

July 16, 2010

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, July 16, 2010, 9:18a.m.

Attendance: Present: Chair Butt and Councilmember Lopez

Absent: Councilmember Rogers

FINANCE, ADMINISTRATIVE SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE

On motion of Councilmember Lopez, seconded by Councilmember Butt, all item with an (-) were recommended to full Council by the unanimous vote.*

**-Consider recommending approval of the use of U.S. Communities Contract with Home Depot for the purchase of city-wide maintenance and hardware supplies in an amount not to exceed \$135,000 per year for a period of three years.*

**-Consider recommending that the Agency Board and City Council adopt a resolution approving and authorizing the executive director to execute a contract with artist Mildred Howard for the design, fabrication and installation of public art for the Richmond Transit Village BART Parking Structure in an amount not to exceed \$200,000.*

**-Consider recommending approval of a contract with Post, Buckley, Schuh, and Jernigan (PBS&J) of Sacramento to revise and finalize the administrative draft Environmental Impact Report (EIR) for Richmond's updated General Plan in an amount not to exceed \$150,000.*

Consider recommending that the City Council authorize payment for Richmond's share of the West County Agency's FY 2010-2011 budget in an amount not to exceed \$119,085.

OUTCOME:

- Finance director, James Goins changed the amount of the payment for Richmond's share of the West County Agency's FY 2010 – 2011 budget from \$119,085 to \$121,483. The item was recommended to full Council.

****-Consider recommending approval of the third contract amendment with Neighborhood House of North Richmond to fund and provide oversight for specific activities described in the 2010/2011 Amended North Richmond Waste and Recovery Mitigation Fee Expenditure Plan (Expenditure Plan), extending the contract term to March 31, 2012, changing the scope of work to align with the Expenditure Plan, and increasing the payment limit by \$196,912 to an amount not to exceed \$223,762.***

Review the City's check register - (No review by the committee)

Review of the City's Investment Report for the month of May 2010 – (No review by the committee)

Consider recommending approval of the ONS Vendor Services List (VSL) generated from the Request for Qualifications for vendor activities and workshops related to life skills training and supportive services on an on-call basis for fiscal years July 1, 2010 – June 30, 2013, in an amount not to exceed \$200,000 per vendor per fiscal year.

OUTCOME:

On motion of Councilmember Lopez, seconded by Chair Butt, recommended the item to full Council by unanimous vote.

Consider recommending approval of the activities and expenditures associated with the CalGRIP III Grant Award in the amount of \$382,639, to include the right to negotiation and enter into contracts with the City of San Pablo (\$114,791), City of Richmond's Employment and Training Department (\$66,961), RYSE Inc. (\$114,791), Office of Neighborhood Safety Administrative Cost (\$9,569), and contract services for a Job Development & Placement Specialist (\$76,527).

OUTCOME:

Office Of Neighborhood Safety Representative Tamera Edwards gave an overview of the item. On motion of Councilmember Lopez, seconded by Chair Butt, recommended the item to full Council by unanimous vote.

Consider recommending adoption of a resolution renewing standing orders/outline agreements for technology related goods and services from various vendors in an amount not to exceed \$250,000 per year per vendor for fiscal years 2010-2011 through 2012-2013.

OUTCOME:

Information Technology Director Sue Hartman gave an overview of the item. On motion of Councilmember Lopez, seconded by Chair Butt, recommended the item to full Council by unanimous vote.

Consider recommending that the Housing Authority Board of Commissioners adopt a resolution authorizing the executive director to execute a contract with Eagle Roofing, the successful bidder, to provide re-roofing services at the Triangle Court public housing development in an amount not to exceed \$246,100.

OUTCOME:

Housing Authority Representative Juanita Boddie gave an overview of the item. On motion of Councilmember Lopez, seconded by Chair Butt, recommended the item to full Council by unanimous vote.

Consider recommending approval of a sole source purchase of a 3 year standard software maintenance agreement with New World Systems Corporation, in an amount not to exceed \$770,997.

OUTCOME:

Police Department Representative Alfredo Gonzales gave an overview of the item. On motion of Councilmember Lopez, seconded by Chair Butt, recommended the item to full Council by unanimous vote.

Consider recommending approval of a contract with Psomas in an amount not to exceed \$265,000 to provide geographical information system (GIS) technical support related to mapping the wastewater collection system, and to provide pretreatment program inspection services, in order for the City to comply with the National Pollutant Discharge Elimination System (NPDES) permit.

OUTCOME:

Engineering Department Representative Mary Phelps gave an overview of the item. On motion of Councilmember Lopez, seconded by Chair Butt, recommended the item to full Council by unanimous vote.

Consider recommending approval of use of the National IPA Office Supply contract with Staples, Inc. for purchase of office supplies and multi-purpose paper products in an amount not to exceed \$450,000 per year for a period of three years.

OUTCOME:

- Finance Department, Ofelia Alvarez stated that the contract did not go out to bid because the Finance Department was looking for existing contracts that could be piggy backed. The Staples pricing and the Radstons pricing were both evaluated because they could be piggy backed. The Staples pricing was found to be more favorable so the Finance Department is recommending Staples as the sole contractor for office supplies and multi-purpose paper.
- The Finance Committee agreed to hear from Diane Griffin, the owner of Radstons Office Supply. Ms. Griffin appealed to the Finance Committee to consider

awarding a joint contract to both Staples and Radstons for the purchase of office supplies and mutli-purpose paper products.

- Finance Department will come back to the Finance Committee in September with a cost analysis comparing Staples to Radstons for the purchase of office supplies and multi-purpose paper products.
- The Finance Committee directed staff to continue developing ways to track last minute purchases by employees and by departments. These “as-needed” purchases are costly in employee time and more expensive than the online prices. The Finance Committee asked that this item come back to the committee at the September Finance Committee Meeting.

Consider recommending approval of an amendment to the existing contract with Liebert Cassidy Whitmore MP in an amount of \$110,000, bringing the total amount to \$205,000, to continue contract negotiations, legal consultation and employee training for the period July 1, 2009, through June 30, 2011.

OUTCOME:

City Attorney Bruce Soublet gave an overview of the item. Mr. Soublet stated that the City of Richmond is receiving a competitive price on this contract. He stated that the City Attorney’s Office is preparing an RFQ to prepare a list of vendors the City Attorney’s Office could use for various legal services. On motion of Councilmember Lopez, seconded by Chair Butt, recommended the item to full Council by unanimous vote.

Consider recommending approval of the purchase of a replacement street sweeper from Municipal Maintenance Equipment for use in maintaining City-owned streets, in an amount not to exceed \$222,000.00.

OUTCOME:

Public Works Representative Dee Karnes gave an overview of the item. On motion of Councilmember Lopez, seconded by Chair Butt, recommended the item to full Council by unanimous vote.

OPEN FORUM/PUBLIC COMMENT

None.

ADJOURNED

The meeting adjourned at 10:00 a.m. to meet again on Friday, September 17, 2010.