

Administrative Services Department Update

Rosemary Rivas, Deputy City Manager

Audit Committee Meeting

May 12, 2025

Agenda

- ▶ Administrative Services Department (ASD) Interim Support
- ▶ Recruitments
- ▶ Efficiency Study
- ▶ Forensic Examination

Interim Chief Financial Officer and Assistant Chief Financial Officer Support

- ▶ Ryland Consulting - Interim Chief Financial Officer (CFO) Support Services
 - ▶ Matt Nethaway is focusing on supporting the Accounting Division with finalizing the Annual Comprehensive Financial Report (ACFR) & other state reporting.
- ▶ Rosemary Rivas - Deputy City Manager
 - ▶ Overseeing the daily operations including personnel, filling vacancies, efficiency study oversight, the forensic audit, and Chief Financial Officer (CFO)/Assistant Chief Financial Officer (ACFO)/Budget Office recruitments.

ASD Division Support

▶ Procurement

- ▶ Interim Procurement Manager in place; recruitment initiated

▶ Accounting/Accounts Payable

- ▶ Temporary support from Robert Half in place
- ▶ HR updating classification to meet the needs of the City, will initiate recruitment following the April Civil Service Meeting

▶ Budget

- ▶ Support from Baker Tilly and Retired Annuitant

Recruitments

City staff initiated an Informal Request for Proposals (IRFP) to recruit for the CFO & ACFO. After the IRFP was released, additional needs were identified to fill additional positions. In reviewing the IRFP process and parameters of the recruitment, the City was required to initiate a Request for Proposals (RFP) due to the increased cost and scope of work.

- ▶ RFP was opened on May 5 and will close on May 15.
- ▶ One vendor will recruit for the following positions:
 - ▶ Chief Financial Officer
 - ▶ Assistant Chief Financial Officer
 - ▶ Assistant Chief Financial Officer
 - ▶ Budget Officer
 - ▶ Assistant Budget Officer
 - ▶ Procurement Manager

Efficiency Study

- ▶ Vendor: Tri Group
- ▶ Term: One (1) year
- ▶ Scope:
 - ▶ Interview all staff, review policies, procedures, and identify inefficiencies.
 - ▶ Recommendations for improvements and best practices to address inefficiencies.
- ▶ April 8: Kickoff meeting with Deputy City Manager (DCM)
- ▶ April 9 - May 3: Policy, Procedures, Charter, Process Review
- ▶ May 5: All Staff Meeting - Employee Kickoff
- ▶ May 13: One-on-one interviews with all staff will begin

Forensic Audit

- ▶ Vendor: Ryland Consulting
- ▶ Term: One (1) year
- ▶ Scope:
 - ▶ Conduct a forensic examination on city finances for fiscal years 21/22, 22/23, 23/24, 24/25 with a focus on internal controls, segregation of duties, policy compliance, and state, federal, and local regulations
 - ▶ Conduct a forensic examination and identify all transactions and allocations associated with Measure A Fund. The examination will assess the allocation and use of Measure A funds, ensuring compliance with voter intent and financial transparency.
 - ▶ Conduct a forensic examination for the purchase of the New City Hall Buildings to include all transactions related to these buildings, starting from the initial purchase, any rental income collected before construction, and all expenditures throughout the ongoing construction process.
- ▶ April 8: DCM met with vendor to discuss expectations
- ▶ April 28: DCM and Ryland finalized scope of work
- ▶ Contract reviewed by Ryland Consulting legal and submitted to City
- ▶ Contract and insurance have been entered into MUNIS for Risk and Legal review and approval.
- ▶ Once signed, a kickoff meeting will be held immediately to begin the process.

QUESTIONS ?