

November 4, 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, November 4, 2011, 9:16 a.m.

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

Absent: None

### **A. CONSENT CALENDAR**

1. **ACKNOWLEDGE**: receipt of the Port of Richmond Audit Report as prepared by Kevin W. Harper, Performance Auditor - Finance Department (James Goins 620-6740). *Belinda Warner, Finance Department Senior Accountant stated that The purpose of the audit was to review the financial operations, efficiency, effectiveness and organizational structure to help in determining several things such as: five year cash flows, if the Port has adequate processes and procedures and likely repayment of the outstanding loan to the City. Several items were requested for review: Financial statements from the last 6 years; Current list of tenants; Tenant agreements; Organizational chart for Port personnel; and Policies and procedures. There are twelve audit findings in the report. Some of the main topics include: Prioritizing capital projects; Reviewing the repayment schedule to the City and recalculate the amount of interest due on the loan; Reviewing tenant agreements to ensure all agreements are signed and current, all lease agreements include a provision for automatic rent increases, certificates of insurance are up to date and deposits have been collected; Consistency in financial reporting; and Documenting operating procedures. Since receipt of the final audit, Port of Richmond staff responded to the twelve audit recommendations.*

*A motion by Councilmember Rogers, seconded by Chair Beckles, acknowledged receipt of the report and moved it to the full City Council.*

2. **CONSIDER**: recommending approval of the purchase of a replacement aerial boom truck from Altec Industries in Dixon, California, in an amount not to exceed \$105,000 for the Facilities Maintenance, Electrical Division - Public Works Department (Yader A. Bermudez 231-3008).

*A motion by Councilmember Rogers, seconded by Councilmember Beckles, recommended approval of the purchase to the full City Council.*

3. **CONSIDER**: recommending approval of a grant-funded contract with Vallier Design Associates for an amount not to exceed \$200,000, to prepare a citywide Urban Greening Master Plan - Planning and Building Services Department (Richard Mitchell 620-6706).

*A motion by Councilmember Beckles, seconded by Councilmember Rogers, recommended approval of the contract to the full City Council.*

### **B. ROUTINE ITEMS**

1. **REVIEW**: of the city's check register - Finance Department (James Goins 620-6740).

*A motion by Councilmember Rogers, seconded by Councilmember Beckles, accepted the register.*

2. **REVIEW**: of the City's Investment Report and Cash Balance Reports for the month of September 2011 - Finance Department (James Goins 620-6740).

*A motion by Councilmember Rogers, seconded by Councilmember Beckles, accepted the report.*

### **C. CONTRACTS & PAYMENTS**

1. **CONSIDER**: recommending approval of a grant-funded amendment to the contract with the Oakland Private Industry Council to process Individual Training Accounts for the Workforce Investment Act and RichmondBUILD program participants. The contract term will be July 5, 2011 through September 30, 2012. The contract amount will be increased by \$275,000 in an amount not to exceed \$374,000 - Employment & Training Department (Sal Vaca/Rosemary Viramontes 307-8006).

*Employment & Training Director, Sal Vaca, gave an overview of the matter.*

*A motion by Councilmember Rogers, seconded by Councilmember Beckles, recommended approval of the contract amendment to the full City Council.*

2. **CONSIDER**: recommending adoption of a resolution authorizing service contracts with two building inspection, three plan check services, 14 CEQA, 13 NEPA, and 11 urban design and architecture firms for as-needed services for an amount not to exceed \$500,000 per firm over a three-year period - Planning and Building Services Department (Richard Mitchell 620-6706).

*Planning Director, Richard Mitchell, gave an overview of the matter.*

*A motion by Councilmember Rogers, seconded by Councilmember Beckles, recommended adoption of the resolution to the full City Council.*

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

1. **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).

*Councilmember Rogers requested an update regarding a plan for the city to reduce junk mail. Finance Director, Jim Goins, replied that this matter has been referred to the city's Efficiency Committee and I.T. Director, Sue Hartman, will be researching this matter and will provide a report to the Finance Committee at a future meeting.*

**OPEN FORUM/PUBLIC COMMENT**

*There were no speakers.*

*The meeting adjourned at 10:20 a.m.*