

**CITY OF RICHMOND  
FINANCE, ADMINISTRATIVE SERVICES AND ECONOMIC  
DEVELOPMENT STANDING COMMITTEE**

**COUNCILMEMBER BUTT  
COUNCILMEMBER LOPEZ**

**COUNCILMEMBER ROGERS  
COUNCILMEMBER VIRAMONTES, Chair**

**NOTICE OF A REGULAR MEETING  
OF THE  
FINANCE, ADMINISTRATIVE SERVICES, and ECONOMIC DEVELOPMENT  
STANDING COMMITTEE**

**Friday, October 17, 2008  
9:00 a.m.**

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING** of the Finance, Administrative Services and Economic Development Committee will be held Friday, October 17, 2008, at 9:00 a.m., in the Council Chambers of Richmond City Hall South, 1401 Marina Way South, Richmond, California.

**THE PURPOSE OF THE MEETING IS AS FOLLOWS:**

**A. CONSENT CALENDAR**

1. **DISCUSS & CONSIDER**: recommending approval to establish a pool of performance audit firms to include Macias Consulting Group, Kevin W. Harper, CPA & Associates, Matrix Consulting Group, and MGT of America, Inc. to the internal audit program and approval to contract with each member of the pool for an amount not to exceed \$150,000 - (Finance Department) James Goins 620-6740
2. **DISCUSS & CONSIDER**: recommending that the Agency Board adopt a resolution approving an amendment to the contract with Richmond Main Street Initiative, Inc. (RMSI) for program management services, increasing the contract amount by \$96,500, from \$112,500 to \$209,000, and extending the term to June 30, 2009 - (Richmond Community Redevelopment Agency) Steve Duran/Thomas Mills 307-8140.
3. **REVIEW**: of the Check Register - (Finance Department) James Goins 620-6740.
4. **UPDATE**: on Fiscal Policy - (Finance Department) James Goins 620-6740.
5. **REVIEW**: the City's Investment and Cash Balance Report for the month of July 2008 - (Finance Department) James Goins 620-6740.

## **B. CONTRACTS & PAYMENTS**

1. **DISCUSS & CONSIDER**: recommending that the City Council approve a contract with Muller & Caulfield Architects (M&C) to provide architectural, engineering and construction support services for the retrofit at 2705 Macdonald Avenue to house the Employment & Training Department in an amount not to exceed \$281,893 with a term from November 1, 2008, through June 30, 2010 - (Redevelopment Agency/Employment & Training) Steve Duran/Sal Vaca 307-8140.

## **C. ADMINISTRATION, FISCAL POLICY & COUNCIL DIRECTED POLICY**

1. **ACKNOWLEDGE**: receipt of the City of Richmond Single Audit Report for the fiscal year ended June 30, 2007 – (Finance Department) James Goins 620-6740.
2. **DISCUSS & CONSIDER**: (1) approval of the Emergency Grant Program guidelines and application and (2) provide direction to staff regarding the implementation of an administrative grant review process - (City Manager's Office) Bill Lindsay 620-6512.

## **OPEN FORUM/PUBLIC COMMENT**