



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Professional Bond Accountant Services Contract

RECOMMENDED MOTION:

Approve Professional Services Contract with J.L. Burke, Bond Accountant

SUMMARY/BACKGROUND

On November 25, 2008 the City Council of the City of Sausalito approved a Contract Bond Accountant position to monitor the City's financial interests in the Use of Proceeds of the 2006 General Obligation Bond Series A and B for the construction of the Public Safety Buildings project. The City of Sausalito has negotiated a contract with J.L. Burke, to provide certain Professional Bond Accountant Services for the duration of the Public Safety Building Project expected to be completed in 14 months, on or before February 26, 2010.

The Scope of Services for the Bond Accountant is as follows:

- Cash Flow/Investment Recommendations - Recommended Laddering of the investment portfolio to meet the expected cash flow needs. Projected cash flow monitoring – short-term and long-term Bond cash flow forecasting
- Non-Bond Funding Sources - Management and tracking of all current, future and potential non-bond funding sources
- Oversight of Bond Expenditures - Review and oversight of all invoices, expenditures, PO balances, remaining available funds.
- Invoice and Purchase Order Processing - approving all contractor invoices, submitting check disbursements request to Accounts Payable. Tracking all actual and forecast project costs against the budget
- Tracking all Bond disbursements for the necessary fiscal compliance with Measure 'S' General Obligation Bond for the City of Sausalito (2006 Series A and Series B)

Item #: 432
Meeting Date: 2-24-09
Page #: 1

- Weekly Status Reports – Prepare weekly reports for the Project Manager and the Finance Director
- Reports and Presentations: Prepare regular reports and Present monthly to the Citizen's Oversight Committee (with the Finance Director), Finance Committee and any other groups requested
- Reconciliation and analysis of all the associated accounts – Balance Sheet, Income & Expense, Bank Account, Investment Accounts, and Debt Service Account
- Assistance with the Fiscal year-End Close Requirements of the Bond
- Prepare any necessary documents and assist with Bond Audits

This position is a "watchdog" for the City of Sausalito and the community to insure that all of our fiscal obligations under the covenants of the 2006 General Obligation Bond Series A and B are met.

FISCAL IMPACT

The Contract Bond Accountant would be paid out of the General Obligation Bond Fund as it is a project cost associated with producing the most fiscally responsible, accurate outcome of a successful balanced project for the City of Sausalito and its community. The fiscal cost is up to \$100,000 for the project.

STAFF RECOMMENDATIONS

1. Approve the Professional Services Contract with J.L. Burke, Bond Accountant

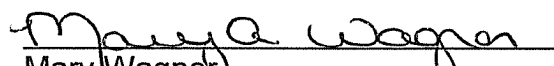
ATTACHMENTS

1. Professional Services Contract with J.L. Burke, Bond Accountant

PREPARED BY:

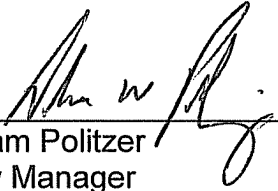

 Charles D. Francis
 Interim Finance Director

REVIEWED BY (Department Head):


 Mary Wagner
 City Attorney

Item #: 482
 Meeting Date: 2-24-09
 Page #: 2

SUBMITTED BY:



Adam Politzer
City Manager

Item #: 482
Meeting Date: 2-24-09
Page #: 3

CITY OF SAUSALITO
PROFESSIONAL/CONSULTING SERVICES AGREEMENT

This **PROFESSIONAL/CONSULTING SERVICES AGREEMENT**, (this "Agreement") is made and entered into this 10th day of February, 2009, by and between the **CITY OF SAUSALITO**, a municipal corporation (hereinafter "City") and J.L. Burke (hereinafter "Consultant").

In consideration of the mutual promises contained herein, the parties hereto agree as follows:

Section 1. Scope of Work

Consultant shall provide City with the services described in Exhibit A which is attached hereto and incorporated herein by this reference as though set forth in full.

The duties and services required of Consultant under this Agreement and pursuant to this Section 1 are referred to throughout the remainder of this Agreement as "the Work."

Section 2. Responsible Individual. Consultant represents and warrants that the execution of this Agreement has been approved by Consultant and that person executing this Agreement on behalf of Consultant has the full authority to do so. The person responsible for the Work is J.L. Burke.

Section 3. Work Schedule.

Consultant shall be available to work as many hours as required to complete the Work immediately upon receipt of the signed Agreement from the City and shall complete each task in a timely manner as specified. Consultant shall not be held responsible for delays caused beyond her reasonable control.

Section 4. Compensation.

In consideration of the performance of the Work described in Section 1 pursuant to the schedule set forth in Section 3, Consultant shall be compensated at the rate of Eighty Dollars (\$80.00) per hour provided, however, that in no event shall the total amount of compensation to be paid to Consultant under this Agreement exceed One Hundred Thousand Dollars without approval of the City Council. Consultant shall not charge City for any administrative expenses or overhead, including without limitation, facsimile, mileage and other/or any other expenses incurred by Consultant in connection with Consultant's provision of the Work. Consultant acknowledges and agrees that the compensation to be paid to Consultant under this Section 4 represents the full amount due and owing to Consultant in connection with performance of the Work. Consultant agrees that the total compensation for the project shall not exceed One Hundred Thousand Dollars.

