

**RICHMOND, CALIFORNIA,**

April 16, 2024, 4:30 p.m.  
Community Services Building  
440 Civic Center Plaza  
Richmond, CA 94804

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**A. OPEN SESSION TO HEAR PUBLIC COMMENT BEFORE CLOSED SESSION**

The Open Session was called to order at 4:31 p.m. by Mayor Eduardo Martinez.

**B. ROLL CALL**

**Present:** Councilmembers Gayle McLaughlin, Melvin Willis, Cesar Zepeda, Vice Mayor Claudia Jimenez, and Mayor Eduardo Martinez. **Absent:** Councilmember Soheila Bana attended the meeting remotely due to illness. Councilmember Doria Robinson was absent the entire meeting.

**C. CLOSED SESSION**

**C.1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
(paragraph (1) of Subdivision [d] of Government Code Section 54956.9)**

- Winehaven v. City of Richmond
- Guidiville Rancheria of California, et al. v. United States of America, et al.
- North Coast Rivers Alliance et al./Point Molate Alliance et al. v. City of Richmond
- Hanlees Hilltop Buick et al. v. City of Richmond

**C.2 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
(Significant exposure to litigation pursuant to paragraph (2) or (3) of  
Subdivision (d) [as applicable] of Government Code Section 54956.9)**

- Two cases

**C.3 CONFERENCE WITH LABOR NEGOTIATORS (Government Code  
Section 54957.6)**

- Agency Representatives: Sharrone Taylor and Jack Hughes

Employee organizations:

1. SEIU Local 1021 Full Time Unit and Part Time Unit
2. IFPTE Local 21 Mid-Level Management Unit and Executive Management Units
3. Richmond Police Officers Association RPOA
4. Richmond Police Management Association RPMA
5. IAFF Local 188
6. Richmond Fire Management Association RFMA

**C.4 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government  
Code Section 54957)**

- Title: City Attorney

**D. PUBLIC COMMENT BEFORE CLOSED SESSION (limited to items on the Closed Session agenda only)**

None.

**E. ADJOURN TO CLOSED SESSION**

The meeting adjourned to Closed Session at 4:33 p.m. Closed Session adjourned at 6:35 p.m.

**F. SPECIAL JOINT MEETING OF THE RICHMOND HOUSING AUTHORITY/RICHMOND CITY COUNCIL**

The Special Joint meeting of the Richmond Housing Authority/Richmond City Council was called to order at 6:38 p.m. by Chairperson/Mayor Eduardo Martinez.

**G. PLEDGE OF ALLEGIANCE**

Chairperson/Mayor Eduardo Martinez led the Pledge of Allegiance to the Flag.

**H. ROLL CALL**

**Present:** Commissioner/Councilmember Soheila Bana attended the meeting remotely due to illness. Councilmembers/Commissioners Gayle McLaughlin, Melvin Willis, Cesar Zepeda, Vice Mayor/Vice Chairperson Claudia Jimenez, Chairperson/Mayor Eduardo Martinez, and Tenant Commissioner Jaycine Scott. **Absent:** Councilmember/Commissioner Doria Robinson was absent the entire meeting.

The City Clerk Pamela Christian announced that Councilmember Bana was ill and would attend the council meeting remotely in accordance with the AB 2449 “just cause” option. Councilmember Bana was required during the meeting to announce whether any individuals 18 years or older were present in the room where she was attending the meeting (and the general nature of her relationship with that individual.) Also, Councilmember Bana was required to keep her camera on during the meeting.

**I. STATEMENT OF CONFLICT OF INTEREST**

None.

**J. AGENDA REVIEW**

None.

