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# Agenda

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**PLEASE NOTE: HYBRID MEETING FORMAT**

- REGULAR MEETING OF THE RICHMOND HOUSING AUTHORITY
- REGULAR MEETING OF THE RICHMOND CITY COUNCIL

Tuesday, December 3, 2024, 4:30 p.m.

Community Services Building

440 Civic Center Plaza

Richmond, CA 94804

**Members:**

**Eduardo Martinez, Mayor at Large**

**Melvin Willis, Councilmember District 1**

**Cesar Zepeda, Councilmember District 2**

**Doria Robinson, Councilmember District 3**

**Soheila Bana, Councilmember District 4**

**Gayle McLaughlin, Councilmember District 5**

**Claudia Jimenez, Vice Mayor, District 6**

**Jaycine Scott, Housing Authority Tenant Commissioner**

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**In Person:** Anyone who desires to address the City Council on items appearing on the agenda, *including Open Forum*, must complete and file a pink speaker’s card with the City Clerk **prior** to the City Council’s consideration of the item. Once the City Clerk has announced the item, no person shall be permitted to speak on the item other than those persons who have submitted their names to the City Clerk. **Each speaker will be allowed up to TWO (2) MINUTES to address the City Council on NON-PUBLIC HEARING items listed on the agenda. Speakers are allowed up to THREE (3) minutes on PUBLIC HEARING items.**

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Open Session and City Council: Please click the link below to join the webinar:  
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Passcode: ccmeeting

**By iPhone one-tap:** US: +16699006833,,99312205643# or +13462487799,,99312205643#

**By Telephone:** Dial (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

**Webinar ID: 993 1220 5643**

International numbers available: <https://zoom.us/u/aehrwCglSx>

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**\*\*The mayor will announce the agenda item number and open public comment when appropriate.**

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**Via eComments:** eComments are available once an agenda is published. Locate the meeting in "upcoming meetings" and click the comment bubble icon. Click on the item you wish to comment on. eComments can be submitted when the agenda is published and until the conclusion of public comments for the agenda item. Email your comment to [cityclerkdept@ci.richmond.ca.us](mailto:cityclerkdept@ci.richmond.ca.us) should you have difficulty submitting an eComment during a meeting.

**Via email:** to [cityclerkdept@ci.richmond.ca.us](mailto:cityclerkdept@ci.richmond.ca.us) by 1:00 p.m. the day of the meeting.

Emails **MUST** contain in the subject line 1) public comments – Open Session prior to Closed Session; 2) public comments – Open Forum; or 3) public comments agenda item # \_\_\_ [include the agenda item number].

Properly labeled public comments will be considered a public record, put into the official meeting record, available after the meeting as supplemental materials, and will be posted as an attachment to the meeting minutes when the minutes are posted: <http://www.ci.richmond.ca.us/Archive.aspx?AMID=31>

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**Procedures for Removing Items from the Consent Calendar:** Members of the public who request to remove an item from the consent calendar must first discuss the item with a staff member by phone or a back-and-forth email discussion, and state the name of the staff member when requesting removal of the item from the consent calendar (**by 2 p.m. the day of the meeting**).

Any member of the City Council who would like to remove an item from the consent calendar must notify the appropriate staff person and the City Clerk's Office prior to the meeting. Although members of the City Council are encouraged to ask questions and share concerns with staff ahead of the meeting, they are not required to do so.

The Clerk's Office must be informed of any requests to remove items from the Consent Calendar. Items removed from the Consent Calendar shall be placed at the end of the agenda for consideration.

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**Unless otherwise noted in an agenda description, all actions taken by the Council include a determination that CEQA does not apply (i.e., the action is not a project and therefore exempt from CEQA).**

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

4:30 p.m.

**B. ROLL CALL**

**C. CLOSED SESSION**

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

- Bryant v. Gage

**C.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)**

- Title: City Attorney

**C.3 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (initiation of litigation pursuant to paragraph (4) of Subdivision (d) of Government Code Section 54956.9)**

- One Case

**C.4 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

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

**E. ADJOURN TO CLOSED SESSION**

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**F. REGULAR MEETING OF THE RICHMOND HOUSING AUTHORITY**

6:25 p.m.

**G. PLEDGE OF ALLEGIANCE****H. ROLL CALL****I. STATEMENT OF CONFLICT OF INTEREST****J. REPORT FROM THE EXECUTIVE DIRECTOR****K. AGENDA REVIEW****L. HOUSING AUTHORITY OPEN FORUM****M. HOUSING AUTHORITY CONSENT CALENDAR**

- M.1 On-Call for As-Needed Temporary Staffing Services Contracts with Express Services, Inc.; Renoir Staffing LLC; and Beatty's Services, Inc. for Unit Turnovers and Work Orders** 12

ADOPT a resolution authorizing on-call temporary staffing maintenance services contracts with Express Services, Inc.; Renoir Staffing LLC; and Beatty's Services, Inc. for as-needed services, in an amount not to exceed \$900,000, per firm from December 1, 2024, to June 30, 2027, with two additional one year extension options to support unit turnover activities and work orders at Nystrom Village – Richmond Housing Authority (Antoinette Terrell/Gregory Palomino 510-621-1361).