Section 5. Amendments.

In the event City desires to retain Consultant for the performance of additional services, or wishes to delete any services in connection with this Agreement, specifications of such changes and adjustments to compensation due Consultant therefore shall be made only by written and signed amendment to this Agreement.

Section 6. Independent Contractor - Subcontractors.

It is specifically understood and agreed that in the making and performance of this Agreement, Consultant is an independent contractor and is not and shall not be construed to be an employee, common law employee, agent or servant of City. The consultant shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, withholding and Social Security. Consultant acknowledges and agrees that he/she is not entitled to the benefits of civil service status and/or the rights and privileges enjoyed by civil service employees and Consultant hereby waives any and all claims to such rights and/or privileges.

Section 7. Consultant's Responsibility.

It is understood and agreed that Consultant has the professional skills necessary to perform the Work, and that City relies upon the professional skills of the Consultant to do and perform the Work in a skillful and professional manner in accordance with the standards of the profession. Consultant thus agrees to so perform the Work.

Acceptance by City of the Work, or any of it, does not operate as a release of the Consultant from such professional responsibility. It is further understood and agreed that Consultant has reviewed in detail the scope of the work to be performed under this Agreement and agrees that in his professional judgment, the Work can and shall be completed for a fee not to exceed One Hundred Thousand Dollars \$100,000 for the period from the date that the Agreement with Consultant was originally executed to February 18, 2010..

Section 8. Hold Harmless and Indemnification.

Consultant shall indemnify, defend and save City, its officers, elected and appointed officials, employees, contractors and agents harmless from and against any and all liability, claims, suits, actions, damages and/or causes of action of any kind arising out of any bodily injury, personal injury, property damage or in violation of any federal, state or municipal law or ordinance or other cause in connection with the activities of Consultant, or on account of the performance or character of the Work or otherwise related to its performance of this Agreement to the extent that any such liability, claims, suits, actions, damages and/or causes of action arises out of the intentional, negligent or willful misconduct of the Consultant.

Section 9. Insurance.

Consultant shall take out and maintain during the life of the Contract: (a) Comprehensive General Liability and Automobile Liability insurance in an amount not less than \$250,000 combined single limit applying to bodily injury, personal injury and property damage; (b) comprehensive business liability insurance in the amount of \$1,000,000 per claim and \$2,000,000 aggregate.

The liability policy(ies) are to contain, or be endorsed to contain, the following provisions:

The City, its officers, elected and appointed officials, employees, contractors and agents must be named as a Named Insured under the coverage afforded with respect to the work being performed under the Agreement.

Section 10. Nondiscrimination.

There shall be no discrimination against any employee who is employed in the Work, or against any applicant for such employment because of race, religion, color, sex or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Section 11. City Personnel Conflict of Interest.

No officers, member, or employee of City and no member of the governing body of City who exercises any functions or responsibilities in the review, approval of the undertaking or carrying out of the project, shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which she is, directly or indirectly interested; nor shall any such officer, member or employee of City have any interest, direct or indirect, in this Agreement or the proceeds thereof.

Section 12. Consultant Conflict of Interest.

Consultant covenants that she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of his services hereunder. Consultant further covenants that in the

performance of this Agreement, no persons having any such interest shall be employed.

Section 13. Assignment.

Consultant shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of City.

Section 14. Ownership of Documents.

Consultant agrees that all documents produced in the performance of this Agreement shall be the sole property of the City including all rights therein of whatever kind and whether arising from common or civil law or equity. The Work shall be used solely for the project for which it was originally intended.

Section 15. Termination.

City may terminate this Agreement at any time without reason stated or required by giving written notice of the same and specifying the effective date thereof, at least thirty (30) calendar days before the effective date of such termination, provided, however that no such notice shall be required if the termination is for cause. If the Agreement is terminated by City as provided herein, Consultant shall be paid for all effort and material expended on behalf of the Work under the terms of this Agreement, less any charges against Consultant as otherwise provided herein, up to the effective date of termination, except that upon notification of such termination, Consultant shall immediately cease to undertake any duties under the Agreement not yet underway, and shall limit its further activities up to the effective date of termination to those duties necessary to wind up work then underway.

In Witness Whereof, City and Consultant have executed this Agreement as of the date first written above.

City of Sausalito

Consultant

By: _____
Its: _____

By: _____
Its: _____

approved as to form:

4/13/2
8

Mary Anne Wagner
City Attorney

EXHIBIT A

SCOPE OF WORK

Bond Accountant for the duration of the Public Safety Building Project expected to be completed in 14 months, on or before February 26, 2010.

Cash Flow/Investment Recommendations - Recommended Laddering of the investment portfolio to meet the expected cash flow needs. Projected cash flow monitoring – short-term and long-term Bond cash flow forecasting

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Reconciliation and analysis of all the associated accounts – Balance Sheet, Income & Expense, Bank Account, Investment Accounts, and Debt Service Account

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Prepare any necessary documents and assist with Bond Audits