

July 15, 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, July 12, 2013, 10:20 a.m.

Present: Chair Beckles and Member Rogers

CONSENT CALENDAR & CONTRACTS & PAYMENTS

A motion by Member Rogers, seconded by Chair Beckles placed all items under Contracts and Payments on the Consent Calendar and recommended approval of all items below to the full City Council.

1. **CONSIDER**: recommending approval of a contract with Architects MA to provide architectural and engineering services for the Family Justice Center project in an amount not to exceed \$144,500, and for a term from August 2013 to December 2014.
2. **CONSIDER**: recommending approval of an amendment to the standing purchase order with Bay Area Barricade for procuring traffic signs and lines materials, increasing the not to exceed amount by \$50,000 for a total of \$100,000 during fiscal year 2013-14, and including an option to extend this purchase order at \$100,000 per year for an additional two years.
3. **CONSIDER**: recommending approval of a second amendment to a three year (2010-2013) contract with Du-All Safety, LLC, exercising a contract option to extend safety program compliance services for one year covering FY 2013-2014 in an amount not to exceed \$117,308.
4. **CONSIDER**: recommending adoption of a resolution approving and authorizing the Housing Director to execute an amendment to a contract with Holland and Knight LLP increasing the contract amount by an additional \$75,000 in funding to provide environmental legal services for the Miraflores Housing Development.
5. **CONSIDER**: recommending adoption of a resolution approving amendments to contracts with Eagle Environmental Construction (EEC) for 1) abatement, demolition, and historic structures relocation increasing the amount by \$100,000 to a total of \$4,465,000, and (2) soil remediation activities, increasing the amount by \$1,200,000 to a total amount of \$2,499,987; and with PES Environmental, Inc. acting as the City of Richmond's owner's representative providing project oversight and monitoring, increasing the contract amount by \$700,000 to a total amount of \$1,400,000. The requested amendments will also extend contract terms to December 2015.

6. **CONSIDER**: recommending adoption of a resolution approving a grant funded contract with Vallier Design Associates Inc. to provide professional landscape and architectural design, engineering, project, and construction management services for the Miraflores Sustainable Community Greenbelt project as part of the Miraflores Housing Development. The contract amount is \$450,000 and the term is through June 30, 2015 - Housing and Community Development (Patrick Lynch 307-8140).
7. **CONSIDER**: recommending approval of a grant funded construction contract with Chrisp Company for construction of the Barrett Avenue Bike Lanes - Garrard Boulevard to San Pablo Avenue in the amount of \$352,845, with an additional City-controlled construction contingency not to exceed 10% of the contract cost, for a total budget of \$388,130 - Engineering Services Department (Andy Yeung/Tawfic Halaby 621-1612).
8. **CONSIDER**: recommending approval of a construction contract with W.R. Forde Associates in the amount of \$384,540, with a City-administered contingency and reserve not to exceed \$76,908, for the Bay Trail Gap Closure Ferry Point/Shipyard 3 Project - Engineering Services Department (Alan Wolken/Joel Camacho 307-8091).

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 April 2013.
2. **REVIEW**: of the City's check register.
3. **REVIEW**: of the Richmond Housing Authority monthly financial reports and check register.

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. Library Director, Katy Curl presented the status update report. Fourteen recommendations (48%) have been completed; Ten recommendations (35%) are slated for completion within the next three months; and the five remaining recommendations are on target for completion between October 2013 and the end of February 2014. Ms. Curl stated that she has investigated possible fraudulent purchases made on the Cal-Cards and concluded that they were not for personal use and not fraudulent. Stacie Plummer gave comments regarding the 2012-2013 Contra Costa Grand Jury Report regarding Cal Card usage in the city.

OUTCOME:

The committee requested that the matter regarding the 2012-2013 Grand Jury report be agendaized for the next Finance Committee meeting for discussion.

2. The review of the internal system of financial controls for CAL-Card use was presented by Purchasing Division Senior Buyer, Ofelia Alvarez. The internal control procedures regarding use of the Cal-Cards are 3-way check, monthly audits if flagged transactions, yearly audits by independent auditors, merchant category code restrictions, per transaction and monthly limit restrictions, and bank notifications. Stacie Plummer gave comments.

OUTCOME:

Member Rogers requested that Purchasing staff request a report from U.S. Bank which lists rejected transactions that could potentially be flagged as fraudulent. The committee requested a response from staff regarding what the city's policy is on conducting interviews with employees who are on leave of absence. Councilmember Rogers requested a follow-up memo be provided regarding the outcome of the investigation of fraudulent activity in the library described by Stacie Plummer.

OPEN FORUM/PUBLIC COMMENT

Stacie Plummer gave comments regarding Article 13 of the City Charter that mandates that the Human Resources Director follow customary financial procedures and control expenditures for the administration of the city's personnel system. Ms. Plummer stated that the \$14 million General Liability account/insurance reserve fund has been inappropriately used by the Human Resources Department in the past to hide inappropriate payments to law firms hired to investigate city employees. Councilmember Rogers asked that Finance Director, James Goins, report back to the Finance Committee regarding the issues stated by Ms. Plummer.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:02 p.m.