

RESOLUTION NO. 66-07

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA ESTABLISHING CAPITAL IMPROVEMENT PROJECTS ADMINISTRATIVE PROCEDURES

WHEREAS, the City of Richmond has embarked on a major Capital Improvement Program effort; and

WHEREAS, the City of Richmond's "minimum interim capital project administrative procedures" (Resolution 117-01 passed on July 31, 2001) are in need of update to reflect changes over the last 6 years; and

WHEREAS, the City Manager and staff are accountable to the City Council and the citizens of Richmond; and

WHEREAS, it is prudent that the City of Richmond have policies and procedures in place for the documentation and management of capital projects.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Richmond adopts the following policies and procedures for managing capital projects and for providing accurate and current information about capital projects to the City Council and to the public:

1. A **capital project** is defined as an undertaking wherein labor and/or materials are used to construct, alter, append or replace a building or an item of infrastructure or a component of a building or an item of infrastructure. Not considered as a capital project is routine maintenance, for example, the periodic scheduled renewal of finishes or the replacement of minor components or equipment. Any outside contract, or interrelated group of contracts, for a single item of building or infrastructure-related work exceeding \$5,000, shall automatically be considered as a capital project.
2. The City Engineer shall have responsibility and accountability for implementation of all City of Richmond capital projects, including those of the Richmond Community Redevelopment Agency, the Richmond Housing Authority and the Port of Richmond.
3. For each capital project, there shall be a single delegated project manager, designated by the City Engineer, who has complete delegated responsibility and accountability for the implementation of the project. The project manager shall have full information about the project and shall be responsible for its successful implementation.

4. Each project shall be individually identified with a name and a reference project number that is recognized by the City's automated financial system.
5. All staff hours expended for the implementation of a capital project shall be recorded and allocated as costs as appropriately determined by the Finance Director in conjunction with the City Engineer.
6. An analysis shall be prepared for each project that includes an estimate of any incremental or decremental annual costs related to ongoing operating costs. Such costs should include staffing or maintenance as well as a description of the impact on the City's level of services provided to the public.
7. The City Engineer shall maintain and post on the City's web site a comprehensive list of all budgeted or partially budgeted capital projects, including estimated cost, projected start date, projected completion date, and name of the project manager.
8. For each project, there shall be a readily accessible "project file," which shall include, at a minimum, the following items:
 - a. Name, work address, phone number and e-mail address of the project manager.
 - b. Current budget, including all in-house and contract costs, both expended and projected.
 - c. Current updated implementation schedule, including completion of each phase of design, reviews, discretionary design review, plan check and permitting, bid solicitation, award of contract and completion.
 - d. A list of dates that the City Council approved implementation steps for the project, including original budget appropriation (reference to book and page number), release of requests for proposals, award of contract, change orders and acceptance of completed project.
 - e. Summary of all revenue sources to match the budgeted appropriation.
 - f. Copies of all contracts with outside contractors and consultants and pre-contract documents, including requests for proposals, if applicable, and full documentation of the selection process.
 - g. Copy of all contract documents, including but not limited to drawings, specifications, addenda and change orders.
 - h. A current compilation of the contract cost and any approved change orders.
 - i. Documentation of California Environmental Quality Act determination, if applicable, including that required for historic resources.
 - j. Documentation of Design Review or other discretionary approval, if applicable.
 - k. For building-related projects, the building permit and record of plan check.
 - l. A list of names, places of business, phone and fax numbers and e-mail addresses of all consultants, contractors, and others with key involvement.

I certify that the foregoing Resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held on June 26, 2007, by the following vote:

AYES: Councilmembers Bates, Butt, Lopez, Marquez, Rogers, Sandhu, Thurmond, Viramontes, and Mayor McLaughlin

NOES: None

ABSTENTIONS: None

ABSENT: None

DIANE HOLMES
Clerk of the City of Richmond

(SEAL)

Approved:

GAYLE McLAUGHLIN
Mayor

Approved as to Form:

LOUISE RENNE, Interim
City Attorney

State of California }
County of Contra Costa : ss.
City of Richmond }

I certify that the foregoing is a true copy of Resolution No. 60-07, finally passed and adopted by the Council of the City of Richmond at a meeting held on June 26, 2007.