

Workforce Organizational Reform Committee

January 14, 2016



*Prepared by:
Legislative Reference Bureau*

Outline

- Public Policy Forum update.
- Overview of RPP, SBE and LBE programs.
- Status of audit recommendations.
- Update on code revisions.
- Goals & deliverables for next meeting.

Public Policy Forum Update

Program Overviews: Administrative Policies and Procedures

Handouts:

- Program comparison chart.
- Terms and definitions.

Status of Audit Recommendations

- Background.
- If already accomplished:
 - Who, when and how (briefly)?
 - Additional recommendations.
- If not accomplished:
 - Responsible entities.
 - Plan for implementation.
 - Timeline for implementation.

Status of Audit Recommendations

Handouts:

- Comptroller's November 2014 audit.
- Comptroller's November 2015 audit.

Audit (2014) Recommendation 1

Improve methods used to collect, record, & maintain RPP certification data to increase efficiency and accuracy.

Responsible entity: DPW

Task: Implement policies/procedures for data collection, verification, recording, monitoring, enforcement, reporting, retention, etc.

Status: Completed January 2015, per audit response.

Audit (2014) Recommendation 2

Tighten controls to ensure consistency within compliance monitoring & enforcement activity.

Responsible entity: DPW

Task:

- Require all payments made on construction contracts to be routed through the Contracts Office.
- Periodic communication of policy.
- Evaluate the possibility of electronic payment routing.

Status: Completed January 2015, per audit response.

Audit (2014) Recommendation 3

Explore the opportunity to decrease the duration of advertising official notices in the official city paper.

Responsible entity: DPW

Task: Perform a cost-benefit analysis & consider alerting prospective bidders of any changes.

Status: Completed November 3, 2014, per audit response.
Update on 3- and 6-month reviews.

Audit (2014) Recommendation 4

Establish a proactive approach to maintaining accurate Code references within contracting documents and forms.

Responsible entity: DPW

Task: Development of policies/procedures for maintaining accurate information.

Status: Completed November 3, 2014, per audit response.

Audit (2014) Recommendation 5

Clarify liability insurance requirements within the Department of Public Works General Specifications.

Responsible entity: DPW

Task: Revise DPW's General Specifications in consultation with the City Attorney's Office.

Status: Anticipated January 2015. Update?

Audit (2014) Recommendation 6

Review contractor insurance coverage for compliance with the requirements prior to the start of work.

Responsible entity: DPW

Task: Proactively monitor and review insurance coverage compliance.

Status: Completed May 2014, per audit response.

Audit (2014) Recommendation 7

Validate surety companies for electronic bid bonds.

Responsible entity: DPW

Task: Proactively monitor and review insurance coverage compliance.

Status: Completed May 2014, per audit response.

Audit (2014) Recommendation 8

Document & retain evidence of the second reader at bid openings.

Responsible entity: DPW

Task: Develop & implement procedures to document second readers via signature, initials, date, etc..

Status: Completed August 2014, per audit response.

Audit (2014) Recommendation 9

Develop & implement procedures for the system administration of Bid Express.

Responsible entity: DPW

Task: Create and maintain policies & procedures for the system security administration of Bid Express.

Status: Completed September 2014, per audit response.

Update on March & September reviews.

Update on audit observation regarding a password change policy.

Audit (2015) Recommendation A

Develop & document policies & procedures for monitoring residency requirements in development agreements.

Responsible entity: OSBD

Task: Development of written policies

Status: Anticipated January 1, 2016. Update?

Audit (2015) Recommendation B

Strengthen controls to ensure reporting accuracy.

Responsible entity: OSBD, DCD

Task:

- Require developers to utilize an external monitoring company to track/report participation.
- For developers not utilizing an external monitoring company, provide training on compliance requirements.
- OSBD: Develop policies/procedures

Status: In progress?

Audit (2015) Recommendation C

Require the use of LCPtracker to report resident participation in development agreements.

Responsible entity: Various

Task: n/a

Status: Implemented via CCFN 151055.

Audit (2015) Recommendation D

- Prepare & communicate an annual resident participation performance report.

Responsible entity: Various

Task: TBD

Status: TBD

Update on Code Revisions

- Correction of errors.
- Removal of outdated provisions.
- Standardization of administrative responsibilities.

Update on Code Revisions (continued)

- Additional potential changes (per 2015 audit):
 - a. Redefining “direct financial assistance” to include more projects in the scope of the M.O.R.E ordinance.
 - b. Adding meaningful sanctions to facilitate enforcement.
 - c. Aligning annual performance reporting requirements.
 - d. Centralized administration of the RPP.
- Additional preliminary recommendations?

Future Goals & Deliverables

