

December 3, 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, December 3, 2010, 9:08 a.m.

Attendance: Present: Chair Butt and Councilmember Rogers

Absent: Councilmember Lopez

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

THE PURPOSE OF THE MEETING IS AS FOLLOWS:

A. ROUTINE ITEMS

1. **REVIEW**: of the City's Check Register - Finance Department (James Goins 620-6740).

No questions, no discussion.

2. **REVIEW**: the City's Investment Report and Cash Balance Report for the month of September 2010 and October 2010 - Finance Department (James Goins 620-6740).

No questions, no discussion.

B. CONTRACTS & PAYMENTS

1. **CONSIDER**: recommending approval of a contract with West Bay Builders, Inc. for an amount not to exceed \$355,560 for the completion of the renovation of the Richmond Natatorium, bringing the total payment under construction contracts to \$7,654,455, and authorizing acceptance of the work as complete - Engineering Services (Edric Kwan/Rich Davidson 307-8105).

Edric Kwan and Rich Davidson gave an overview of the item. Requested a detailed report regarding the process for placing chlorine in the pool.

OUTCOME:

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

2. **CONSIDER:** recommending approval of six (6) on-call design services contracts, not to exceed \$500,000 each over a three year period, to six consulting firms (BKF Engineers [Richmond]; Harris & Associates, Inc. [Concord]; Nichols Consulting Engineers [Richmond]; Psomas Engineering [Walnut Creek]; URS Engineering [Oakland]; Pakpour Consulting Group [Pleasanton]) and authorize the City Engineer to approve and issue work authorizations directing each firm to work on specific projects based on the firm's specialties and qualifications - Engineering Services (Edric Kwan/Joel Camacho 620-5482).

Interim Engineer Edric Kwan and Engineer Joel Camacho gave an overview of the item.

Councilmember Butt asked whether the city can or why the city hasn't done something similar to this process for miscellaneous construction projects. Edric Kwan stated that the Engineering Department was in discussions with the City Attorney's Office on this matter.

Councilmember Rogers directed Finance Director Jim Goins to speak with City Manager Bill Lindsay to do a comprehensive review to see whether the city could come up with a more efficient way to get people hired in advance as apposed to the RFP process. He requested that staff place the item on the agenda if there are opportunities or send a brief note to the Council that the idea does not seem practical.

OUTCOME:

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

3. **CONSIDER:** recommending approval of a contract with BioMax Environmental Services, LLC, in an amount not to exceed \$125,000 for the continued on-call services to monitor the level of hydrogen sulfide gas at and around the wastewater treatment plant, Point Richmond, Washington Elementary School and other neighboring communities - Engineering Services (Edric Kwan / Chad Davisson, 620-5486).

Interim City Engineer Edric Kwan gave an overview of the item. There was no discussion.

OUTCOME:

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

4. **CONSIDER**: recommending approval of a standardization request of Hi-Tech EVS for fire apparatus manufacturing, for the budget year 2010-11 in an amount not to exceed \$540,000. This standardization of purchasing will be reviewed every four years as long as the City of Richmond continues to purchase custom built Hi-Tech EVS fire apparatus - Public Works (Yader Bermudez 231-3009).
The item is routine and in the approved budget.

OUTCOME:

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

5. **CONSIDER**: recommending approval of an amendment to the agreement with George Hills Company, Inc. to establish the compensation for the second and third years of the agreement in an amount not to exceed \$150,000 and \$160,000, respectively, for a total not to exceed \$310,000, for the contract period of November 1, 2010 through October 31, 2012 - Human Resources Management Department (Leslie Knight 620-6600).

Risk Management Director Robyn Cain gave an overview of the item. Councilmember Rogers asked for the status on the City Attorney's Office hiring an attorney to handle risk management cases. Assistant City Attorney Scott Dickey stated that he was not aware of the status and that he would discuss the matter with City Attorney Randy Riddle.

OUTCOME:

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

C. 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).

He received an e-mail from School Board Member Charles Ramsey concerning the City of Santa Monica and they did a local tax and an advisory measure that the money would be spent for the local school system.

OUTCOME:

Directed Finance Director Jim Goins to look into the matter and e-mail his findings to the Finance Committee.

OPEN FORUM/PUBLIC COMMENT

There were no speakers.

The meeting adjourned at 9:32 a.m.