



AGENDA REPORT

Library and Community Services

DATE:	April 28, 2026
TO:	Mayor Martinez and Members of the City Council
FROM:	LaShonda White, Deputy City Manager – Community Services Tamara Walker, Deputy Director of Community Services, Employment and Training Division
Subject:	Contract Amendment No. 2 with LCP Tracker for Labor Compliance Monitoring and Reporting Services
FINANCIAL IMPACT:	The proposed \$29,000 expenditure is included within the approved fiscal year 2025-2026 Community Services budget (Account String: 01251151-400201)
PREVIOUS COUNCIL ACTION:	July 6, 2021 June 24, 2025 January 6, 2026
STATEMENT OF THE ISSUE:	The Employment and Training Division of the Community Services Department seeks approval of the second amendment to the agreement with LCPtracker, Inc. to continue providing a web-based labor compliance system that supports certified payroll reporting and tracks compliance with the City of Richmond’s Local Employment Program Ordinance and Business Opportunity Ordinance.
RECOMMENDED ACTION:	APPROVE the second amendment to the agreement with LCPtracker, Inc., in the amount of \$29,000, for a total contract amount not to exceed \$56,999, for the term beginning March 5, 2025, and ending March 4, 2027, to continue providing labor compliance software for certified payroll, workforce tracking, and ordinance compliance on City-funded projects – Community Services Department/Employment and Training (Tamara Walker 510-307-8006/LaShonda White 510-620-6828).

DISCUSSION:

The City of Richmond adopted the Local Employment Program Ordinance and the Business Opportunity Ordinance to advance equitable economic development by promoting local hiring and increasing participation of small, local, and minority-owned businesses in City-funded projects. These ordinances establish workforce participation goals and reporting requirements to ensure that public investments generate meaningful community benefits.

To support compliance, monitoring, and transparency, the City has utilized LCPtracker, a cloud-based labor compliance management system, since 2017 (Attachment 1). LCPtracker provides an integrated, web-based platform that automates the submission and review of certified payroll records, tracks workforce participation goals, and generates standardized compliance reports required by local, state, and federal agencies. The system is embedded within the City's public works and capital improvement project processes and serves as a critical tool for ensuring accountability and regulatory compliance across all applicable projects.

In March 2026, the City administratively extended the contract for time in order to evaluate the appropriate contract amount, which is based on the total dollar value of projects administered through the system (Attachment 2). This assessment confirmed the need to adjust the contract to align with current and anticipated project activity levels.

The Employment and Training Division now seeks approval to amend the contract with LCPtracker, Inc. (Attachment 3). Due to the specialized nature of labor compliance software and LCPtracker's established role in supporting public agencies, the platform remains uniquely suited to meet the City's operational and regulatory requirements. At this time, LCPtracker is the only vendor identified that provides a comprehensive solution fully compatible with the City's existing compliance framework and reporting obligations.

Amending the existing contract will ensure continuity of operations and avoid disruption to active capital projects. It will also preserve historical compliance data, maintain system integration across departments, and eliminate the significant cost, time, and risk associated with transitioning to a new platform. Continued use of LCPtracker further ensures that the City remains audit-ready and in compliance with funding requirements tied to state and federal infrastructure and workforce development programs.

City staff recommend that the City Council approve the second amendment to the agreement with LCPtracker, Inc., in the amount of \$29,000, for a total contract amount not to exceed \$56,999, for the term beginning March 5, 2025, and ending March 4, 2027, to continue providing labor compliance software for certified payroll, workforce tracking, and ordinance compliance on City-funded projects.

SYNERGISTIC POLICIES:

This action aligns with the City of Richmond's Local Employment Program Ordinance, Business Opportunity Ordinance, and broader economic development and equity goals. The use of LCPtracker supports transparent enforcement of local hiring and contracting requirements, strengthens compliance with prevailing wage and federal grant regulations, and reinforces the City's commitment to inclusive growth and equitable opportunity for Richmond residents and businesses.

DOCUMENTS ATTACHED:

- Attachment 1 – Original Contract
- Attachment 2 – LCP Contract, Amendment 1
- Attachment 3 – LCP Contract, Amendment 2