

September 22, 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, September 19, 2008, 9:10 a.m.

**Attendance:** Present: Chair Viramontes

Absent: Members Butt, Lopez, and Rogers

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

***Review of the Check Register***

A motion was made by Councilmember Butt, seconded by Councilmember Rogers approved the checks register.

***Review of the City's Cash & Investment Report***

***Update on Fiscal Policy***

- James Goins, Finance Director reported that he recently attended a bond buyers conference in San Francisco. There may be a loss of Redevelopment money to City's and Gov. Schwarzenegger has threatened to veto the State's budget.

***Discuss & consider retaining the architectural services of Shah-Kawasaki Architects to design and provide technical support during the construction of the new Richmond Fire Station No. 66 and an adjacent children's "tot-lot" in an amount not to exceed \$527,000***

- Chief Michael Banks stated that the current fire station is not large enough, there is just one bathroom for both genders, the electrical system is outdated, and there is dry rot and mold throughout. The new fire station will be built to LEED Silver Certification and will blend well with the neighborhood. There will also be an adjoining fire department themed "tot lot".
- Councilmember Butt stated that this contract did not go through an official bid process, but an award of a contract based on qualifications with a negotiated fee and requested that the following information be provided when items such as these are presented in the future: 1) Summary of firms reviewed/interviewed, 2) who was on the review committee, 3) what the review scores for each were, 4)

proposal process, 5) who was on the screening panel, 6) who was on the screening panel, 7) what were the evaluation criteria, and 8) the composite scores for all firms reviewed/interviewed.

**OUTCOME:**

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

***Discuss & consider recommending adoption of a resolution authorizing service contracts with four selected vendors for as-needed Geotechnical Engineering Services to expedite the design of capital improvement projects for an amount not to exceed \$350,000 per vendor over a three-year period***

- Public Works Director, Yader Bermudez stated that in April 2008, the City issued a Request for Proposals, which was posted on the City's BidsOnline System and 29 firms received copies of the proposal.
- Councilmember Butt requested that the composite scores for all of the firms reviewed be detailed when this item goes before the City Council.

**OUTCOME:**

A motion was made by Councilmember Rogers, seconded by Councilmember Rogers, recommended approval of the item to the full City Council.

***Discuss & consider recommending that the Housing Authority Board of Commissioners adopt a resolution authorizing the Executive Director to execute a contract with Mason Security Services, Inc. to provide security services for the Nevin Plaza and Hacienda Public Housing Senior Developments, for one-year term with three optional one-year extensions, at a cost of \$214,272 annually***

**(Item moved to a future Finance Standing Committee meeting)**

***Discuss & consider recommending approval of a contract amendment with Shute, Mihaly & Weinberger, LLP increasing the contract amount from \$400,000 to \$700,000 to cover the cost of services related to reviewing and processing of the Chevron Hydrogen and Energy Renewal Project***

- Councilmember Butt stated displeasure in the services provided by Shute, Mihaly & Weinberger regarding the Chevron Energy Renewal Project.
- Shute, Mihaly & Weinberger have performed services that have exceeded the previously approved \$400,000 expenditure limit for legal review.

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Chair Viramontes, that the work necessary to respond to a public records act request be authorized for funding, but any other future expenditure must come back for approval, was recommended to the full City Council. Councilmember Butt voted 'no'. Chair Viramontes asked Lamont Thompson, Planning Department, to amend the contract detailing past expenditures and listing any future projected costs when this matter goes before the City Council.

***Discuss & consider recommending that the Agency Board adopt a resolution approving a contract with Thomas D. Eychner Co., in an amount not to exceed \$156,000 for the demolition of the Agency-owned building at 1101 Macdonald Avenue***  
***Discuss and consider public policy actions, including budgeting and funding, related to Facility Security Plans (FSP's) for the Port of Richmond***

- Alan Wolken, Redevelopment Agency, stated that due to financial constraints the developer is unable to complete the building demolition. Staff is also in the process of negotiating a termination of the agreement with the developer so that discussions may proceed with other potential developers.
- Bids were solicited in accordance with City policies through Bids OnLine. Eight bidders responded.

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Butt, recommended approval of this item to the full City Council.

***Discuss & consider making recommendations for naming the road that leads from Canal Boulevard to the pier where the Red Oak Victory Ship is docked to Kaiser Way, Victory Way, or Red Oak Victory Way***

***Consider approval of a contract with California Skateparks for Richmond Skate Park and Build Project in the amount not to exceed \$309,055.95***

- Sharon West, Park Department, stated that the Roberti-Z'berg-Harris Block Grant program gave consent to use the grant to design and build a skate park within Nicholl Park.

OUTCOME:

A motion was made by Councilmember Butt, seconded by Councilmember Rogers, recommended approval of this item to the full City Council.

***Discuss & consider public policy actions, including budgeting and funding, related to Facility Security Plans (FSPs) for the Port of Richmond***

- Councilmember Butt stated that the long term location of the Bay Trail could not be approved due to concerns with National Security and Homeland Security.
- Chief Busby, Coast Guard stated that there are twelve approved FSPs in the Richmond area. Due to the sensitive nature of these documents, only the property owner, security officer and the Coast Guard have copies of FSPs.

***Discuss & consider making recommendations for naming the road that leads from Canal Boulevard to the pier where the Red Oak Victory Ship is docked to Kaiser Way, Victory Way, or Red Oak Victory Way***

- Councilmember Butt suggested that the road be named temporarily due to other configurations in the area that may be necessary in the future.

**OUTCOME:**

Councilmember Rogers made a motion that the name of ‘Red Oak Victory Way be given to the road temporarily while the Red Oak Victory Ship is docked at the current location, and that the City Attorney’s Office prepare a resolution to forward this matter to the full City Council.

***Discuss & consider creating a consent calendar format for Finance Standing Committee agenda items***

**OUTCOME:**

The Finance Committee decided to add a consent calendar section and place the review of the Check Register, review of the City’s Cash & Investment Report, and Update of the Fiscal Policy on the consent calendar. Also, any items between \$100,000-\$200,000 will be placed on the consent calendar on a trial basis for the next three Finance Committee meetings.

***Follow-up discussion on the Nystrom United Revitalization Effort (NURVE) Project***

- LaShonda Wilson, Management Analyst, City Manager’s Office stated that a community partnership coordinator has been hired by the Richmond Children’s Foundation. Ms.Wilson presented the proposed design for the MLK Center.
- In the proposed plan, Harbour Way South will be changed from four lanes to two lanes and there will be a drop off point for students.
- The due date for Request for Qualifications for the project is October 31, 2008.

**OPEN FORUM/PUBLIC COMMENT**

There were no public speakers

**ADJOURNED**

The meeting adjourned at 10:41 a.m. to meet again on Friday, October 17, 2008.