

RESOLUTION NO. 140-2006

Adopted October 17, 2006

AUTHORIZING A FIRST AMENDMENT TO THE PERSONAL SERVICES CONTRACT ENTERED INTO AS OF JULY 17, 2006, BY AND BETWEEN THE AGENCY AND GRACE S. YIP IN AN AMOUNT NOT TO EXCEED \$25,000, FOR A CUMULATIVE TOTAL CONTRACT AMOUNT NOT TO EXCEED \$75,000, TO PERFORM CERTAIN TASKS IN CONNECTION WITH THE AGENCY'S FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING JUNE 30, 2006 AND TO PROVIDE OTHER RELATED SERVICES AS NEEDED

BASIS FOR RESOLUTION

1. Grace S. Yip (the "Contractor") was an employee of the Redevelopment Agency of the City and County of San Francisco (the "Agency") for twenty-seven and one-half years, serving in various accounting capacities. Most recently, the Contractor held the title of Accounting Supervisor with managerial responsibilities for all accounting functions of the Agency, including the maintenance of all accounting records and preparation of audited financial statements.
2. Contractor retired from the Agency on July 8, 2006.
3. Under the Agency's Interim Purchasing Policy, the Executive Director has the authority to approve personal services contracts in amounts that do not exceed \$50,000. Furthermore, the Interim Purchasing Policy authorizes the awarding of a contract by non-competitive negotiations where services are available only from a single source.
4. Under existing labor agreements with Agency employee bargaining units, the Agency has the obligations to notify union representatives prior to the contracting out of work normally performed by bargaining unit employees and, if the union requests, to meet and confer.
5. The Agency has a need to use Contractor's unique experience and knowledge of the Agency accounting systems, policies, and practices to facilitate the preparation of the Agency's financial statements for fiscal year 2005/06 and other related matters.
6. On July 11, 2006, the Agency met with representatives of Local 21 to discuss a proposed contract with Contractor not to exceed \$50,000.
7. The Agency entered into a Personal Services Contract with the Contractor as of July 17, 2006, (the "PSC") in an amount not to exceed \$50,000 to engage Contractor to

provide accounting and consulting services, including but not limited to the preparation of the Agency's fiscal year 2005/06 financial statements.

8. The Agency wishes to amend the PSC in the amount not to exceed \$25,000 to engage Contractor to complete the Agency's fiscal year 2005/06 financial statements, prepare certain reports required pursuant to state law, assist in reviewing applicants for, and selection of, the Accounting Supervisor, and provide other related services as needed.
9. On October 11, 2006, the Agency notified the Local 21 business representative of the proposed first amendment to the PSC. The business representative did not object to the amendment.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Executive Director is authorized to execute a First Amendment to the Personal Services Contract with Grace S. Yip in an amount not to exceed \$25,000, for a cumulative total contract amount not to exceed \$75,000 to engage Contractor to perform certain tasks in connection with the Agency's financial statements for fiscal year ending June 30, 2006, to prepare certain reports required pursuant to state law, assist in reviewing applicants for, and selection of, the Accounting Supervisor, and provide other related services as needed.

APPROVED AS TO FORM:



James B. Morales
Agency General Counsel