

June 7, 2013

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, June 7, 2013, 10:18 a.m.

Attendance: Present: Chair Beckles and Member Rogers

A. CONSENT CALENDAR

Chair Beckles placed all items under Contracts and Payments on the Consent Calendar except Item 6 regarding the Officer Bradley A. Moody Memorial Underpass Project. On motion of Member Rogers, seconded by Chair Beckles all items marked with an (*) were recommended to the City Council for approval by the unanimous vote of the Committee.

1. *** - CONSIDER:** recommending approval of a one year contract extension to participate in the State of California rental vehicle program with Enterprise Holdings Incorporated, in an amount not to exceed \$173,000, from July 1, 2013, to June 30, 2014.
2. *** - CONSIDER:** recommending approval of a contract with TYCO (formerly ADT) to extend the warranty service for the existing City of Richmond CCTV Program, and to expand the current system through purchase, installation and servicing of additional CCTV equipment for the period of December 19, 2012 through June 30, 2013, in an amount not to exceed \$171,000.
3. *** - CONSIDER:** recommending approval of a contract with Shot Spotter Inc., to continue providing maintenance and support for the ShotSpotter system, in an amount not to exceed \$184,950, from July 1, 2013 through June 30, 2014.
4. *** - CONSIDER:** recommending approval of a legal services agreement with Trisha A. Aljoe in the amount of \$175,000 to provide continued legal services with respect to the Police Department in connection with Code Enforcement activities, drug house abatement matters, and general legal matters, from July 1, 2013, through June 30, 2014.
5. *** - ACKNOWLEDGE:** receipt of the City of Richmond's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2012.

B. ROUTINE ITEMS

There was no discussion on the following Routine Items.

1. **REVIEW**: of the City's Investment Report and Cash Balance Report for the month of March 2013.
2. **REVIEW**: of the City's check register.
3. **REVIEW**: of the Richmond Housing Authority monthly financials and check register for the Month of March 2013.

C. CONTRACTS & PAYMENTS

1. *** - CONSIDER**: recommending approval of a contract with Moose Boats, Inc. for the purchase of a 37-foot Police Boat (M2-37) in an amount not to exceed \$700,500, primarily funded through a Homeland Security/FEMA grant.
2. *** - CONSIDER**: recommending adoption of a resolution amending the original as-needed electrical contractor services resolution to perform high voltage and major electrical contract services throughout the city with two electrical contractors for an amount not to exceed \$75,000 per firm per year over a three year period with two one year extensions.
3. *** - CONSIDER**: recommending approval of a contract with Nema Construction, for the installation and connection of an existing emergency generator and upgrading the existing power source at the Corporation Yard, Equipment Services facilities, in an amount not to exceed \$250,000.
4. *** - CONSIDER**: recommending approval to purchase one broom street sweeper from Owen Equipment Sales, in an amount not to exceed \$275,000.
5. *** - CONSIDER**: recommending approval of an amendment to the existing contract with Maze & Associates to add \$230,750 for the completion of all audit work and other required financial reports for the fiscal year ended June 30, 2012 and approve a three year extension through FY2014-15 to provide external auditing and other related services in an amount not to exceed \$942,020, for a total contract amount of \$1,172,790.

6. **CONSIDER**: recommending adoption of resolutions approving and authorizing the execution of the following documents for the construction of the Officer Bradley A. Moody Memorial Underpass Project; 1) a construction contract with Gordon N. Ball, Inc., in an amount not to exceed \$27,382,470.10 and the establishment of an Owner's Reserve in the amount of \$5,223,724 for contingencies and add-alternate construction items; 2) a construction management contract with The Hanna Group in an amount not to exceed \$4,499,423.43; 3) a design contract with BKF Engineers in an amount not to exceed \$1,127,631; 4) a reimbursement agreement with Richmond Pacific Railroad Company in an amount not to exceed \$230,000; 5) a reimbursement agreement with East Bay Municipal Utility District for the provision of \$593,125 towards specific project costs; and 6) authorization to expend funds for utilities, contract compliance and other miscellaneous project costs in an amount not to exceed \$280,000.

Discussion: Project Manager Chad Smalley gave an overview of the item. Mr. Smalley discussed in detail each contract and agreement and the importance of each contractor to the project.