**K. HOUSING AUTHORITY CONSENT CALENDAR**

**Motion by** Councilmember/Commissioner McLaughlin  
**Seconded by** Tenant Commissioner Scott

Ayes (7): Councilmembers/Commissioners Bana, McLaughlin, Willis, Zepeda, Vice Mayor/Vice Chairperson Jimenez, Chairperson/Mayor Eduardo Martinez, and Tenant Commissioner Scott

Absent (1): Councilmember/Commissioner Robinson  
Passed (7 to 0)

**K.1 Housing Authority Meeting Minutes**

APPROVE the minutes of the February 6, 2024, regular meeting of the Richmond Housing Authority - City Clerk's Office (Pamela Christian 510-620-6513).

**L. JOINT RICHMOND HOUSING AUTHORITY / RICHMOND CITY COUNCIL BUDGET SESSION**

**Motion by Councilmember/Commissioner McLaughlin**

**Seconded by Councilmember/Commissioner Willis**

Ayes (7): Councilmembers/Commissioners Bana, McLaughlin, Willis, Zepeda, Vice Mayor/Vice Chairperson Jimenez, Chairperson/Mayor Eduardo Martinez, and Tenant Commissioner Scott.

Absent (1): Councilmember/Commissioner Robinson

Passed (7 to 0)

**L.1 Fiscal Year (FY) 2023-2024 Amended Budget Adjustments**

ADOPT a joint resolution approving the proposed Fiscal Year (FY) 2023-2024 Richmond Housing Authority (RHA) amended budget adjustments with revised estimated revenues of \$5,614,495 and total expenditures of \$5,614,495, with no increases to the general fund subsidy amount which will provide sufficient revenue to match anticipated expenditures – Richmond Housing Authority/Finance Department (Gabino Arredondo/Rita Martinez 510-621-1300).

Interim Housing Authority Executive Director, Gabino Arredondo and Senior Accountant Rita Martinez presented the budget.

Jessi Taran gave comments via Zoom.

Discussion ensued.

Community Development Director Lina Velasco and Housing Manager Jesus Morales would provide a written update to the City Council.

Adopted Housing Authority **Resolution No. 2195** and City Council **Resolution No. 24-24**.

**M. ADJOURNMENT**

The meeting adjourned at 7:02 p.m.

**N. REGULAR MEETING OF THE RICHMOND CITY COUNCIL**

The Regular meeting of the Richmond City Council was called to order at 7:02 p.m. by Mayor Eduardo Martinez.

**O. ROLL CALL**

**Present:** Councilmembers Gayle McLaughlin, Melvin Willis, Cesar Zepeda, Vice Mayor Claudia Jimenez, and Mayor Eduardo Martinez. **Absent:** Councilmember Soheila Bana attended the meeting remotely due to illness. Councilmember Doria Robinson was absent the entire meeting.

**P. STATEMENT OF CONFLICT OF INTEREST**

None.

**Q. AGENDA REVIEW**

City Clerk Pamela Christian announced that public speakers would be allowed for **Item X.1 - Temporary Moratorium on New Tobacco Retailers**.

**R. REPORT FROM THE CITY ATTORNEY OF FINAL DECISIONS MADE DURING CLOSED SESSION**

**C.1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (paragraph (1) of Subdivision [d] of Government Code Section 54956.9)**

· Winehaven v. City of Richmond

- Guidiville Rancheria of California, et al. v. United States of America, et al.
- North Coast Rivers Alliance et al./Point Molate Alliance et al. v. City of Richmond
- Hanlees Hilltop Buick et al. v. City of Richmond

**A status report was given. No reportable action was taken.**

**C.2 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Significant exposure to litigation pursuant to paragraph (2) or (3) of Subdivision (d) [as applicable] of Government Code Section 54956.9)**

- Two cases

**One case was discussed. No reportable action was taken.**

**C.3 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

- Agency Representatives: Sharrone Taylor and Jack Hughes

Employee organizations:

1. SEIU Local 1021 Full Time Unit and Part Time Unit
2. IFPTE Local 21 Mid-Level Management Unit and Executive Management Units
3. Richmond Police Officers Association RPOA
4. Richmond Police Management Association RPMA
5. IAFF Local 188
6. Richmond Fire Management Association RFMA

