

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

**COUNCILMEMBER BECKLES, Chair – Present  
COUNCILMEMBER RITTERMAN - Absent  
COUNCILMEMBER ROGERS – Absent (arrived@10:16a.m.)**

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

**Friday, May 4, 2012  
10:10 a.m.**

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING** of the Finance, Administrative Services and Economic Development Committee will be held Friday, May 4, 2012, at 10:00 a.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 to a future Finance Committee meeting.*

**A. CONSENT CALENDAR**

*All Consent Calendar items were forwarded to the full City Council without a recommendation from the Finance Committee due to lack of a quorum.*

1. **RECOMMEND**: adoption of a resolution approving the placement of Sjoberg Evashenk Consulting Inc., Pun & McGeedy, Burr Pilger Mayer (BPM), Municipal Resource Group LLC and Kevin W. Harper CPA & Associates on to the list of qualified consultants for the internal audit program - Finance Department (James Goins 620-6740).
  
2. **RECOMMEND**: approval of a new capital lease for Hilltop Landscape and Maintenance District (HLMD) directional signs, and refinancing of two existing capital leases related to Public Works Department and Fire Department apparatus, with Holman Capital Corporation - Finance Department (James Goins 620-6740).

3. **RECOMMEND**: adoption of a resolution approving a contract with Nichols Consulting Engineers, Chtd. to perform soil gas sampling and analysis as part of the approved State Department of Toxic Substances Control (DTSC) work plan at certain locations in Marina Bay, in an amount not to exceed \$142,426. The contract term will be from June 1, 2012 through June 30, 2013 - City of Richmond as Successor Agency for the Richmond Community Redevelopment Agency (Craig Murray 307-8140).
4. **RECOMMEND**: approval of a three-year contract, with an option to renew for an additional two years, with SSD Systems for intrusion and fire alarm maintenance at various City buildings in an amount not to exceed \$50,000 per year - Public Works Department (Yader Bermudez 231-3008).
5. **RECOMMEND**: approval of a three-year contract, with an option to renew for an additional two years, with Bay Alarm Company for intrusion and fire alarm maintenance at various City buildings in an amount not to exceed \$50,000 per year - Public Works Department (Yader Bermudez 231-3008).
6. **RECOMMEND**: approval of a contract with U.S. Matrix Construction, Inc. to perform gender specific restroom improvements at Station 61, located at 140 West Richmond Avenue, in an amount not to exceed \$115,000 - Public Works Department (Yader Bermudez 231-3008).
7. **RECOMMEND**: approval of a contract with 2M Engineering Corporation to replace the lighting system and score board at the North Richmond Ballfield on Fred Jackson Way, in an amount not to exceed \$136,315 - Public Works Department (Yader Bermudez 231-3008).

### **B. ROUTINE ITEMS**

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

*Councilmember Beckles accepted the register report.*

2. **REVIEW**: of the City's Investment Report and Cash Balance Report for the month of February 2012 - Finance Department (James Goins 620-6740).

*Councilmember Beckles accepted the reports.*

### C. CONTRACTS & PAYMENTS

1. **RECOMMEND**: approval of a contract with ERA Construction for construction services relating to the renovation of the Burg Park Playlot in an amount not to exceed \$226,866, which includes a 10% city-controlled cost contingency. The Contract term will be from May 1, 2012, to December 31, 2012 - Public Works Department (Yader Bermudez 231-3008).

*Chris Chamberlain gave an overview of the matter. Item was moved to the May 15, 2012, City Council meeting.*

2. **RECOMMEND**: recommending adoption of a resolution approving an agreement with MP NexLevel of California, Inc (MP) to construct the Municipal Network Project per the plans and specifications for the Project in an amount not-to-exceed \$2,993,258.54 - Port (Jim Matzorkis 215-4600).

*I.T. Director, Sue Hartman, gave an overview of the matter.*

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

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

1. **RECOMMEND**: adoption of a resolution approving the Five Year Financial Plan - Finance Department (James Goins 620-6740).

*Susan Segovia, Finance Department, and Finance Director, Jim Goins, gave an overview of the matter.*

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

2. **REVIEW**: of the Fiscal Year 2011-12 Debt Policy, Swap Policy and Reserve Policy - Finance Department (James Goins 620-6740).

*Finance Director, Jim Goins, gave an overview of the matter.*

*Councilmember Rogers requested an analysis regarding the likely future revenue amounts to the city from sales and use taxes.*

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

3. **RECOMMEND**: adoption of a resolution authorizing the City Manager to execute all documents on behalf of the City of Richmond in support of the Downtown Richmond Property and Business Improvement District - Finance Department (James Goins 620-6740).

*Janet Johnson, Office of Economic Development, gave an overview of the matter.*

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

4. **RECOMMEND**: adoption of a resolution which declares the intention to form the Downtown Richmond Property and Business Improvement District - City Manager's Office (Janet Johnson 307-8131).

*Janet Johnson, Office of Economic Development, gave an overview of the matter.*

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

5. **RECEIVE**: an update report from the Governmental Efficiency and Effectiveness Committee regarding paper reduction measures and other cost savings measures the City has undertaken regarding paper waste and give direction to staff - Finance Department (James Goins 620-6742).

*Ofelia Alvarez, Purchasing Division, gave an overview.*

*Vice Mayor Rogers suggested that the neighborhood council newsletters indicate on the front that in order to be more environmentally conscience, individuals may elect to receive them electronically via e-mail.*

*An update report on the matter will return to the Finance Committee in 60 days.*

6. **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).

*Vice Mayor Rogers reported that the company, Bloom Energy Solutions, provides a clean energy source and has a new technology that reduces the amount of energy needed and may be an option for the City in order to reduce electricity costs.*

#### **OPEN FORUM/PUBLIC COMMENT**

*There were no public speakers. The meeting ended at 11:35 a.m.*