



ALBANY CITY COUNCIL – MINUTES

Virtual Meeting
Albany, CA 94706
Monday, April 20, 2020

7:30 p.m.

REGULAR MEETING

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Pilch led the Pledge of Allegiance.

2. ROLL CALL

Present: Council Members Barnes, Maass, and Nason, Vice Mayor McQuaid, Mayor Pilch
Absent: None

3. CEREMONIAL MATTERS

Mayor Pilch and Vice Mayor McQuaid made statements regarding the current COVID-19 pandemic.

4. REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY

5. CONSENT CALENDAR

5-1. Minutes, April 6, 2020

Staff recommendation: Approve

5-2. Ratification of Payroll – Payroll Period: 4/10/2020; Net Payroll: \$300,604.80; Taxes, Benefits, Withholdings: \$323,891.76; Total: \$624,496.56

Staff recommendation: Ratify

5-3. Ratification of Bills, Claims and Demands – Ratification of bills, claims and demands against the City of Albany in the amount of: \$118,570.63 (4/3/2020); \$630,540.36 (4/10/2020)

Staff recommendation: Ratify

5-4. Memorandum of Understanding Between AC Transit and the City of Albany for the Administration and Construction Reimbursement for the Bus Stop/Parklet Project

Staff recommendation: that the Council adopt Resolution No. 2020-33 authorizing the City Manager to execute a Memorandum of Understanding between the City of Albany and AC Transit for the administration and construction reimbursement of a bus stop/parklet at 1116 Solano Avenue

5-5. Citywide Sidewalk Survey – Award of Sidewalk Survey Services (Contract No. C20-51)

Staff recommendation: that the Council adopt Resolution No. 2020-34:



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Monday, April 20, 2020

1. Authorizing the City Manager to execute Contract No. C20-51 with Beneficial Designs, Inc. in a not-to-exceed contract of \$85,740; and
2. Appropriating \$95,000 of Measure B: Local Streets & Roads funding to complete the pedestrian pathway assessment for all sidewalks, curb ramps and crosswalks within the City of Albany

5-6. CIP No. 21000 Annual Street Rehabilitation Project Funding by the Road Repair and Accountability Act of 2017

Staff recommendation: that the Council adopt Resolution No. 2020-35 identifying the following list of proposed projects to be funded in part or solely with FY20/21 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is affirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

1. Marin Avenue Pavement Restoration Project – Project includes pavement rehabilitation and curb ramp improvements between Masonic Avenue and Tulare Avenue

5-7. East Bay Regional Communications System Authority (EBRCSA) Radio Upgrade

Staff recommendation: that the Council adopt Resolution No. 2020-36 approving the use of COPS funds for the quoted amount of \$16,317.94 for a programming upgrade of all police handheld and vehicular radios (51 in total) so that the department's radios will continue to function on the EBRCSA TDMA system

5-8. Letter Requesting Financial Assistance Due to the Impacts of COVID-19

Mayor Pilch recommendation: that the Council authorize the Mayor to execute the letter

5-9. Letter of Support for Non-Profit Organizations

Vice Mayor McQuaid recommendation: that the Council authorize the Mayor to execute the letter of support

Mayor Pilch asked if anyone wishes to remove an item from the consent calendar. Vice Mayor McQuaid removed Items 5-4 and 5-8.

Item 5-4: City Manager Nicole Almaguer reported staff has confirmed with AC Transit that funds remain committed to the project. Should that change, staff will inform the Council. The owner of As You Wish Frozen Yogurt maintains the bus stop/parklet at that location, and the owner of Mr. Dewie's Cashew Creamery will maintain the bus stop/parklet at that location. The City provides some assistance with maintenance. A maintenance agreement will be executed with the owner of Mr. Dewie's Cashew Creamery.

Item 5-8: Vice Mayor McQuaid noted the Mayor may send letters of support/opposition and include an item on the next Council meeting agenda when time is short.



ALBANY CITY COUNCIL – MINUTES

Virtual Meeting
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Monday, April 20, 2020

A summary of public comments is as follows: information regarding donations and amenities for the new bus stop/parklet (Item 5-4).

