

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

**COUNCILMEMBER BECKLES - *Absent*
COUNCILMEMBER ROGERS – *Absent(arrived at 1:45 p.m.)*
COUNCILMEMBER RITTERMAN - *Present***

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

**Friday, February 24, 2012
1:35 p.m.**

NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING of the Finance, Administrative Services and Economic Development Committee will be held Friday, February 24, 2012, at 1:30 p.m., in the Council Chambers of the Community Services Building, 440 Civic Center Plaza, Richmond, California.

THE PURPOSE OF THE MEETING IS AS FOLLOWS:

APPOINT: the Finance Standing Committee Chair and Vice-Chair for 2012.

Continued due to lack of a quorum.

A. CONSENT CALENDAR

1. **CONSIDER**: recommending approval of a contract with Lee & Associates Rescue Equipment, Inc. to provide urban search and rescue (USAR) training in an amount not to exceed \$151,925, paid through grant funding from the Bay Area Urban Area Security Initiative (UASI) - Fire Department (Chief Michael Banks 307-8041).

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

2. **CONSIDER**: recommending approval of a contract with Community Playgrounds for construction services relating to the renovation of the Solano Play Lot in an amount not to exceed \$178,930.40, which includes a 10% cost contingency. The contract term will be from March 21, 2012, to December 31, 2012 - Public Works Department - (Yader Bermudez 231-3008).

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

3. **CONSIDER**: recommending adoption of a resolution approving a grant funded contract amendment with AN West, Inc., expanding the scope of work and increasing the contract amount by \$63,994 to a total amount of \$144,982, to finalize design and engineering of a Class II and III bicycle facility along Barrett Avenue from Garrard Boulevard east to San Pablo Avenue - Successor Staff to the Richmond Community Redevelopment Agency (Alan Wolken 307-8140).

A motion by Councilmember Rogers, seconded by Councilmember Ritterman, 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).

The check register was accepted by Councilmembers Ritterman and Rogers.

2. **REVIEW**: the City's Investment Report and Cash Balance Reports for the months of November and December 2011 - Finance Committee (James Goins 620-6740).

The check register was accepted by Councilmembers Ritterman and Rogers.

C. ADMINISTRATION, FISCAL POLICY & COUNCIL DIRECTED POLICY

1. **ACKNOWLEDGE**: receipt of the Port of Richmond Audit report as prepared by Kevin W. Harper, Performance Auditor and 5 Year Operating Pro-Forma as prepared by Port of Richmond Staff - Finance Department (James Goins 620-6740).

Finance Director, Jim Goins, and Port Director, Jim Matzorkis, gave an overview of the audit report.

Councilmembers Ritterman and Rogers received the report.

2. **CONSIDER**: recommending a use and rental policy for the City Council Chamber by City departments, for City-sponsored and co-sponsored meetings, and other government and non-government agencies - City Clerk's Office (Diane Holmes 620-6514).

City Clerk, Diane Holmes, gave an overview of the matter.

Councilmember Rogers suggested that only outside persons pay for rental of the Chambers. City departments should not pay any rental expenses.

The policy was recommended for approval to the full City Council as presented by the City Clerk.

3. **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 suggested that neighborhood councils be notified that they can receive their neighborhood newsletters via e-mail rather than receiving them by regular mail in order to save on both materials and cost.

Councilmember Rogers also recommended that a policy be adopted regarding mass, routine mailers that councilmembers receive. Companies should be notified if the councilmember would not like to continue to receive unwanted mail or inform them if e-mail communication is preferred.

Staff was directed to return to the Finance Committee with an update report.

City Clerk, Diane Holmes, stated that the City Clerk's Office would like to discontinue the printing of the City Council's agenda packet.

OPEN FORUM/PUBLIC COMMENT

There were no public speakers.

The meeting adjourned at 2:50 p.m.

Diane Holmes
City Clerk