Richmond Natatorium (The Plunge) to West Bay Builders, Inc. for a price of \$3,991,000, with a contingency and reserve not to exceed \$400,000***

- Rich Davidson, City Engineer, stated this will complete the first phase of the renovation. The second phase will restore the North Wing of the building. This work includes the entry lobby and check-in area, new bathrooms, dressing rooms and showers, the restoration of the 2<sup>nd</sup> floor classroom, ADA exterior site work, non-pool related mechanical, electrical and plumbing upgrades, and painting the entire exterior of the building.
- The cost estimate for this work is \$2,800,000, which includes construction administration for a second phase. There is an existing grant commitment from the Valley Foundation for \$500,000 with a \$500,000 private match that will be used for the second phase.

OUTCOME:

A motion was made by Councilmember Butt, seconded by Councilmember Rogers to recommend award of the contract to the full City Council with an amendment to possibly install the bathrooms in with this same vendor during Phase I.

***Review & Recommend approval of contract amendment no. 2 with Todd Jersey Architecture of Berkeley to provide the necessary architectural services to complete Phase II of the renovation of the Richmond Natatorium and also provide construction administration for a cost not to exceed \$220,000***

- Rich Davidson, City Engineer, stated that the City contracted with Todd Jersey Architecture to prepare plans and specifications for the Phase I Renovation of the Richmond Natatorium. Staff is proposing to amend this contract to include the remaining design services necessary to complete the renovation project, and also to add the construction administration for Phase I to this amendment.

OUTCOME:

A motion was made by Councilmember Butt, seconded by Councilmember Rogers, recommended approval of the contract amendment to the full City Council, by the unanimous vote of the Committee.

***Review & Recommend adoption of a resolution authorizing the Mayor to execute a Cooperative Agreement with the State of California Department of Transportation to install new traffic signals at the Carlson Blvd and I-80 freeway ramps for an amount not to exceed \$350,000***

- Rich Davidson, City Engineer, stated that the City is sharing a portion of the project cost with The State of California Department of Transportation. Richmond's obligation is \$348,700.
- The on and off ramps at the intersection of Carlson Boulevard and I-80 freeway have sight distance and visibility problems due to the existing freeway bridge structure.

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez, recommended the agreement to the full City Council, by the unanimous vote of the Committee.

***Review & Consider recommending adoption of an ordinance establishing the wages, salary, and compensation for the revised and retitled classification of Revenue Manager (Salary Range 060D: \$6,238 - \$7,544/month)***

- Jim Goins, Finance Director, stated that this position was last revised in 1998 and since that time the scope of duties has undergone significant change. The Revenue Collection Manager is at the senior management level and oversees several subordinate personnel in the Revenue Division of the Finance Department.

OUTCOME:

A motion was made by Chair Viramontes, seconded by Councilmember Rogers, recommended adoption of the ordinance to the full City Council, by the unanimous vote of the Committee.

***Review & Consider recommending authorization of a contract with Ralph Andersen and Associates for miscellaneous recruitment services in the amount of \$11,355.57***

- The firm of Ralph Anderson and Associates has expertise in facilitating high level interviews and processing extensive background checks.

OUTCOME:

A motion was made by Councilmember Butt, seconded by Councilmember Rogers, recommended approval of the contract to the full City Council, by the unanimous vote of the Committee.

***Review & Consider approval of a contract amendment with MBN Services, Inc., dba Bob Murray & Associates, to develop and administer recruitment processes for three additional engineering classifications (four total). The cost of the amendment is \$54,000, and the total approved contract payment shall not exceed \$78,000***

- The Human Resources Department requires assistance in the development and administration of recruitment processes to fill multiple vacancies in the classifications of Senior Civil Engineer, Associate Civil Engineer and Assistant Engineer.
- Councilmember Lopez expressed reservations about approving these positions until the budget was presented to the Council. Rich Davidson, City Engineer, replied that the funds for these positions will be paid through cost recovery funds, not out of the general fund.

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Butt, recommended approval of the contract to the full City Council, by the unanimous vote of the Committee.

***Approve summary notes of the Finance Standing Committee held on April 4, 2008***

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez, approved the summary notes, by the unanimous vote of the Committee.

**OPEN FORUM/PUBLIC COMMENT**

None.

**ADJOURNED**

The meeting adjourned at 11:10 a.m.