A summary of Council comments is as follows: the bus stop/parklet at Mr. Dewie's Cashew Creamery will have the City's first bike corral.

MOTION:

Moved by Vice Mayor McQuaid, seconded by Council Member Barnes, to approve the consent calendar.

AYES: Council Members Barnes, Maass, and Nason, Vice Mayor McQuaid, Mayor Pilch

NOES: None

Motion carried and so ordered.

6. GOOD OF THE CITY/PUBLIC COMMENT

Mayor Pilch opened the Good of the City.

A summary of public comments is as follows: an essential worker needs shower facilities; requests for the Council to place a ranked choice voting measure on the November ballot.

7. COUNCIL SUBCOMMITTEE REPORTS, COUNCIL MEMBER REPORTS ON APPOINTED REPRESENTATION OF ALBANY AND OTHER MTGS AND EVENTS

7-1. City Council Subcommittees:

Council Subcommittees	Subcommittee Members	Last Report Date
Albany Waterfront Park (Albany Bulb)	Nason & McQuaid	12/02/2019
Alta Bates Hospital	Pilch & McQuaid	11/18/2019
Cannabis Ordinance	Maass & Pilch	3/2/2020
Community Inclusivity	Pilch & McQuaid	10/21/2019
San Pablo Avenue Corridor Project	Nason & Pilch	10/07/2019
Youth Engagement	McQuaid & Maass	02/18/2020

None

7-2. City Council Appointed Representation of Albany:

Bodies	Appointee	Alternate
Alameda County Mayors' Conference	Pilch	McQuaid
Alameda County Transportation Commission	Pilch	Nason
Alameda County Waste Management Authority	Pilch	Maass
Association of Bay Area Government	Maass	Barnes
East Bay Community Energy JPA Board	Pilch	McQuaid
East Bay Sports Field Recreational Authority JPA	Maass	Barnes
Housing Authority of Alameda County	McQuaid	N/A



ALBANY CITY COUNCIL – MINUTES

Virtual Meeting
Albany, CA 94706
Monday, April 20, 2020

League of California Cities (East Bay)	McQuaid	Barnes
Alameda County Library Advisory Commission	Amy Apel	Sarah Levin
Berkeley/Albany Mental Health Board	(Vacant)	
City/AUSD/UC - 2X2X2	Pilch	McQuaid
Police & Fire Pension Fund Board	Pilch	McQuaid
Alameda County Paratransit Advisory & Planning Committee (PAPCO)	Margaret Patterson	N/A

Mayor Pilch reported he attended Alameda County Transportation Commission's (ACTC) Planning, Policy and Legislation Committee meeting. The East Bay Community Energy (EBCE) Board will meet Wednesday evening.

7-3. City Council Meetings and Events

Vice Mayor McQuaid reported she attended a Housing Authority of Alameda County meeting, a 2x2x2 meeting, the Mayors' Conference, and a webinar regarding Census 2020.

Mayor Pilch reported he attended the 2x2x2 meeting, the Mayors' Conference, and a Business Resiliency meeting and participated in conference calls regarding the COVID-19 situation.

8. CITY MANAGER REPORT

City Manager Almaguer reported Public Works crews have been filling potholes, painting curbs, and clearing tree wells. The City's contractor and City staff have removed graffiti along Solano Avenue. Sewer cleaning and inspection work in the northeastern section of the City is scheduled to begin on April 27 and to be complete by the end of May. The City's contractor for a large pothole project will begin work on May 4 and complete work in two weeks. The work is essential, and staff will wear masks and practice social distancing. The Senior Center has responded to 1,237 phone calls and delivered about 1,400 meals, 150 bags of groceries, and essential items to 16 addresses since March 17. Staff continues its robust outreach program and has prepared a virtual program for Earth Day. Council Members are preparing videos for the community.

Council Member Nason appreciated staff keeping the waterfront open to the public.

9. PRESENTATION

9-1. Annual Financial Statements and Annual Audit for FY 2018-19

Staff recommendation: that the Council:

1. Receive presentation of the results from the City's independent auditor's examination of the City's financial reports for fiscal year ending June 30, 2019; and
2. Accept and file the reports

Finance Director Heather Rowden presented the staff report.