**Discussed and direction was given to city negotiators.**

**C.4 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)**

- Title: City Attorney

**Not discussed.**

**S. REPORT FROM THE CITY MANAGER (public comment allowed under Open Forum)**

City Manager Shasa Curl reported the following: attended the National Forum for Black Public Administrators with Interim Housing Authority Director Gabino Arredondo from April 3-7, 2024, in Baltimore, Maryland; the Marina Bay Farmers Market was every Sunday from 10:00 a.m. to 2:00 p.m. at the Marina Bay Parking Lot; the Commission on Aging Senior Wellness Health Clinic was on Thursday, April 18, 2024, from 10:00 a.m. to 12:00 p.m. at the Richmond Auditorium; Earth Day Celebrations were on April 20, 2024, from 10:00 a.m. to 1:00 p.m. at Shields-Reid Park and at Unity Park from 9:00 a.m. to 12:00 p.m.; Community Meetings for the Richmond High School and Kennedy High School Modernization were at Kennedy High on April 23, 2024, at 6:00 p.m. and at Kennedy High School on April 25, 2024, at 6:00 p.m.; and the Small Business Fair was on April 28, 2024, from 12:00 p.m. to 5:00 p.m. at Richmond City Hall.

**T. REPORTS OF OFFICERS: REFERRALS TO STAFF, AND GENERAL REPORTS (INCLUDING AB 1234 REPORTS)(limited to two minutes per Councilmember)(public comments allowed under Open Forum)**

Councilmember Willis reported the following: Pogo Park made a short list to potentially receive funding for a resiliency grant; he attended the "Men who Cook Event" at Co-Biz; and attended the Literacy Fair at the Richmond Auditorium.

Councilmember McLaughlin reported that she attended the Marina Bay Farmer's Market and the Literacy Fair.

Councilmember Zepeda reported the following: he attended the NIAD Art event; announced the Earth Day cleanup at Miller Knox Park on Friday and Saturday from 10:00 a.m. to 12:00 p.m.; a meeting to discuss air quality monitoring funds from Chevron on Monday, April 22, 2024, at San Pablo City Hall at 5:30 p.m.; Washington Elementary School Fundraiser was on Friday, April 19, 2024, at 5:00 p.m.; thanked the Public Works Department for paving portions of the Richmond Parkway; and stated that the Council Chamber art exhibit was currently in transition.

Vice Mayor Jimenez attended the Marina Bay Farmer's Market and Literacy Festival and thanked Councilmember McLaughlin for her assistance with both events.

Mayor Martinez reported the following: thanked SEIU for an award regarding work equity; attended the retirement of Nicole Barnett, Director of Nursing at Kaiser Hospital; he attended the Bloomberg ideation sessions at the Port and a delegation from the Norwegian government visited the port; attended the Groundwork Richmond Ribbon cutting; and attended the California Nepalese Community parade in San Francisco.

Councilmember Bana thanked the Pogo Park community for applying for the resiliency grant and invited the community to the El Sobrante Library Earth Day event on April 20, 2024, and to the farmer's market at the former Adachi Nursery site on Sunday, April 21, 2024, from 12:00 p.m. to 4:00 p.m.

#### **U. OPEN FORUM FOR PUBLIC COMMENT**

**(public comment on items that remain on the Consent Calendar or items not on the agenda - limited to 2 minutes unless otherwise specified - Back and forth dialogue with the Council is prohibited)**

Vencel Alfred, Aileen Alvarado, Kemi Adeduro, and Michelle Herrera gave comments in support of coastal conservation, preservation of local watersheds, and the dangers of dog feces in watersheds.

Rick Perez stated many people are in support of his family and the death of his son, Pedie Perez. Mr. Perez also gave comments regarding the closure of the Dublin Women's Prison.

Patricia Perez gave comments regarding the death of her grandson Pedie Perez.

