

June 4, 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, June 4, 2010, 9:09 a.m.

**Attendance:** Present: Chair Butt and Councilmembers Lopez and Rogers

Absent: None

**THE PURPOSE OF THE MEETING IS AS FOLLOWS:**

**A. CONSENT CALENDAR**

1. **CONSIDER:** recommending that the Redevelopment Agency Board adopt a resolution authorizing the Executive Director to execute a fourth sole-source contract amendment with the Richmond Main Street Initiative (RMSI) increasing the amount by \$150,000 from \$359,000 to \$509,000, and extending the term from June 30, 2010, to June 30, 2011, to provide program management services - Richmond Community Redevelopment Agency (Steve Duran/Thomas Mills 307-8140).

Economic and Redevelopment Director Steve Duran and Business Development Officer Janet Johnson gave an overview. Janet Johnson stated that Main Street has added two business owners to the board in the last 60 days and efforts continue to bring more property owners and businesses on to the board.

OUTCOME:

*The Finance Committee voted unanimously to move this item to the City Council Agenda with amendments to the wording to make the wording clearer prior to going to full Council; and instruct the main street program to increase efforts to change the board to be a majority of property owners or business owners in district and provide a quarterly report to show efforts.*

**B. ROUTINE ITEMS**

1. **REVIEW:** of the city's Investment Report for the month of April 2010 - Finance Department (James Goins 620-6740).

*No discussion*

2. **REVIEW**: of the City's check register - Finance Department (James Goins 620-6742).

*No discussion*

### **C. CONTRACTS & PAYMENTS**

1. **CONSIDER**: recommending approval of a professional service contract with the Pakpour Consulting Group, Inc. to provide on-call engineering plan check services in an amount not to exceed \$300,000 over a three-year period - Engineering Services (Edric Kwan 621-1825).

Interim City Engineering Edric Kwan gave an overview of the item.

OUTCOME:

*The Finance Committee voted unanimously to move this item to the City Council Agenda*

2. **CONSIDER**: recommending approval of a contract with Maze & Associates to conduct external audits for the City of Richmond for the coming three years beginning fiscal year 2009/10 to fiscal year 2011/12 in an amount not to exceed \$1,058,775 - Finance Department (James Goins/Tina McKenney 620-6740).

Finance Director James Goins and staff gave an overview of the item.

OUTCOME:

*The Finance Committee voted unanimously to move this item to the City Council Agenda*

3. **CONSIDER**: recommending (1) approval of Contract Amendment No. 2 with GradeTech, Inc. to increase the contract value by \$20,000 for a total of \$1,111,149.24 and (2) approval of a Construction Management Services Sole-Source Contract with Psomas in the amount of \$28,000 - Engineering Services (Edric Kwan 621-1825).

Interim City Engineering Edric Kwan gave an overview of the item.

OUTCOME:

*The Finance Committee voted unanimously to move this item to the City Council Agenda*

4. **CONSIDER**: recommending approval of a two-year contract with York Insurance Services Group, Inc. - California for Workers' Compensation claims adjusting services in an amount not to exceed \$1,070,250 beginning in Fiscal Year 2010-2011 and ending in Fiscal Year 2011-2012 - Human Resources Management (Leslie Knight 620-6602).

Risk Management Director Robyn Kain gave an overview of the item.

OUTCOME:

*The Finance Committee voted unanimously to move this item to the City Council Agenda with an amendment to direct staff to do a survey of best practices of other jurisdictions that the city may implement to reduce costs to keep program efficient. Directed staff to provide a written report of the "Best Practices" survey and report the findings of cost reduction measures.*

5. **CONSIDER**: recommending approval of an agreement with the Contra Costa District Attorney's Office to provide one assistant district attorney assigned to, and housed within, the Richmond Police Department for the Police-Prosecutor Liaison Program, to assist in the preparation and review of criminal cases, as well as for other services, at a cost not to exceed \$600,000.00 (\$200,000.00 per year, for a three-year term) from March 31, 2010, to April 1, 2013 (A second contract with the Contra Costa District Attorney's Office to provide one assistant district attorney to assist in handling gun-crime prosecutions is already in effect.) - Police Department (Chief Chris Magnus 621-1802).

Charles Whitney gave an overview of the item. Councilmember Lopez feels that this contract with the Contra Costa County Public Defenders Office is a public safety issue. For the preceding reason, Councilmember Lopez wants to have input from the Public Safety Committee.

*Councilmember Lopez feels that this contract with the Contra Costa County District Attorney's Office is a good use of the city's dollars but is not sure of doing a three year commitment in light of the changes made to the contract. In addition, Councilmember Lopez is hopeful that the city may get increased services from the DA's Office.*

OUTCOME:

*Councilmember Lopez motioned to approve this contract for one year after which time, it has to go to the City Council and the Public Safety Committee will make comment at the time.*

**D. ADMINISTRATION, FISCAL POLICY & COUNCIL DIRECTED  
POLICY**

1. **DISCUSSION:** of ways to provide better and increased services through finding new revenue sources, obtaining organizational efficiencies, and redirecting existing sources of funding – City Council (Councilmember Rogers 620-6581).

*Councilmember Rogers directed the Finance Department staff to use less paper and less plastic for submitted reports. Councilmember Lopez directed the Green Team from the City Manager’s Office to work on ways to eliminate the use of plastic cups made from corn. She suggested that the cups in question be replaced with recyclable plastic cups or glass. Councilmember Lopez is concerned that the use of cups made from corn drives up the sale of corn which in turn has a negative impact on farmers both locally and internationally.*

2. **DISCUSSION:** of possible future City of Richmond ballot measures - Councilmember Rogers (620-6581).

*No discussion.*

**OPEN FORUM/PUBLIC COMMENT**

*Everett Jenkins, City Attorney’s Office, stated that he received the YMCA- Fred Green Humanitarian Award. He thanked Councilmember Viramontes and City Clerk Diane Holmes for their attendance. Councilmember Maria Viramontes gave him a moving presentation of a letter of commendation from the City of Richmond, City Council, thanking him for his outstanding service to the City of Richmond. Mr. Jenkins thanked the City Council for the poignant presentation.*

The meeting adjourned at 10:29 a.m.