

February 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, February 7, 2014, 10:13 a.m.

Present: Chair Beckles and Member Rogers

THE PURPOSE OF THE MEETING IS AS FOLLOWS:

A. CONSENT CALENDAR

** A motion by Member Rogers, seconded by Chair Beckles recommended approval of Item A-2 of the Consent Calendar to the full City Council.*

1. **APPOINT**: a Chairperson to the Finance Standing Committee for 2014.

Outcome: Councilmember Rogers nominated Vice Mayor Beckles as Chairperson to the Finance Standing Committee for 2014 and Vice Mayor Beckles accepted the nomination.

2. *** CONSIDER**: recommending approval of a contract with Bay Hawk Inc. to provide and install 149 Christy Traffic Rated Boxes for the rehabilitation of the Richmond Parkway lighting system in an amount not to exceed \$185,500.

Outcome: On motion of Councilmember Rogers, seconded by Chair Beckles recommended approval of a contract with Bay Hawk Inc. to the full City Council by the unanimous vote of the Finance Committee.

3. **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 January 1, 2014 through December 31, 2014. Human Resources Management Director Lisa Stephenson gave an overview of the item. Stacie Plummer and Stan Fleury gave comments against approving a contract with Liebert Cassidy Whitmore requesting that the City go out to bid to solicit other firms. City Attorney Everett Jenkins clarified that the contract agreement with Liebert Cassidy Whitmore MP only includes negotiations and training programs.

Outcome: On motion of Chair Beckles, seconded by Councilmember Rogers recommended approval of payment to Liebert Cassidy Whitmore MP for services rendered for the period January 1, 2014, to February 28, 2014, to the full City Council and to continue the item to March 7, 2014, to discuss approval of the contract to December 31, 2014, and directed staff to bring back results of the

allegations presented by Stacie Plummer at the July 12, 2013, Finance Committee Meeting by the unanimous vote of the Finance Committee.

B. ROUTINE ITEMS

1. **ACKNOWLEDGE**: receipt of the citywide variance analysis report through December 31, 2013. Senior Accountant Andria Miller gave a report.

Outcome: On motion of Councilmember Rogers, seconded by Chair Beckles acknowledged receipt of the citywide variance analysis report by the unanimous vote of the Finance Committee.

2. **REVIEW**: of the City's Investment Report and Cash Balance Reports for the months of October and November 2013. Senior Accountant Tracy Lovely gave a report.

Outcome: On motion of Councilmember Rogers, seconded by Chair Beckles reviewed the City's Investment Report and Cash Balance Reports by the unanimous vote of the Finance Committee.

C. CONTRACTS & PAYMENTS

1. **CONSIDER**: recommending approval to use the National Joint Powers Association (NJPA) contract with Staples & Commercial, Inc. and the National Cooperative Purchasing Alliance (NCPA) contract with American Office Products Distributors, Inc. (AOPD), with The Office City as the local distributor, at an amount not to exceed \$350,000 per year for the two vendors for a period of three years, with two one year options to renew. Purchasing Representatives Ofelia Alvarez and Rose Gibson gave an overview of the item. Councilmember Rogers request staff place on the next Finance Committee Agenda a report from staff showing cost savings analysis of email as apposed to mailing junk mail, fliers, etc.).

Outcome: On motion of Councilmember Rogers, seconded by Chair Beckles recommended approval to use the National Joint Powers Association (NJPA) contract with Staples & Commercial, Inc. and the National Cooperative Purchasing Alliance (NCPA) contract with American Office Products Distributors, Inc. to the full City Council by the unanimous vote of the Finance Committee.

2. **CONSIDER**: recommending approval of a contract with Baker & Taylor, Inc. authorizing Richmond Public Library to purchase preprocessed library materials, and customized services, not to exceed a total of \$750,000 over the period of fiscal years 2013-14, 2014-2015, and 2015-2016 with the option of two one-year extensions. Library and Cultural Services Director Katy Curl and Librarian Wylendia Eastman gave an overview of the item. Stacie Plummer gave comments.

Outcome: On motion of Councilmember Rogers, seconded by Chair Beckles recommended approval of a contract with Baker & Taylor, Inc. to the full City Council authorizing Richmond Public Library to purchase preprocessed library

materials, and customized services by the unanimous vote of the Finance Committee.

3. **CONSIDER**: recommending adoption of resolutions approving and authorizing: 1) amendment of the 2013-2015 biennial budget for the Officer Bradley A. Moody Memorial Underpass, increasing fiscal year 2013-2014 expenditures by \$9,750,400 to \$28,026,205, decreasing fiscal year 2014-2015 expenditures by \$5,289,206 to \$10,774,193, and reallocating \$4,461,194 of unspent fiscal year 2012-2013 expenditures to fiscal year 2013-2014; and 2) amendment of the construction management contract with The Hanna Group, increasing the payment limit by \$322,645 to a total not to exceed amount of \$4,822,068.

Outcome: On motion of Councilmember Rogers, seconded by Chair Beckles recommended adoption of resolution approving and authorizing: 1) amendment of the 2013-2015 biennial budget for the Officer Bradley A. Moody Memorial Underpass and 2) amendment of the construction management contract with The Hanna Group to the full City Council by the unanimous vote of the Finance Committee.

4. **CONSIDER**: recommending for approval an amendment to the existing on-call design services contract to Harris & Associates, increasing the term by 12 months for a revised termination date of June 30, 2015, and increase. Sr. Engineer Andy Young gave an overview of the item and stated that the department would like Harris & Associates to continue to do pavement design for the city.

Outcome: On motion of Councilmember Rogers, seconded by Chair Beckles recommended approval of an amendment to the existing on-call design services contract to Harris & Associates to the full City Council by the unanimous vote of the Finance Committee. Councilmember Rogers requested staff include clarification of the type of services in the “Recommended Action” Section of the Agenda Request Form to City Council.

5. **CONSIDER**: recommending adoption of a resolution authorizing the utilization of a progressive design-build project delivery method for construction of a wet weather storage facility, with construction costs not to exceed \$17,500,000 and project management costs not to exceed \$850,000, and authorize a contract with Carollo Engineers to lead the progressive design-build team. Storm Engineer Chad Davisson gave an overview of the item.

Outcome: On motion of Councilmember Rogers, seconded by Chair Beckles recommended adoption of a resolution authorizing the utilization of a progressive design-build project delivery method for construction of a wet weather storage facility to the full City Council by the unanimous vote of the Finance Committee.

OPEN FORUM/PUBLIC COMMENT

Stacie Plummer stated that since the City was entering 2014, she wanted to underscore that, due to the recommendations of the Grand Jury and its findings of

malfeasants; the Finance Committee was now an Audit Committee as well. She stated that the Finance Committee should be aware of its role and importance to the community. Ms. Plummer also stated that she was hoping at some point that the Finance Director would bring information to the committee so that it understands its role. She also requested that the committee take a look at the Grand Jury's recommendation to establish an ad hoc committee to assist the Audit Committee with subject matter experts in internal auditing.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:41 a.m. to meet again on Friday, March 7, 2014, at 10:00 a.m.