Mark Wassberg gave comments regarding sanctuary cites.

Don Gosney invited interested persons to apply for the Plumbers & Steamfitters Local 342 apprenticeship program. More information could be obtained by contacting Mr. Gosney at dongosney@comcast.net or by calling (510) 685-2403.

Maurice Slocum requested assistance in scheduling gym time for his basketball team and in obtaining approval of the facility fee waiver form.

Elda Fotenot president of Heritage Park Senior Complex gave comments regarding current issues at the complex and requested assistance from the city council.

Jessi Taran gave comments regarding housing problems and solutions for homelessness.

Leisa Johnson gave comments regarding Measure U.

Sunit Kaur gave comments regarding healthy options for persons at store checkouts that conform to nutritional standards.

#### **V. CITY COUNCIL CONSENT CALENDAR**

**(All items placed under the Consent Calendar are considered to be routine and noncontroversial. These items will be enacted upon together with a motion and**

**second, without discussion, of any member of the City Council, and each item shall be deemed to have received the action recommended.)**

**Motion by** Councilmember Melvin Willis

**Seconded by** Councilmember Gayle McLaughlin

Ayes (5): Councilmember Gayle McLaughlin, Councilmember Melvin Willis, Councilmember Cesar Zepeda, Vice Mayor Claudia Jimenez, and Mayor Eduardo Martinez

Abstentions (1): Councilmember Soheila Bana

Absent (1): Councilmember Doria Robinson

Passed (5 to 0)

#### **V.1 City Attorney's Office**

V.1.a Second Amendment to the Legal Services Agreement with Liebert Cassidy Whitmore for Labor and Employment Issues

APPROVE a second amendment to the legal services agreement with Liebert Cassidy Whitmore to extend the time to June 30, 2026, and increase the compensation by \$750,000, for an amount not to exceed \$1,165,000 – City Attorney's Office (Dave Aleshire 510-620-6509/Shannon Moore 510-620-6505).

#### **V.2 City Clerk's Office**

V.2.a City Council Meeting Minutes

APPROVE the minutes of the March 5, 2024, regular City Council meeting - City Clerk's Office (Pamela Christian 510-620-6513).

#### **V.3 Economic Development**

V.3.a Authorization to Apply for Environmental Protection Agency Grants

ADOPT a resolution AUTHORIZING the city manager or their designee to submit grant applications for any and all United States Environmental Protection Agency grants for which the Port of Richmond is eligible, and to execute all necessary and related agreements; and to ACCEPT and APPROPRIATE grant awards into the Port Fund – Economic Development Department (Charles Gerard/Nannette Beacham/Lizeht Zepeda/510-215-4600).

Adopted **Resolution No. 25-24**.

#### **V.4 Finance Department**

V.4.a Update on Cost Recovery and Revenue Enhancement

RECEIVE a written report on the City's Cost Recovery and Revenue Enhancement efforts - Finance Department (Shasa Curl/Andrea Miller 510-620-6790/Mubeen Qader 510-412-2077/Antonio Banuelos 510-620-6741).

V.4.b Investment and Cash Balance Report and Monthly Overtime Reports for the Month of February 2024

RECEIVE the City's Investment and Cash Balance Report and Monthly Overtime Reports for the month of February 2024 – Finance Department (Andrea Miller 510-620-6740).

V.4.c Sanctuary City Contracting and Investment Policy Ordinance Update

RECEIVE a written update regarding the steps taken to ensure compliance with the Sanctuary City Contracting and Investment Policy Ordinance; and APPROVE a waiver for Motorola as the only reasonable option – Finance Department (Andrea Miller/Mubeen Qader/ Ofelia Alvarez 510-620-6699).

V.4.d State Auditor's Recommendations Corrective Action Plan May 2024 Update

RECEIVE a report regarding the City's Corrective Action Plan update to State Audit No. 2021-806 – Finance Department (Andrea Miller 510-620-6790/Mubeen Qader 510-412-2077).