Outcome: On motion of Chair Beckles, seconded by Member Rogers recommended adoption of resolutions approving and authorizing the execution of documents for the construction of the Officer Bradley A. Moody Memorial Underpass Project by unanimous vote.

7. * - **CONSIDER**: recommending approval of Amendment No.1 to a contract with Carollo Engineers, in an amount not to exceed \$768,128 for engineering design services related to final design for the Wet Weather Storage Facility Project. The original contract amount for preliminary design services was \$223,060. The total contract amount, including the proposed amendment, is \$991,188.
8. * - **CONSIDER**: recommending adoption of a resolution renewing standing orders/outline agreements for Technology related goods and services from Copier vendors in an amount not to exceed \$250,000 per year per vendor for fiscal years 2013-2014 through 2015-2016.
9. * - **CONSIDER**: recommending approval of a contract with Packet Fusion for five years for maintenance of the City's ShoreTel Telephone System not to exceed \$247,668.75.

D. ADMINISTRATION, FISCAL POLICY & COUNCIL DIRECTED POLICY

1. **ACKNOWLEDGE**: receipt of the Richmond Library and Cultural Services Department Internal Audit report as prepared by Kevin W. Harper, and the responses provided by the Library Staff to implement the recommendations.

Discussion: Library Director Katy Curl introduced Kevin Harper who gave a report on the results of the audit. Mr. Harper reported regarding: (1) Control of

requisitions: Mr. Harper recommended that the Library use Millennium for all purchases. He reported that using Millennium would reduce the amount of Cal Card use; (2) Organization and culture of department: Mr. Harper reported that the structure of the department did not lead to employees working towards the goals of the department. The audit revealed a need for better direction to staff to allow staff to get involved in working towards the goals of library. Mr. Harper recommended better written job descriptions and implementing a formal training program including cross-training. The audit also revealed that employee evaluations were not being done in a timely manner, there were no complete policies and procedures, and no place to store policies that did exist, and no way of sharing policies that did exist; (3) Grants Management: The audit revealed that there was a lack of standardization of documents and grants.

Stacie Plummer gave comments. Ms. Plummer stated that restitution needs to be rectified. She reported that there was a misuse of Cal Cards, federal grants, and contract fraud in the Library and Cultural Services Department. Ms. Plummer stated that the original problem was contract fraud, purchases on Cal Card, and lack of daily oversight. Ms. Plummer also stated that her position has been marginalized because she was a whistleblower.

Member Rogers asked Ms. Curl if she was satisfied that the misuse of the Cal Card issue was handled properly. Ms. Curl answered no. Ms. Curl could not remember exactly what happened but would research to see how the issue was handled. Member Rogers also asked if there was a written policy for misusing a Cal Card. City Attorney Everett Jenkins stated that the Finance Department has a Cal Car Use Policy. Member Rogers requested a response from the city manager to allegations that Ms. Plummer's position has been marginalized because she was a whistleblower.

Millie Cleveland gave comments regarding the organization and culture of the Library and Cultural Services Department. Ms. Cleveland stated that the report should delineate between management recommendations and line staff recommendations. She also stated that the union was concerned about need to cross-train. Ms. Cleveland stated that the union felt cross-training was not appropriate because the City of Richmond has a classification system. She also stated that the union should be informed when classifications are updated.

Chair Beckles would like to consider a study session on the issues presented for the July City Council Special Meeting. She would like more information on staff's recommendations: (1) cross-training – would like unions and employees involved; (2) employee evaluation, (3) noise in the main library, and (4) cultural issues.

Katy Curl stated that cross-training would be within the same classifications only. Millie Cleveland stated that was acceptable.

OPEN FORUM/PUBLIC COMMENT

Millie Cleveland stated that the libraries in Oakland are not noisy. She also stated that the Richmond Library and Cultural Services Department's Internal Audit Report was one-sided.

ITEMS FOR THE NEXT MEETING

Councilmember Rogers requested a follow-up report from the finance director regarding the Cal Card Policy, pay back of funds for misuse and consequences for misuse of the Cal Card.

There being no further business, the meeting adjourned at 12:00 p.m.