Sheldon Chavan, Chavan and Associates, explained the management's discussion and analysis (MD&A), government-wide financial statements, fund financial statements, notes to financial



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statements, required supplementary information, and supplementary information. At his recommendation, the annual financial report does not include the MD&A because data for the prior two years is not reliable. The financial statements reflect an unqualified opinion, which means the numbers are reliable. Mr. Chavan highlighted information from the financial statements, including total assets of \$119 million, total net position of \$51.5 million, pension liability, and other postemployment benefits (OPEB). The audit report reflects no exceptions in audit opinions, material weaknesses, significant deficiencies, no significant passed-on adjustments, no disagreements with management, most significant estimates, and most significant disclosures.

Finance Director Rowden reported a physical inventory of all capital assets was conducted in February 2020. The auditor and software vendor will assist staff in developing a procedure for closing the fiscal year. Cash reconciliations have been completed and are up to date. Long-term debts have been entered into Munis and are being tracked, and a long-term debt schedule has been prepared. Staff is tracking and monitoring grants, and the software vendor will modify its grant and project modules so that staff can track and manage grants in Munis. Procedures have been implemented for credit card transactions, receipt forms, receipt of invoices, daily cash count reports, reconciliation of RecTrack and the general ledger, and deposit of checks. Staff will present a request to the Council to close self-insurance internal service funds and move monies from them to the General Fund. These actions have been taken or will be taken in response to audit findings.

A summary of Council comments is as follows: concern regarding the lack of a narrative for public consumption given a Comprehensive Annual Financial Report (CAFR) has not been prepared; a suggestion to develop a narrative or interpretation of City finances for the public; perhaps staff can prepare a narrative so that the public can understand the financial information; the annual financial report indicates the issues that caused the lack of financial information; the Finance Department needs to focus on the financial impacts of the public health emergency rather than reiterating information in the audit report; a suggestion to utilize the staff report as the narrative so that staff can focus on the budget; a suggestion to post the staff report and the financial report on the City website.

MOTION:

Moved by Vice Mayor McQuaid, seconded by Council Member Nason, to accept and file the results from the City's independent auditor's examination of the City's financial report for fiscal year ending June 30, 2019 and to direct staff to post the staff report, the auditor's presentation, and the annual financial report on the City website.

AYES: Council Members Barnes, Maass, and Nason, Vice Mayor McQuaid, Mayor Pilch

NOES: None

Motion carried and so ordered.

10. PUBLIC HEARING

11. UNFINISHED BUSINESS

12. NEW BUSINESS



ALBANY CITY COUNCIL – MINUTES

Virtual Meeting
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Monday, April 20, 2020

13. FUTURE AGENDA ITEMS

Council Member Maass requested a discussion of economic recovery from the pandemic or referral to the Economic Development Committee.

Mayor Pilch reported he has signed the Mayor of Dublin's letter requesting the County allow housing construction to re-commence, and the letter will be placed on the consent calendar for the next Council meeting.

14. ANNOUNCEMENT OF CITY MEETINGS AND EVENTS

14-1. Upcoming City Events – None

14-2. Upcoming City Meetings

- A. Transportation Commission Meeting, Thursday, April 23, 7:00 PM, Virtual Meeting via phone/video conferencing
- B. Board of Police & Fire Pension Fund Commissioners Meeting, Tuesday, April 28, 10:00 AM, Virtual Meeting via phone/video conferencing
- C. Planning & Zoning Commission Special Meeting, Wednesday, April 29, 7:00 PM, Virtual Meeting via phone/video conferencing
- D. City Council Meeting, Monday, May 4, 7:30 PM, City Hall Council Chambers or Virtual Meeting via phone/video conferencing

14. ADJOURNMENT

9:20 p.m. There being no further business before the City Council, Mayor Pilch adjourned the meeting.

Minutes submitted by Anne Hsu, City Clerk.



Nick Pilch
Mayor

Attest:



Anne Hsu, City Clerk