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# Agenda

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**PLEASE NOTE: HYBRID MEETING FORMAT**

**- REGULAR MEETING OF THE RICHMOND CITY COUNCIL**

Tuesday, February 18, 2025, 4:30 p.m.

Community Services Building

440 Civic Center Plaza

Richmond, CA 94804

**Members:**

Eduardo Martinez, Mayor at Large

Jamelia Brown, Councilmember District 1

Cesar Zepeda, Vice Mayor, District 2

Doria Robinson, Councilmember District 3

Sheila Bana, Councilmember District 4

Sue Wilson, Councilmember District 5

Claudia Jimenez, Councilmember District 6

**NOTICE: MASKS ARE STRONGLY ENCOURAGED!!**

**\*\*\*REGISTER TO VOTE HERE!!\*\*\***

**<https://registertovote.ca.gov/>**

Link to City Council Agendas/Packets

**<http://www.ci.richmond.ca.us/4157/City-ofRichmond-Council-Meetings>**

Register to receive notification of new agendas, etc.

<http://www.ci.richmond.ca.us/list.aspx>

**HOW TO WATCH THE MEETING FROM HOME:**

1. KCRT – Comcast Channel 28 or AT&T Uverse Channel 99
2. Livestream online at <http://www.ci.richmond.ca.us/3178/KCRT-Live>

**HOW TO SUBMIT PUBLIC COMMENTS:**

**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.**

**Via Zoom:** Anyone who desires to address the City Council on items appearing on the agenda, *including Open Forum*, must raise their hand once public comment is open. **The public speakers attending in person will be called first, followed by Zoom participants. Only those public speakers that have their hand raised once the speakers are called will be recognized.**

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

<https://zoom.us/j/99312205643?pwd=MDdqNnRmS2k4ZkRTOWhIUldQOUF1Zz09>

**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>

**To comment by video conference:** click on the Participants button at the bottom of your screen and select the “**Raise Your Hand**” button to request to speak when Public Comment is being asked for. **When called upon, press the unmute button. After the allotted time, you will then be re-muted. \*\***

**To comment by phone:** you will be prompted to “**Raise Your Hand**” by pressing “**\*9**” to request to speak when Public Comment is asked for. **When called upon, you will be asked to unmuted by pressing \*6.** After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at:

[https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone.](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone) \*\*

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

**Via mail:** received by 1:00 p.m. the day of the meeting, sent to 450 Civic Center Plaza, 3rd Floor, Office of the Clerk, Richmond, CA 94804.

**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>

***The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the City Council receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.***

**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.

**CONDUCT AT MEETINGS:** Richmond City Council meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the City Council or the agenda item at hand, and may not cause immediate threats to public safety.

**[Click here for City Harassment Policy](#)**

**Accessibility for Individuals with Disabilities:** Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary

aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [cityclerkdept@ci.richmond.ca.us](mailto:cityclerkdept@ci.richmond.ca.us) or submitted by phone at 510-620-6513, ext. 9, or 510-620-6509. Requests made by mail to City Clerk's Office, City Council meeting, 450 Civic Center Plaza, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

**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).**

Disclaimer: The City Clerk's Office translates agendas to enhance public access. Translated agendas are provided as a courtesy and do not constitute legal notice of the meeting or items to be discussed. In case of discrepancy, the English agenda will prevail.

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Pages

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

4:30 p.m.

**B. ROLL CALL**

**C. CLOSED SESSION**

**C.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)**

- Title: City Clerk
- Title: City Attorney

**C.2 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

- Agency Representatives: Sharrone Taylor, Jack Hughes, Lisa Charbonneau

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

- City of Richmond v. Riggers Loft Wine Company

**C.4 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)**

- One Case

**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 CITY COUNCIL**

6:30 p.m.

**G. PLEDGE OF ALLEGIANCE****H. ROLL CALL****I. STATEMENT OF CONFLICT OF INTEREST****J. AGENDA REVIEW****K. REPORT FROM THE CITY ATTORNEY OF FINAL DECISIONS MADE DURING CLOSED SESSION****L. REPORT FROM THE CITY MANAGER (public comment allowed under Open Forum)****M. 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)

**N. 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.)

**N.1 City Clerk's Office****N.1.a Meeting Minutes**

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APPROVE the minutes of the January 7, 2025, and February 4, 2025, regular City Council meetings and the January 14, 2025, Swearing-In Ceremony - City Clerk's Office (Pamela Christian 510-620-6513).

**N.2 Finance Department****N.2.a Budget Book Compilation and Publishing Services**

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APPROVE a contract with Govdollars Consulting in an amount not to exceed \$66,000, over a three-year term from February 1, 2025, through January 31, 2028, with two one-year extension options for \$16,000, annually to provide budget book compilation services – Finance Department (Andrea Miller 510-620-6790/ Mubeen Qader 510-412-2077/Jerry Gurule 510-620-6591).

**N.2.b Investment and Cash Balance Report, Monthly Overtime Reports, and Documentary Transfer Tax Report for the Month of December 2024**

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

|            |   |  |
|------------|---|--|
| <b>N.3</b> | <b>Human Resources</b>  |  |
|            | <b>N.3.a</b>  | <b>Receive the 2024 Annual Report of the Personnel Board</b> 184   |
|            |   | RECEIVE the 2024 Annual Report of the Personnel Board to adhere to the requirement that the annual report is transmitted to the City Council on an annual basis - Human Resources Department (Nickie Mastay/Sharrone Taylor 510-620-6602).   |
| <b>O.</b>  | <b>BUDGET SESSION</b>   |  |
|            | <b>O.1</b>  | <b>Guiding Fiscal Policy Update</b> 194  |
|            |   | 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>O.2</b>  | <b>Financial Policies and Administrative Policy Manual Update</b> 206  |
|            |   | ADOPT a resolution approving the updates to the Finance Policies and Administrative Policy Manual and adopting the Unclaimed Funds Policy - Finance Department (Andrea Miller 510-620-6790/Mubeen Qader 510-412-2077/Jerry Gurule 510-620-6591).   |
| <b>P.</b>  | <b>PUBLIC HEARINGS</b>  |  |
|            | <b>P.1</b>  | <b>Keller Beach Sanitary Sewer Moratorium- Adoption of Urgency Ordinance</b> 475   |
|            |   | ADOPT an urgency ordinance, pursuant to Government Code Section 65858, establishing a temporary moratorium (45 days) on the issuance of building permits requiring a new sewer connection to the Keller Beach Sanitary Sewer (KBSS) and declaring the urgency thereof pursuant to Government Code Section 65858. The ordinance is not a project under the California Environmental Quality Act (CEQA), as it maintains the existing physical environment and prevents changes in the environment, thereby having no potential for direct or reasonably foreseeable indirect physical change (CEQA Guidelines Section 15378(a)). It is also exempt under Guidelines Sections 15060(c)(2), as the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment, and Section 15061(b)(3), as there is no possibility that adoption of this ordinance will have a significant effect on the environment because it maintains the existing condition of the environment - Public Works Department (Daniel Chavarria 510-620-5478/Robert Armijo 510-620-5477). |
| <b>Q.</b>  | <b>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)</b> |  |
| <b>R.</b>  | <b>ADJOURNMENT</b>  |  |