

June 13, 2011

**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, June 10, 2011 9:16 a.m.

**Attendance:** Present: Chair Beckles and Member Rogers

Absent: None

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

**CONSENT CALENDAR**

**CONSIDER:** recommending that the City Council approve of a sole source contract with the Richmond Main Street Initiative (RMSI) in the amount of \$200,000 for a term of July 1, 2011 through June 30, 2012, including the cost of initiating a Business Improvement District for the Main Street area of Downtown Richmond - Community & Economic Development Agency (Steve Duran / Thomas Mills / Janet Johnson - 307-8140).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the contract.*

**CONSIDER:** recommending approval of a contract with Liebert Cassidy Whitmore MP, in an amount of \$150,000 to continue contract negotiations, legal consultation and employee training for the period July 1, 2011 through December 31, 2012 - City Attorney's Office (Randy Riddle 620-6509).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the contract.*

**ROUTINE ITEMS**

**REVIEW:** of the City's check register - Finance Department (James Goins 620-6742).

*No discussion.*

**REVIEW**: of the City's Investment Report and Cash Balance Report for the month of April 2011 - Finance Department (James Goins 620-6742).

*No discussion.*

### **CONTRACTS & PAYMENTS**

**CONSIDER**: recommending that the Housing Authority Board of Commissioners adopt a resolution authorizing the Executive Director to execute a contract with BBJ Electric to provide a fire alarm system and standpipe upgrade for the Nevin Plaza Senior Public Housing Development for a cost of \$682,811. This procurement process has been reviewed and approved by the Department of Housing and Urban Development (HUD) - Richmond Housing Authority (Tim Jones 621-1310).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended adoption of the resolution.*

**CONSIDER**: recommending approval of Contract Amendment No. 2 with New Image Landscape Company for an additional \$163,000 for vegetation management control needed in the Point Molate facilities and beach area. The original contract will expire on June 30, 2011. This contract amendment will make a new total contract amount not to exceed \$285,000 and the contract term will be extended to June 30, 2012 - Public Works Department (Yader A. Bermudez 231-3008).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the contract.*

**CONSIDER**: recommending approval of a contract with Trans Metro, Inc. in an amount not to exceed \$210,330 to provide transportation shuttle services in support of clean air policies, using funds received from the Bay Area Air Quality Management District (BAAQMD) - City Manager's Office (Bill Lindsay 620-6512).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the contract.*

**CONSIDER**: recommending approval of a construction contract to perform the Traffic Study Improvements Project for FY2010-11, with Republic ITS, the lowest responsive bidder, in an amount not to exceed \$231,363, including contingency and city-controlled reserve - Engineering Services (Edric Kwan / Steven Tam 307-8112).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the contract.*

**CONSIDER**: recommending approval of a contract amendment with DP Security, LLC (DP Security), to provide security services to 440 Civic Center Plaza and 450 Civic Center Plaza, in an amount not to exceed \$450,000 for a period from July 1, 2011 through June 30, 2012 - Community & Economic Development (Steve Duran 307-8140).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the contract.*

**ADMINISTRATION, FISCAL POLICY & COUNCIL DIRECTED  
POLICY**

**CONSIDER**: recommending the write-off of delinquent, uncollectible accounts receivable in the amount of \$1,402,944.88 as recommended by the Finance Department staff - Finance Department (James Goins/Antonio Banuelos 620-6741).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the write-offs.*

**CONSIDER**: recommending adoption of an ordinance (first reading) establishing the fees as outlined in the proposed Master Fee Schedule and adoption of a resolution setting the dollar amount for the new fees and adjusting the dollar amount for current fees - Finance Department (James Goins/Antonio Banuelos 620-6741).

OUTCOME:

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended that the recreation fees be removed from the schedule when this matter goes to the City Council for approval.*

**REVIEW AND DISCUSSION**: of the City's Pavement Program - Engineering Services (Edric Kwan/Tawfic Halaby 621-1612).

*Removed from the agenda.*

**CONSIDER**: recommending adoption of a resolution authorizing the transfer of cash from various funds that have been closed or that have a reduced fund balance to the Capital Reserves in the aggregate amount of \$4,288,619.65 – Finance Department (James Goins 620-6740).

*A motion by Councilmember Rogers, seconded by Chair Beckles, recommended adoption of the resolution.*

**DISCUSSION**: of ways to provide better and increased services through finding new revenue sources, obtaining organizational efficiencies, and redirecting existing sources of funding – City Council (Councilmember Rogers 620-6581).

*No discussion.*

**OPEN FORUM/PUBLIC COMMENT**

*No speakers.*

*The meeting adjourned at 10:11 a.m.*