

July 28, 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
Friday, July 28, 2008, 9:37 a.m.

Attendance: Present: Members Butt, Lopez, and Rogers
Absent: Chair Viramontes

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

Review of the City's Cash and Investment Report

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers received the report.

Review of the Check Register

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers received the register.

Update on Fiscal Policy

No discussion.

Approve summary notes of the Finance Standing Committee meeting held on June 20, 2008

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers approved the summary notes.

Acknowledge receipt of the Public Works Audit Report as prepared by Kevin W. Harper, CPA for Fiscal Year 2008

- Belinda Mitchell, Finance Department stated that the Finance Department entered into a competitive bid process to establish a pool of auditors. From this pool, Kevin W. Harper was selected to perform an audit of Public Works.
- Mr. Kevin Harper stated that the major findings have been that for several years, the lack of management employees has resulted in management and policy issues not being addressed, lack of job prioritization, lack of coordination with other divisions, lack of communication with Department and City senior management and with other departments. Many recommendations and actions were given.

OUTCOME:

A motion was made by Councilmember Butt, seconded by Councilmember Lopez, accepted the report and requested that quarterly reports be made to the Finance Standing Committee on the progress of the implementation of the recommended actions.

Discuss & consider approval of the amended Pre-Development Agreement with Auto Warehousing Company (AWC)

- Jim Matzorkis, Port Executive Director, stated that the Port of Richmond and Auto Warehousing Company (AWC) have been engaged in a co-marketing effort with American Honda Motors for their Northern California and Southwest Regions vehicle distribution for the past several months. On April 15, 2008, the City and AWC entered into a Pre-Development Services Agreement in order for the parties to evaluate and consider a possible modification of the premises.
- Councilmember Lopez asked if the City will incur any additional risk with this amended agreement. Attorney, Carlos Privat replied that from this point until the EIR is certified, the City has no risk.

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider recommending approval of a contract with Anacomp, Inc. for a three-year term for a total amount not to exceed \$300,000 for the term of the contract for Scanning, Indexing and Micrographics Services

- Diane Holmes, City Clerk, stated that the proposed contract will be “piggybacked” onto the competitively bid County of San Diego’s agreement. There is a large inventory of onsite files and in 2009 staff will relocate to the Civic Center City Hall and it will be necessary to store a majority of each

department's onsite files electronically and scanning services are needed to convert hard copy documents into electronic form.

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider approval of a three-year contract with Visible Strategies effective August 1, 2008, in an amount not to exceed \$110,000 for the implementation, servicing and annual subscription of see-it™, a software system designed to support staff in the collection, analysis and reporting of City goals, strategies and performance measures

- Jim Richman, Finance Department, stated that this can be used as both an internal tool to drive strategy development and consensus building and an external tool to provide transparency to stakeholders and to measure progress using key indicators.
- Councilmember Lopez asked how effective the system will be and if it will be utilized as intended and to its capacity. Mr. Richman replied that the system is very user friendly and easy to update information into.

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider recommending approval of contract amendment No. 2 with the Community Housing Development Corporation of North Richmond to increase the payment limit by \$212,209 for an amount not to exceed \$358,354 for the 2008 and 2009 calendar years

Discuss & consider recommending approval of a second amendment to the contract with Orrick, Herrington, and Sutcliffe (OHS) for legal representation in the lawsuit captioned Parchester Village Neighborhood Council versus the City of Richmond, increasing the amount by \$50,000 for a total of \$135,000, while maintaining the term expiration of December 2008

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider recommending approval of a contract with Gordon Rees, LLP, for evaluation and legal review of the City's Wastewater operations in the amount of \$325,000

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider recommending approval of a contract with Sally Swanson Architects to conduct a City-wide accessibility study and produce a transition plan for increasing disabled accessibility where necessary in an amount not to exceed \$157,500

- Bruce Soublet, Assistant City Attorney, stated that this study requires a review of every sidewalk and intersection, every building, every facility, and all property within the City, as well as all services provided by every department in the City. Sally Swanson will not be providing architectural services, but merely performing an analysis of ADA compliance.
- Councilmember Butt stated that State and Federal Law states that these types of procurements are made based on qualifications and then a price is negotiated.
- Councilmember Rogers stated that there can be potential legal issues regarding this matter and would like to have a more in depth discussion about this in closed session. There is already an item on the closed session to discuss ADA compliance issues and this item can be discussed at that time also.

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez, recommended that this matter be discussed further.

Discuss & consider recommending approval of the purchase of 13 Panasonic Toughbook laptop computers for the new fire engines, aerial ladder truck, and administrative staff vehicles from CDCE, Inc. in an amount not to exceed \$105,345

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider adopting a resolution renewing standing orders/outline agreements for technology related goods from various vendors in an amount not to exceed \$250,000 per vendor per fiscal year 2008-2009 to 2010-2011

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider adopting a resolution renewing standing orders/outline agreements for technology related services from various vendors in an amount not to exceed \$250,000 per vendor per fiscal year 2008-2009 to 2010-2011

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider approving a contract with Page & Turnbull, Inc., for an amount not to exceed \$150,000, to complete the Historical Context Statement and Reconnaissance Level Survey level of the Coronado, Iron Triangle, and Santa Fe neighborhoods

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider recommending authorization of payment up to \$210,000 for Richmond's share of the West County Agency's FY 2008-2009 budget

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Butt recommended approval.

