

November 17, 2006

To: Honorable Mayor Irma L. Anderson
Members of the City Council

From: Finance, Administrative Services and Economic Development Committee

SUBJECT: SUMMARY
Finance, Administrative Services and Economic Development Committee
Thursday, November 16, 2006, 9:45 a.m.

Attendance: Present: Chair Rogers, (arrived at 10:00 a.m.), Councilmembers Butt, Griffin, and Thurmond.

Absent: None.

FINANCE, ADMINISTRATIVE SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE

Review and make recommendations concerning reports of internal accounting procedures for the Recreation, Library, Police, City Attorney, Fire, Library, City Clerk, Revenue/Business License, Engineering and Para transit departments, and a presentation of purchasing Division and the Accounts Payable Division procedures

- Antonio Manuel's, Finance Department, stated that meetings were held with all the departments that deal with cash. All departments should be using the SAP financial system for cash handling procedures. System generated receipts are issued.
- Councilmember Butt expressed concern regarding the length of time it currently takes for vendors to receive payments and how aggressively the City is charging businesses and rental properties for business license fees.
- Councilmember Thurmond suggested that a report return to a future Finance Committee regarding how much money that is owed to the City is outstanding.
- Hope Delgado, Accounts Payable, stated that invoices received in the Finance Department are processed in the order received. If all required information is submitted by the department to Accounts Payable for payment, there is currently a 10-day turnaround time in processing checks.
- Roger Helbig, Purchasing Manager, stated that competitive quotes and bidding are required in order to obtain the best possible price. The Cal-Card is used as a credit

card and can be used for purchases up to \$3,000. It pays vendors immediately.

- Bids On-line is a program will be linked to the purchasing division website and will enable vendors to register online and maintain their own information.

OUTCOME:

Councilmember Butt asked that a report that delineates the differences in contracting procedures and requirements between the City and the Redevelopment Agency be provided to the Council.

Review current policies in reference to Government Code Section 6254(i): information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information and

Review and make recommendations concerning the City's policy on disclosing information as to amounts of taxes paid by taxpayers to the City, including but not limited to Business License Taxes

- Antonio Banuelos, Finance Department stated that currently if someone inquires information about a business license, the owner name, name of the business, the kind of business, the location of the business, and the license expiration date are given as standard procedure. The number of employees cannot be disclosed per State Law.
- Councilmember Butt requested further information on whether the disclosure of the amount of employees can or cannot be given. John Eastman, City Attorney, stated that this procedure could be revisited in order to be as transparent as possible to the public.
- Councilmember Thurmond asked that the matter of what information is public and what information should remain private be agendaized for a future Finance Committee meeting. Mr. Eastman replied that there is not a lot of case law regarding this matter to serve as comparison.

Discuss and make recommendations concerning possible changes in Richmond Police compensation to reflect changes in other departments' compensation

- Chair Rogers stated that a study by the Richmond Police Officers Association concluded that the City Of Richmond's Police Department pays their officers nearly the least amount in salaries compared to other cities.
- Lori Ritter, Police Department, stated that the main problem with recruiting is that every agency in CA is searching for officers and there are not a lot of prospective officers applying in Richmond due to competition.

- The marketing company that has been hired by the City, will focus on the fact that officers in Richmond have tremendous career development opportunity. Local hires are strongly encouraged.

OUTCOME:

This matter was forwarded to the full City Council for discussion on how officer recruitment in Richmond can be more competitive in reference to salaries.

Future Agenda Items:

Councilmember Thurmond asked for an update on the effect of reduction in Chevron's Utility User's Tax payment.

Chair Rogers requested that a regular item be agendaized regarding ways that efficiencies can be increased to maximize City services and increase revenues.

The meeting was adjourned at 11:22 a.m.