- M.2 Exempt Surplus Land Designation for the Nevin Plaza II Senior Affordable Housing Project** 347

ADOPT a resolution determining and declaring land owned by the Richmond Housing Authority to be Exempt Surplus Land pursuant to Government Code Section 54221(f)(1)(F). The land (APN 515-261-014-2) will be ground leased for development of the Nevin Plaza Phase II affordable senior housing project – Richmond Housing Authority (Antoinette Terrell 510-620-6784/Nannette Beacham 621-1306).

**N. ADJOURNMENT**

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

6:30 p.m.

**P. ROLL CALL****Q. STATEMENT OF CONFLICT OF INTEREST****R. AGENDA REVIEW****S. REPORT FROM THE CITY ATTORNEY OF FINAL DECISIONS MADE DURING CLOSED SESSION****T. REPORT FROM THE CITY MANAGER (public comment allowed under Open Forum)****T.1 NEW EMPLOYEE REPORT - 1st Tuesday****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)

**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.)

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

**V.1.a Third Amendment to Legal Services Agreement with Bennett, Gelini and Gelini, APC, to increase compensation and extend the end term** 354

APPROVE a third amendment to the legal services agreement with Bennett, Gelini and Gelini, APC, to increase the compensation by \$300,000 for a total amount not to exceed \$559,990 and extending the term to end December 31, 2027 – City Attorney's Office (Kimberly Chin 510-620-6709/Shannon Moore 510-620-6505).

**V.1.b Legal Service Agreement Amendment with Kramer Workplace Investigations** 388

APPROVE an amendment to the legal services agreement with Kramer Workplace Investigations to extend the term to June 30, 2026, and increase the payment limit by \$150,000 for a total amount not-to-exceed \$250,000– City Attorney's Office/Human Resources Department (Dave Aleshire/Shannon Moore/Nickie Mastay/Sharrone Taylor 510-620-6600).

<b>V.2</b>	<b>Community Development</b>	
<b>V.2.a</b>	<b>Purchase of Encrypted Radios for Code Enforcement</b>	<b>424</b>
	APPROVE the purchase of 11 encrypted hand radios from Motorola Solutions, for an expected total cost of \$75,079.72 for Code Enforcement – Community Development Department (Lina Velasco/Eva Mann 510-621-1283).	
<b>V.3</b>	<b>Finance Department</b>	
<b>V.3.a</b>	<b>Update Guiding Fiscal Policy</b>	<b>433</b>
	REVIEW and ADOPT updates to the Guiding Fiscal Policy – Finance Department (Shasa Curl/Nickie Mastay 510-620-6609/Andrea Miller 510-620-6790/Mubeen Qader 510-412-2077).	
<b>V.3.b</b>	<b>Update on Financial Policies and Administrative Policy Manual</b>	<b>445</b>
	APPROVE updated Finance Policies and Administrative Policy Manual - Finance Department (Andrea Miller 510-620-6790/Mubeen Qader 510-412-2077/Jerry Gurule 510-620-6591).	
<b>V.4</b>	<b>Human Resources</b>	
<b>V.4.a</b>	<b>Amend contract with GovernmentJobs.com dba NEGOV</b>	<b>568</b>
	APPROVE the first amendment to the contract with GovernmentJobs.com dba NEGOV to increase the total payment limit by \$300,555.40 for a total amount not to exceed \$351,540.05 and extend the term to January 27, 2028 – Human Resources Department (Nickie Mastay/Sharrone Taylor 510-620-6602).	
<b>V.4.b</b>	<b>Amend Salary Schedule</b>	<b>628</b>
	ADOPT a resolution amending the salary schedule to add the Assistant Deputy Director of Public Works, Assistant Transportation Planner, Associate Transportation Planner, Senior Transportation Planner, and the Contract Compliance Administrator classifications – Human Resources Department (Sharrone Taylor/Nickie Mastay 510-620-6602).	
<b>V.4.c</b>	<b>Amend Position Control</b>	<b>635</b>
	ADOPT a resolution to amend staffing and position control list and allocate the necessary salary, wages, and benefits as required – Human Resources Department (Nickie Mastay/Sharrone Taylor 510-620-6602).	