Discuss & consider recommending authorization of payment to Contra Costa County Public Works for the operation and maintenance of the North Richmond Storm Drain Pump Station in an amount not to exceed \$137,000

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider recommending authorization of payment up to \$435,000 for the Contra Costa Clean Water Program per Resolution No.105-03

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider recommending authorization of payment up to \$2,340,950 for the Sanitary Sewer Collection System Operations and Maintenance Cost(s) for Veolia per the contract agreement

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider recommending authorization of payment up to \$2,443,547 for the Wastewater Treatment Plant Operations and Maintenance Cost(s) for Veolia per the contract agreement

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider recommending authorization of payment up to \$935,100 for the Storm Sewer Collection System Operations and Maintenance Cost(s) for Veolia per the contract agreement

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider recommending adopting a resolution approving the Design and Funding Agreement and the Disposition and Development Agreement (DDA) for the Richmond Transit Village Project to modify Section 302-7 of the DDA Compensation for Design Review and Construction Inspection

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider recommending that the Redevelopment Agency Board approve a contract with W.R. Forde, a Richmond based company, in an amount not to exceed \$235,000 for restoration of the Marina Bay shoreline protection system (“Riprap”) for a term of August 1, 2008, through December 31, 2008

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Receive the Façade Improvement Program brochure and provide comment

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider recommending adoption of resolutions amending the Bay Cities Paving & Grading Inc. contract for the North Richmond Street Improvement Project to increase the contract amount by \$110,000 in order to pay the final draw request, bringing the final contract price to \$3,821,613.55

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider award of a contract to Forster & Kroeger Landscape Maintenance for landscape management services for the Point Molate facilities and beach park area in an amount not to exceed \$231,500

- Tony Norris, Parks & Landscaping Superintendant, stated that the purpose for retaining a contractor is to provide fire hazard vegetation control including reduction of vegetative fuel loads and control of exotic and invasive species.

OUTCOME:

A motion was made by Councilmember Rogers, seconded by Councilmember Lopez recommended approval.

Discuss & consider approval of the payment of rental contracts for equipment and vehicle rentals to Hertz Equipment Rental Corporation in an amount not to exceed \$500,000

- Dee Karnes, Public Works, stated that the rental equipment and vehicles are expected to be returned upon delivery of 47 new pieces of equipment and vehicles. The vehicle and equipment orders will be delivered from the 2009 vehicle production which starts September 2008 through March 2009.
- Councilmember Lopez requested that the plan on when and what vehicles will be purchased also be included in the quarterly reports that will be given to the Finance Committee regarding the department's response to the public works audit.

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider approval of a contract amendment with MCK Services, Inc. and the Public Works Department to increase the amount to the monies budgeted in FY 2008-2009 for street paving equipment rental services in an amount not to exceed \$500,000

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider approval of the expenditure of budgeted FY 08/09 Equipment Replacement funds to purchase two bucket trucks, four dump trucks, and one transport-tractor truck to replace existing aged and worn vehicles which can no longer be certified for usage or further retrofitted with emission control devices in an amount not to exceed \$950,000

OUTCOME:

A motion was made by Councilmember Lopez, seconded by Councilmember Rogers recommended approval.

Discuss & consider approval of the expenditure of budgeted FY 08/09 Equipment Replacement funds to purchase 12 vehicles to replace existing aged and worn vehicles presently in Richmond's fleet in an amount not to exceed \$300,000

- Dee Karnes, Public Works, stated that staff is attempting to reduce greenhouse gas emissions, increase the fleet's fuel efficiency and improve local air quality. Two Chevy Tahoes are requested to provide proper accommodation for two seven feet tall police officers who do not fit in regular Ford Crown Victoria police cars.

OUTCOME:

A motion was made by Councilmember Rogers to recommend the purchase of the vehicles with the hybrid model Chevy Tahoes. Councilmember Lopez requested that the pricing option information be provided in a chart format next to the cost per vehicle life span chart.

Discuss & direct staff to consider ideas for a new motto and logo for Richmond, including, “We Can Do It, Again”

- Councilmember Rogers stated that this slogan would be appropriate because the Rosie the Riveter National Historic Park is located in Richmond and the slogan can also be in Spanish.

OUTCOME:

This item was forwarded to the full City Council for recommendations and direction on how to pursue the creation of a new motto and logo.

Follow-up discussion on the Nystrom United Revitalization Effort (NURVE) Project

OUTCOME:

Moved to the Finance Standing Committee of September 5, 2008.

OPEN FORUM/PUBLIC COMMENT

There were no public speakers

ADJOURNED

The meeting adjourned at 12:11 p.m. to meet again on Friday, September 5, 2008.