

January 25, 2008

**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  
Thursday, January 24, 2008, 8:41 a.m.

**Attendance:** Present: Chair Rogers and Members Butt (*arrived at 9:19a.m.*), Lopez and Viramontes  
Absent: None

**FINANCE, ADMINISTRATIVE SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE**

*A motion made by Councilmember Rogers, seconded by Councilmember Lopez, recommended approved and forwarded the following item without discussion:*

*Discuss & Consider recommending adoption of a resolution authorizing standing order library purchases of materials and services from various vendors, including, but not limited to: 3-M; AEC Publishing; Alternative Work Environments; Amazon.com; Applied Microfilm Systems; Baker and Taylor Books; BarnesandNoble.com; Bay Area Library and Information System (BALIS); Book Wholesalers, Inc.; Brodart, Inc.; CALIFA; EBSCO; Follett Media Distribution; Gale Publishing; Ingram Library Services; Inland Business Systems; Innovative Interfaces; Landmark Audio Books; Lectorum, Inc.; Midwest Tape, Inc.; North Bay Cooperative Library System; OCLC; Pitney Bowes; ProQuest; Quality Books, Inc.; Recorded Books; RefUSA; The Library Corporation; Useful; World Book; in an amount not to exceed \$433,400 per each fiscal year 2007-2010*

*The following items were recommended for approval and forwarded to the full City Council. There was no quorum:*

*Discuss & Consider recommending adoption of a resolution authorizing the Executive Director to execute all documents necessary to loan BRIDGE Housing \$1,000,000 in two phases:*

- a. An 18-month predevelopment loan not to exceed \$450,000*
- b. A 55-year loan not to exceed \$1,000,000 to be used to pay off the predevelopment loan and rehabilitate The Carquinez – (Richmond Community Redevelopment Agency) Steve Duran 307-8140.*

***Discuss & Consider recommending adoption of resolutions related to the Nevin Park Improvement Project: (1) City Resolution approving the use of redevelopment funds, making findings and approvals and awarding a contract to Bay Cities Paving and Grading, Inc., in an amount not to exceed \$2,822,868.60 for public improvements to Nevin Park; and (2) Agency Resolution approving the expenditure of funds and making findings and approvals for certain public improvements to Nevin Park.***

***Discuss & Consider recommending approval to purchase a wheel loader from Pape Machinery for a cost of \$113,891.75***

***Discuss & Consider recommending approval of a two-year contract with MCK Services, Inc., for street paving services in an amount not to exceed \$175,000***

***Discuss and consider recommending approval of a two-year contract with Delta Grinding Inc. for street paving services in an amount not to exceed \$175,000***

***Discuss & Consider recommending award of a construction contract for the repair of a retaining wall on Water Street in Point Richmond to Ghilotti Bros., in the amount of \$398,888 with a contingency and reserve not to exceed \$40,000***

***Discuss & Consider recommending adoption of a resolution appropriating \$355,514 in funding, and approving a two-year contract between the City of Richmond and Contra Costa County Health Services for support of the Fire Department's Hazardous Materials Response Program from July 1, 2007, to June 30, 2009***

**Items discussed:**

***Discuss & Appoint a Chair and Vice Chair of the Finance, Administrative Services and Economic Development Standing Committee for the 2008 calendar year***

A motion was made by Chair Rogers, seconded by Councilmember Lopez, appointed Councilmember Viramontes as Chairperson and Councilmember Lopez as Vice Chairperson.

***Update regarding West Contra Costa Transportation Advisory Committee (WCCTAC) capital project bond financing program using STMP funds***

- Chair Viramontes stated that this is the West Contra Costa Advisory Committee's first attempt for a regional bond program for transportation projects. This bond program is to be financed by regional developers fees, which total approximately \$98 million raised in our region over 20 years. In order to secure a better bond rating, there was a process set up for other types of funds that would be called on second, third, or fourth if the developer fees collected did not provide as much as anticipated.
- Mark Curran, Piper Jaffrey, presented a PowerPoint. STMP funds are expected to range from \$2 million to \$5 million per year and the revenues are expected to pay

all debt service on the bonds. Three major capital projects will cost \$7 million to \$14 million each. The entire program will be structured to minimize any need for Measure J funds. Pay-as-you-go funding is not practical because the project cost is high and the funds are needed before construction can begin. The net bond proceeds are \$27 million. The next steps include providing an updated revenue forecast of developer impact fees, provide each Member Agency with revised cash flows and an update on the bond financing program and receive both Member Agency approval as well as WCCTAC Board approval.

- A new independent firm will be looking at the forecast of funding coming from developer fees.

***Discuss & recommend a policy for the selection of the Vice Mayor***

- Councilmember Rogers proposed that the longest serving Councilmember without having served as Vice-Mayor will be appointed. Should the eligible Councilmember refuse the appointment, the councilmember that has served the next longest uninterrupted term without serving as Vice Mayor, would be offered the appointment and the initial councilmember would be placed at the bottom of the pool. This process continues in seniority order until a councilmember accepts the appointment.
- Councilmember Lopez suggested that the longest serving Councilmember without having served as Vice-Mayor in the last 4 years and within the last election should be appointed.