**V.5 Human Resources**

V.5.a Employee Recognition Program Expenditure Approval

APPROVE expenditure of up to \$30,000 for the sole-source purchase of lapel pins for employee service awards – Human Resources Department (Nickie Mastay/Sharrone Taylor 510-620-6602).

V.5.b Amend Contracts with Temporary Employment Staffing Agencies

APPROVE first amendments to contracts with temporary employment staffing agencies, TemPositions and AppleOne, to increase the contract limit by \$100,000 each, for a total amount not to exceed \$200,000 for each contract, and extending the terms of both agreements to June 30, 2025 – Human Resources Department (Nickie Mastay/Sharrone Taylor - 510-620-6602).

**V.6 Library and Community Services**

V.6.a Resolution to Accept and Appropriate the Local Government: Connecting Neighbors to Neighbors Grant from the State of California, Governor's Office of Planning and Research

ADOPT a resolution to ACCEPT and APPROPRIATE grant funds in the amount of \$750,000 from the State of California, Governor's Office of Planning and Research to support neighborhood engagement – Community Services Department (LaShonda White 510-620-6828/Stephanie Ny 510-620-6563).

Adopted **Resolution No. 26-24.**

**V.7 Mayor's Office**

V.7.a Abhijeet Babu Prasad Youth Council Appointment

APPOINT Abhijeet Babu Prasad to the Youth Council, with a term expiring on October 1, 2024 – Mayor's Office (Mayor Eduardo Martinez 510-620-6503).

V.7.b Reappoint Gloria Jean Sewell-Murphy to the Economic Development Commission (EDC)

REAPPOINT Gloria Jean Sewell-Murphy to the Economic Development Commission with a term that expires on March 30, 2027 – Mayor’s Office (Mayor Eduardo Martinez 510-620-6503).

V.7.c Scarlett Perez Youth Council Appointment

REAPPOINT Scarlett Perez to the Youth Council with a term that expires on October 1, 2024 – Mayor’s Office (Mayor Eduardo Martinez 510-620-6503).

V.7.d Valeria Serrano Youth Council Appointment

APPOINT Valeria Serrano to the Youth Council, term expires October 1, 2024 – Mayor’s Office (Mayor Eduardo Martinez 510-620-6503).

**V.8 Police Department**

V.8.a Crime Report from Police Chief

RECEIVE a written crime report from the Police Chief - Police Department (Chief Bisa French 510-621-1802).

V.8.b CAL ID Remote Access Network and County Law Enforcement Training Center Annual Expense Increases

APPROVE the purchase order amounts of \$178,353 for the cost of maintaining the CAL-ID program mandated by the State of California, and \$69,000 for the Law Enforcement Training Center for Fiscal Year 2023-2024 – Police Department (Chief Bisa French 510-621-1802).

Adopted **Resolution No. 27-24.**

V.8.c Sole-Source Contract with Serological Research Institute for Forensic DNA Testing and Analysis

APPROVE a one-year sole-source contract with Serological Research Institute, in an amount not to exceed \$49,000, for the term April 17, 2024, through April 16, 2025, with two mutually agreed upon one-year extensions, for an additional amount not to exceed \$49,000 per fiscal year – Police Department (Chief Bisa French 510-621-1802).

V.8.d Special Weapons and Tactics (SWAT) Communication Headsets for Richmond Police Department Officers

APPROVE the purchase of communication headsets from Pack-n-Tape, in an amount not to exceed \$30,500, which includes a contingency to account for taxes and shipping costs – Police Department (Chief Bisa French 510-621-1802).

