

February 21, 2011

**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, February 18, 2011 9:16 a.m.

**Attendance:** Present: Councilmembers Beckles and Butt

Absent: Councilmember Rogers

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

**ROUTINE ITEMS**

Appoint a Chair and Vice Chair of the Finance, Administrative Services and Economic Development Committee for the 2011 calendar year.

**OUTCOME:** *A motion by Councilmember Beckles, seconded by Councilmember Butt, appointed Councilmember Butt as chairperson. A motion by Councilmember Butt, seconded by Councilmember Beckles, appointed Councilmember Beckles as Vice Chair.*

Review of the City's Check Register - Finance Department (James Goins 620-6740).

**OUTCOME:** *No discussion. Accepted report.*

3. Review of the City's Investment Report and Cash Balance Report for the months of November and December 2010 - Finance Department (James Goins 620-6740).

**OUTCOME:** *No discussion. Accepted report.*

4. Acknowledge receipt of the City of Richmond's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2010 - Finance Department (James Goins 620-6740).

**OUTCOME:** *No discussion. Accepted report.*

## CONTRACTS & PAYMENTS

Consider recommending approval of a contract with ERA Construction, Inc. of Richmond, CA, the lowest responsive bidder, to perform miscellaneous concrete repairs for FY 2010/11 - 2011/12 in the amount of \$456,190.00, and an amendment to the budget to include unspent encumbered funds from the Miscellaneous Concrete Repair FY 2009/10 - 2010/11 - Engineering Services (Edric Kwan / Andy Yeung 307-8108).

***OUTCOME: A motion by Vice Chair Beckles, seconded by Chair Butt, recommended the item for approval.***

Consider recommending approval of the purchase of 15 police cars from Hoblit Motors of Woodland, California in an amount not to exceed \$340,000 - Public Works (Yader Bermudez 231-3009).

***OUTCOME: A motion by Vice Chair Beckles, seconded by Chair Butt, recommended the item for approval.***

Consider recommending approval of the purchase of six permanent hydrogen sulfide monitors from Hadronex, Inc. to be placed within the Point Richmond neighborhood in an amount not to exceed \$310,000 - Engineering Services (Edric Kwan/Chad Davisson 620-5486).

***OUTCOME: A motion by Vice Chair Beckles, seconded by Chair Butt, recommended the item for approval.***

Consider recommending approval to prepare the following actions for City Council approval to establish a West County Family Justice Center: (1) Acceptance of a grant deed of ownership from Contra Costa County for the building located at 256 24th St.; (2) Approval to finance up to \$2 million of tenant improvements through a 10-year capital lease (financed amount is anticipated to be approximately \$1.3 million), with annual debt service costs of \$250,000 or less being funded from both partner agencies and sponsor commitments. The City's portion of the annual debt service is estimated to be approximately \$30,000 annually for 10 years; (3) Approval of a contract with Kawasaki Architects, Inc. in an amount not to exceed \$149,500 for architectural and design services related to the needed tenant improvements; and (4) Approval of a Memorandum of Understanding (MOU) among the City of Richmond, Contra Costa County, Community Violence Solutions, STAND!, and Bay Area Legal Aid to operate this building as the West County Family Justice Center, including partial payment of the debt service for tenant improvements - Police Department (Chief Chris Magnus 621-1802).

Chief Chris Magnus and Lt. Bisa French gave an overview of the item. A \$400,000 grant was awarded from the Department of Justice and a private donor for this project. Chair Butt expressed concern over monetary obligations between the agencies and the city and requested letters of commitment from the agencies and what they will provide with a matrix indicating the percentage of expense they will each contribute of the project. This information will need to be provided to the City Council when the item is placed on the agenda.

**OUTCOME:** *A motion by Vice Chair Beckles, seconded by Chair Butt, recommended approval.*

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

Review the City of Richmond Retiree Healthcare Plan Actuarial Valuation Report as of July 1, 2009 - Finance Department (James Goins/Latha Ravinder 620-6740).

Doug Pryor, Bartel & Associates, gave an overview. There are currently 500 retirees receiving benefits totaling approximately \$2.7 million. The City has in the prefunded the trust to pay for the benefits but currently is taking money out of the trust in order to pay for current retirees, which has a big impact on liabilities. Chair Butt requested that a study session be conducted with the full City Council to discuss the prefunding issue further.

**OUTCOME:** *A motion by Vice Chair Beckles, seconded by Chair Butt, moved the item to the full City Council.*

Receive a status report on Federal-Aid project oversight and Safe Routes to School (Cycle 2) project - City Council (Vice Mayor Butt 236-7435).

Chair Butt gave an overview. Caltrans District Office of Local Assistance has been providing project oversight to the City of Richmond in an effort to improve the City's design and construction administration of Federal-Aid projects. The Safe Routes to School Cycle project includes safety improvements to five elementary schools. Continued attention to address the Federal Highway Administration's concerns over Federal-Aid projects and compliance with oversight and management requirements will ensure that \$3,977,000 in existing Federal-aid project funding is not jeopardized. Over the past decade, both the Richmond Community Redevelopment Agency (RCRA) and the Engineering Services Department managed federally funded grant projects. Approximately, 1-2 years ago, some of these projects were audited by the Federal Highway Administration (FHWA). In March 2010, Caltrans contacted Engineering Services, and stated that the Office of Inspector General (OIG) department found the City of Richmond in non-compliance with policies and requirements set forth in the Local Assistance Procedures Manual and the Code of Federal Regulations. FHWA stated they would like to work with Caltrans and give the City the opportunity to improve its project administration and project records. Engineering Services and the RCRA have been working diligently to meet Caltrans expectations on the de-obligated and inactive projects. Councilmember Butt requested that the budget report section pertaining to grants indicate the status of the grants.

Receive an update and provide direction to staff concerning the possibility of the Lawrence Berkeley Lab expansion locating in Richmond - City Council (Councilmember Rogers 867-5725).

Steve Duran, Richmond Community & Economic Development Director, stated that Request for Qualifications (RFQ) was let out by the Lawrence Berkeley National Lab in January and responses are due by March 4, 2011.

**OUTCOME:**

*Chair Butt requested that the City Council receive copies of the draft RFQ in order to provide input if desired.*

Direct staff to request proposals to hire qualified consultant firms and individuals to implement components of the Greenprint Alternative Transportation Program to be directed and managed by the City - City Manager's Office (Bill Lindsay 620-6512).

Lori Reese-Brown, City Manager's Office, stated that the Chevron Community Benefits Agreement provides funding for Greenprint transportation in an amount of \$2 million. The components of the program include developing and implementing programs to improve the linkages between transportation planning, land use, economic development, natural resources, and marketing.

**OUTCOME:**

This item will be agendaized at the next Finance Standing Committee meeting in order for Councilmember Rogers to be present.

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).

*No discussion.*

**OPEN FORUM/PUBLIC COMMENT**