**OUTCOME:**

A motion by Councilmember Rogers, seconded by Councilmember Lopez to recommend to the Full City Council that the recommended policy be that the longest serving Councilmember without having served as Vice-Mayor will be appointed, unless the Councilmember has served within 4 years of the date of the vote for Vice-Mayor.

***Discuss & Consider ways to schedule items on the City Council's agenda to encourage more public participation***

- Councilmember Rogers stated that if the public is aware of the time period in which their item of interest will be discussed, it is more likely that prospective speakers will remain to provide comments and encourage more public participation and that there is set time scheduled for presentations, proclamations & commendations to be held on the last meeting of the month. As a courtesy to the public, if possible, the City Council agenda will include estimated times for agenda items to be heard for items that are of considerable public interest.

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez to recommend that all presentations, proclamations and commendations be scheduled on the last Council meeting of the month at 6 p.m. and allocate a 5 minute time limit for each and that the order of the agenda be changed as follows: Roll Call, Statement of Conflict of Interest, Agenda Review, Report from City Attorney, Approval of Consent Calendar, Public Hearings, Open Forum, all other items to follow as usual.

***Discuss & Consider recommending adoption of a resolution to approve a contract with Callander Associates in an amount not to exceed \$420,000 to provide comprehensive planning and design services for the 23rd Street Streetscape Improvement Project, for a term beginning December 1, 2007 and ending December 31, 2009***

- Alan Wolken, stated that the Redevelopment Agency has conducted several interactive workshops with the community and the local 23<sup>rd</sup> Street Merchant's Association. Staff issued Request for Proposals to over 200 firms. Based on proposal review, interviews and proposal rankings, Callander Associates was selected.
- Callander Associates will help refine the community's vision, design the streetscape improvements, prepare conceptual design drawings, and lay the design foundation that will result in the preparation of construction documents for bidding.
- The program improvements will include new street furniture, pedestrian-scale street lights and signals, street trees and related landscaping, sidewalks and crossings with decorative hardscapes, bike lanes and public art, among other things.

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers, recommended this item for approval to the full City Council.

***Discuss & Consider recommending adoption of a resolution approving a contract amendment with Ghirardelli Associates, for maintenance services at Marina Bay, adding \$374,542 to the existing contract to bring the total contract to an amount not to exceed \$691,300, and extending the termination date from December 30, 2008 to December 31, 2009.***

- Alan Wolken stated that the funding source to pay for this line item is the participation fee that the Redevelopment Agency receives on residential unit sales on certain units in Marina Bay, totaling 1.5% of the gross sales price on each sale.

- Ghiradelli Associates has provided inspection and construction management services for the City and Agency in Marina Bay since October 2006 and will provide technical, project and construction management support, including review, selection and management of subcontractors, selection of materials, reviewing technical specifications, developing bid documentation and overseeing the public bidding process.
- Councilmember Rogers asked in funds that will be used for this contract, could be diverted to help with the matching funds required for the Marina Bay grade separation. Mr. Wolken replied that, at this point, these funds are restricted to a certain area by the Marina Bay Master Development Agreement, which sunsets in 2010. Once, the agreement expires, the funds can be allocated to other capital improvements in other areas of Marina Bay.

OUTCOME:

A motion was made by Chair Viramontes, seconded by Councilmember Lopez, moved the item to the full City Council, with the condition that if the City Attorney opines that the Marina Bay Master Development Agreement funds can be used for projects outside the project area, that the City Council choose between using the funds for the Marina Bay underpass or for funding of the proposed contract with Ghiradelli Associates.

***Review of the Monthly Cash Balances and Investment Report for the Month of November 2007***

- Chair Viramontes asked for an explanation for funds reported negative on the Cash Balance by Fund monthly report.
- James Goins, Finance Director, stated that Paratransit Operations are currently negative \$555,521.33 and is currently undergoing a performance audit and major changes will have to be made to the program. Recommendations to resolve this on-going deficit will be made during the Mid-Year review. Cost recovery is an internal service fund, which is negative \$745,988.83. Fund transfers will be done to correct this and the amount will be broken down and identified further. The General Debt Service is negative \$519,101.11 due to an internal transfer that needs to be performed from the trustee. The Capital Improvement fund is negative \$1,401, 234.73 because the money has been transferred to the trustee to make the debt service payments and there is an interim gap. The Municipal Sewer Fund is negative \$1, 412,829.04. The amount of money collected from each parcel is not sufficient to cover the expenses incurred. The sewer rates have not been adjusted since 1992.
- Councilmember Lopez suggested that the Mid-Year Budget review be presented to the finance Committee before it goes to the full City Council.

OUTCOME:

Jim Goins, Financer Director, indicated that he will give a detailed staff analysis regarding the negative funds to the Finance Committee and City Council during the Mid-Year Budget review on February 5, 2008.

**OPEN FORUM/PUBLIC COMMENT**

None.

**ADJOURNED**

The meeting adjourned at 10:23 a.m.