**V.9 Public Works**

V.9.a Award Construction Contract for the Lincoln Elementary School Safe Route to School Improvement Project (SRT)- CML -5137(055)

ADOPT a resolution to ACCEPT and APPROPRIATE the One Bay Area Grant 2 (OBAG2) in the amount of \$497,000 for Lincoln Elementary School Safe Route to School Improvement Project CML-5137(055); AUTHORIZE the city manager or their designee to execute a contract with Corcus Construction, Inc in an amount of \$599,831; and AUTHORIZE the Director of Public Works to approve change orders, if necessary, for an additional contingency amount of \$67,000 – Public

Works Department (Robert Armijo 510-620-5477/Ken Cheng 510-621-1612).

Adopted **Resolution No. 28-24.**

- V.9.b Award Construction Contract for an As-Needed Concrete Contractor and Request for Funds Transfer

ADOPT a resolution to AUTHORIZE the city manager or their designee to execute a contract with Calico California Constructores Inc. in an amount of \$1,500,000, for a term ending December 31, 2025, with an option to extend the contract for one year and add additional capacity in the amount of \$500,000; and APPROVE the transfer of American Rescue Plan Act (ARPA) funds in the amount of \$461,717 from street improvement project (13636031-400645-01A05) to sidewalk improvement project (13636031-400644-01A04) – Public Works Department (Daniel Chavarria 510-620-5478/Ken Cheng 510-621-1612).

Adopted **Resolution No. 29-24.**

- V.9.c Amendment #1 Arntz Builders, Inc. Construction Contract for Booker T. Anderson Community Center

ADOPT a resolution authorizing an amendment to the construction contract with Arntz Builders, Inc. for the Booker T. Anderson Infrastructure Projects (#23008, #AR247 and #23045), in an amount of \$676,537, for an amended total contract amount not to exceed \$3,978,715; and AUTHORIZE the Director of Public Works to approve additional project budget and contingency usage, if necessary, for an amount of \$397,871 that may increase the total contract not-to-exceed amount to \$4,376,586 – Public Works Department (Robert Armijo 510-620-5477/Josel Munoz 510-672-2407).

Adopted **Resolution No. 30-24.**

- V.9.d Ghilotti Bros., Inc. Contract Amendment #1 for The Yellow Brick Road Project

ADOPT a resolution amending the construction contract with Ghilotti Bros., Inc. for the Yellow Brick Road Project in the amount of \$134,439.32, for an amended total contract amount not to exceed \$7,677,134.37, which includes \$54,439.32 for project-related work and a contingency amount of \$80,000 for potential additional change order work; and AUTHORIZE the Director of Public Works to approve construction change orders, if necessary, for the contingency amount of \$80,000 – Public Works Department (Robert Armijo 510-620-5477/Wendy Wellbrock 510-307-8108).

Adopted **Resolution No. 31-24.**

## **W. BUDGET SESSION**

### **W.1 Capital Improvement Plan Projects Update**

RECEIVE an update regarding the prioritization and status of the Capital Improvement Plan Projects; and ADOPT a resolution to APPROPRIATE \$4,058,438 of unspent funds from Fiscal Year 2022-23 – Finance Department (Andrea Miller 510-620-6790).

Public Works Director Daniel Chavarria, Deputy Public Works Director/City Engineer Robert Armijo, Public Works Capital Projects Manager Josef Munoz, and Finance Director Andrea Miller presented a PowerPoint, which highlighted the following: Background; Capital Improvement Plan Report Overview; Programs and Program Stats; Project Completion Timeline; Park Improvements; Projects exchanging ARPA funds with unspent funds; Existing Capital project with funding gaps; Public Works Recruitment; and Staff proposal.

Jamin Pursell gave comments in person. Jessi Taran and Eli Moore gave comments via Zoom.

Discussion ensued. City council requested that the plan that the specific projects are aligned with were identified in the reports and the date the project was approved; requested an addition \$1 million in funding for Monterey, Virginia, and Stuart Playlots in the Fiscal Year 2024-25 budget; complete smaller projects first; and provide map of traffic accidents.