**V.5 Library and Community Services****V.5.a Commission On Aging Senior Winter Ball Caterer 640**

APPROVE a contract with El Sol Restaurant & Catering for a full-service catering for the Senior Winter Ball scheduled on December 14, 2024, in an amount not to exceed \$13,500 and for a term beginning December 1, 2024, to December 31, 2024 - Community Services Department (Kymberlyn Carson-Thrower 510-620-6789/Ranjana Maharaj 510-620-6972).

**V.5.b Calendar Years 2025-2027 Richmond Fund for Children and Youth Grant Awards 670**

ADOPT a resolution approving grant award recommendations from the Richmond Fund for Children & Youth (RFCY) Oversight Board for Calendar Years 2025-2027 to 37 youth-serving public and nonprofit organizations in a total amount not to exceed \$6,734,835 annually; APPROPRIATE a total of \$4,000,000 from the RFCY Fund Balance into the Fiscal Year (FY) 2024-25 budget and future FY budgets to cover all RFCY grant awards through the three-year grant cycle; ACCEPT and APPROPRIATE all grant funds awarded to City of Richmond departments up to the amounts awarded per calendar year; and AUTHORIZE the city manager, or their designee, to negotiate and execute grant service agreements with approved grantees - City Manager's Office (Patrick Seals 510-307-8016/Nicholas Delgado 510-620-6523/LaShonda White 510-620-6828).

**V.6 Public Works****V.6.a Resolution to Approve a Construction Agreement with BuildCorp, Inc for the Lincoln Elementary School Safe Route to School Improvement Project (SRT)- CML -5137(055) 784**

ADOPT a resolution to approve a construction agreement with BuildCorp, Inc for the Lincoln Elementary School Safe Route to School Improvement Project in an amount not to exceed \$456,000; and AUTHORIZE the director of public works to approve change orders, if necessary, for a contingency amount of up to \$68,400 which is 15 percent of the contract amount, for a total contract amount not to exceed \$524,400 – Public Works Department (Hillal Hamdan 510-621-1612/Robert Armijo 510-620-5477/Daniel Chavarria 510-620-5478).

- V.6.b Resolution to Award a Contract to Watearth for Operational Cost Study of Wastewater Treatment Plant, Sewer Collections System, and Stormwater Collections System** 1101

ADOPT a resolution to award an 18-month contract for \$670,947 with Watearth beginning on December 1, 2024, and ending on May 31, 2026, for Operational Cost Study of Wastewater Treatment Plant, Sewer Collections System, and Stormwater Collections System – Public Works Department (Jeffrey Barich 510-412-2009/Robert Armijo 510-620-5477/Daniel Chavarria 510-620-5478).

- V.6.c Resolution to Approve a Contract with SwiftComply, Inc. for Fats, Oils, and Grease (FOG), Industrial Pretreatment, and Stormwater Monitoring Services** 1264

ADOPT a resolution to approve a three-year contract with SwiftComply, Inc, for FOG, Industrial Pretreatment, and Stormwater Monitoring Services in an amount not to exceed \$239,155.00 beginning January 1, 2025 and ending on December 31, 2027, with two optional one-year extensions for a total amount of \$129,053.00 for both option years; and AUTHORIZE the Director of Public Works to approve change orders, if necessary, for a contingency amount of up to \$35,873.25 which is 15 percent of the bid amount, for a potential contract total amount not to exceed \$275,028.25 - Public Works Department (Bradley Harms 510-307-8094/Mary Phelps 510-621-1269/Daniel Chavarria 510-620-5478).

## **W. BUDGET SESSION**

- W.1 City Council's Direction for Investment Policy Update** 1338

REVIEW the City's Investment Policy and ADOPT a resolution to approve the updated policy – Finance Department (Andrea Miller 510-620-6740).

## **X. PUBLIC HEARINGS**

- X.1 Code Enforcement Lien and Special Assessment List for May 1, 2023 – April 30, 2024** 1358

HOLD a public hearing; and ADOPT a resolution authorizing the City of Richmond to levy special assessments against certain properties with unpaid invoices related to administrative citations, and nuisance abatement costs pursuant to Richmond Municipal Code Chapters 2.62, 6.38, 9.22, and 11.76 – Community Development Department (Lina Velasco/Eva Mann 510-621-1283).

**X.2 Appeal of Encroachment Permit (#EN23-00843) Denial for Up & Under Pub & Grill BBQ Smoker**

1369

RECEIVE AND APPROVE an update on the appeal of an Encroachment Permit Application #EN23-00843 for the Up & Under Pub & Grill, PROVIDE guidance on the Applicant's proposal and the draft Compliance Agreement, and CONTINUE this item to February 4, 2025, for presentation of the final Compliance Agreement – Public Works Department (Robert Armijo 510-620-5477)/City Attorney's Office (Dave Aleshire 510-620-3509). **PUBLIC HEARING IS CLOSED; COUNCIL DELIBERATION ONLY.**

- Y. 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)**
- Z. ADJOURNMENT**
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