

April 7, 2014

**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, April 4, 2014, 10:05 a.m.

**Present:** Chair Beckles and Councilmember Rogers

**THE PURPOSE OF THE MEETING IS AS FOLLOWS:**

**A. CONSENT CALENDAR**

1. **CONSIDER:** recommending approval of a contract with Liebert Cassidy Whitmore MP in an amount of \$100,000 to continue contract negotiations, legal consultation and employee training for the period April 15, 2014 through December 31, 2014 - Human Resources Management Department (Lisa Stephenson 620-6600).

Chair Beckles stated she is concerned that our city attorneys are not able to perform the duties that this contractor is being hired for.

*Outcome: A motion by Councilmember Rogers, seconded by Chair Beckles recommended approval of item to the full City Council.*

**B. ROUTINE ITEMS**

*A motion by Councilmember Rogers, seconded by Chair Beckles acknowledged review of the below items:*

1. **REVIEW:** of the City's check register - Finance Department (James Goins 620-6740).
2. **REVIEW:** of the City's Investment Report and Cash Balance Report for the month of January 2014 - Finance Department (James Goins 620-6740).
3. **REVIEW:** of the Richmond Housing Authority monthly financials and check register - Richmond Housing Authority (Tim Jones 621-1310).

**C. CONTRACTS & PAYMENTS**

1. **CONSIDER:** recommending a three-year contract with Auto Door Systems, Inc. in an amount not to exceed \$100,000 for the initial three-year term, with the option to extend this contract for an additional two years - Public Works Department (Yader Bermudez 231-3008).

Public Works Director, Yader Bermudez, provided an overview of the contract. Chair Beckles asked if there has ever been a cost analysis performed whether one of the city's electricians can perform these duties instead of hiring a contractor. Mr. Bermudez replied that he currently doesn't have sufficient staff and are they are also not specialized to work on the mechanical components of the doors.

***Outcome: A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the item to the full City Council.***

2. **CONSIDER**: recommending approval of a contract amendment with Security Signal Devices, Inc. for intrusion and fire alarm system services for City buildings, increasing the original contract amount by \$400,000 for a total of \$550,000, with a term extending through June 30, 2017 - Public Works Department (Yader A. Bermudez 231-3008).

Public Works Director, Yader Bermudez, gave an overview of the matter.

***Outcome: A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the item to the full City Council.***

3. **CONSIDER**: recommending approval of the purchase of the pre-fabricated restroom building from CXT Inc. Precast Products to be placed at Marina Bay Park in the amount not to exceed \$166,778.54; and CONSIDER recommending approval of a contract with Maloney Construction Inc. for the demolition and site preparation for the new restroom building at Marina Bay Park in the amount not to exceed \$205,359.00 which includes a 10% City-controlled cost contingency. The contract term will be from April 16, 2014 to December 31, 2014 - Public Works Department (Yader A. Bermudez 231-3008).

Public Works Director, Yader Bermudez, gave an overview of the matter.

Chair Beckles asked when the work is scheduled to begin. Mr. Bermudez replied that the work is scheduled to begin before the summer, especially because a lot of persons come to visit the Rosie the Riveter Memorial. Chair Beckles also asked why some of the local vendors didn't get the job. Mr. Bermudez replied that those bidders amounts were still very high even with the various incentives factored in. Chair Beckles also stated that these restroom facilities are urgently needed

***Outcome: A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the item to the full City Council.***

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

1. **CONSIDER**: recommending adoption of a resolution authorizing the City of Richmond to participate in the Public Agency Retirement System (PARS) alternative retirement system (ARS) for its part-time, seasonal and temporary employees (PTS) who are not eligible for a Qualifying Retirement Plan - Finance Department (James Goins 620-6740).

Tracey Lovely, Treasury Manager, Finance Department, and Mitch Parker, Executive Vice President of PARS, gave an overview of the item. This would save the city about \$60,000 annually and also save money for the employees and the plan would be portable if the employee were to no longer be employed by the City.

*Outcome: A motion by Councilmember Rogers, seconded by Chair Beckles, recommended approval of the item to the full City Council.*

**OPEN FORUM/PUBLIC COMMENT**

None.

**ADJOURNMENT**

The committee members decided that future meetings will begin at 9:30 a.m.

There being no further business, the meeting adjourned at 10:33 a.m. to meet again on Friday, May 6, 2014, at 9:30 a.m.