Adopted **Resolution No. 32-24.**

**Motion by** Councilmember Melvin Willis

**Seconded by** Councilmember Gayle McLaughlin

Ayes (6): Councilmember Soheila Bana, Councilmember Gayle McLaughlin, Councilmember Melvin Willis, Councilmember Cesar Zepeda, Vice Mayor Claudia Jimenez, and Mayor Eduardo Martinez

Absent (1): Councilmember Doria Robinson

Passed (6 to 0)

## **X. NEW BUSINESS**

### **X.1 Temporary Moratorium on New Tobacco Retailers**

ADOPT an urgency ordinance placing a temporary 45-day moratorium on the issuance of any new permit, license, or other entitlement for any new tobacco retailer in the City of Richmond - (Mayor Martinez 510-620-6503/Vice Mayor Jimenez 510-620-6565/Councilmember Willis 510-412-2050). **This item was continued from the April 2, 2024, meeting. (PUBLIC COMMENT SESSION CLOSED. THIS ITEM IS FOR COUNCIL DELIBERATION AND VOTING ONLY)**

Community Development Director Lina Velasco gave an overview of the matter.

Oscar Garcia gave comments via Zoom.

A motion was made to adopt the urgency ordinance and for a temporary 45-day moratorium on the issuance of new permits.

Adopted **Ordinance No. 03-24 N.S.**

**Motion by** Councilmember Melvin Willis

**Seconded by** Vice Mayor Claudia Jimenez

Ayes (6): Councilmember Soheila Bana, Councilmember Gayle McLaughlin, Councilmember Melvin Willis, Councilmember Cesar Zepeda, Vice Mayor Claudia Jimenez, and Mayor Eduardo Martinez

Absent (1): Councilmember Doria Robinson

Passed (6 to 0)

## **X.2 Presentation of Management and Performance Audit of the Port of Richmond**

RECEIVE a presentation from Government Performance & Policy (GPP) Analytics Inc. on the Management and Performance Audit of the Port of Richmond – Finance Department (Nickie Mastay 510-620-6602/ Andrea Miller 510-620-6790/ Nannette Beacham 510-621-1306/ Charles Gerard 510-620-6792).

Deputy City Manager Nickie Mastay gave an overview of the matter. Julian Metcalf from GPP Analytics, Inc. presented a PowerPoint which highlighted the following: Scope questions and findings; Finding 1: Port Specific Plan; Finding 2: Port Procedures; Finding 3: Maintenance Staff and Deferred Maintenance; Finding 4: Finance Staff and Financial Monitoring; Finding 5: Lease Solicitation, Selection, and Vetting Process; Finding 6: Lease Volume Guarantee Verification and Documentation; Finding 7: Environmental Compliance and Lease Monitoring; Finding 8: Security at Port Facilities; Finding 9: Debt to the General Fund; and Finding 10: Personal Emails.

Discussion ensued. Port Director Charles Gerard, Finance Director Andrea Miller, Senior Business Assistance Officer Lizeth Zepeda, and Senior Accountant Rita Martinez provided responses to the auditor's findings.

Jamin Pursell gave comments in person. Jim Hanson and Eli Moore gave comments via Zoom. Further discussion ensued.

*(A motion made by Councilmember McLaughlin, seconded by Councilmember Zepeda extended the meeting to complete Item X.2. passed by the following vote: Ayes: Councilmembers Bana, McLaughlin, Willis, Zepeda, Vice Mayor Jimenez, and Mayor Martinez. Noes: None. Absent: Councilmember Robinson. Abstain: None.)*

The city council recommended that staff adopt the recommendations in the auditor's findings and establish a plan to resolve the findings and outline which departments are responsible for resolving and implementing them. The City Manager's Office and Mayor's Office staff will work in collaboration on an agenda item regarding the Port audit for a future city council meeting.

## **Y. ADJOURNMENT**

There being no further business, the meeting adjourned at 11:28 p.m., to meet again on April 23, 2024.

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Clerk of the City of Richmond

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Mayor