

RESOLUTION NO. 56-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA REVISING ADMINISTRATIVE POLICY NO. 37, "CITY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM" TO CONFORM TO THE UPDATED CHAPTER 15 OF TITLE 3 OF THE PACIFICA MUNICIPAL CODE RELATING TO BIDDING PROCEDURES AND NEW CHAPTER 8 OF TITLE 7 OF THE PACIFICA MUNICIPAL CODE RELATING TO STANDARD SPECIFICATIONS AND DELEGATION OF AUTHORITY TO THE CITY ENGINEER TO APPROVE THE PLAN OR DESIGN OF IMPROVEMENTS TO PUBLIC PROPERTY

WHEREAS, the City of Pacifica first adopted Administrative Policy No. 37 (City Five-Year Capital Improvement Program) on June 1984, which sets forth the guidelines for development and implementation of the Citywide comprehensive Capital Improvement Program; and

WHEREAS, the City updated Chapter 15 of Title 3 of the Pacifica Municipal Code relating to bidding procedures and added new Chapter 8 of Title 7 of the Pacifica Municipal Code relating to Standard Plans and Specifications and Delegation of Authority to the City Engineer to Approve the Plan or Design of Improvements to Public Property; and

WHEREAS, the City Council now desires to accept and adopt the revised Administrative Policy No. 37, attached hereto and hereinafter incorporated by reference, to conform to Chapter 15 of Title 3 of the Pacifica Municipal Code and Chapter 8 of Title 7 of the Pacifica Municipal Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pacifica that:

1. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct and establish the factual basis for the City Council's adoption of this resolution.
2. The City Council hereby finds that the action to adopt this resolution to revise Administrative Policy No. 37 (City Five-Year Capital Improvement Program) is exempt from the provisions of the California Environmental Quality Act (CEQA), under Section 15061(b)(3) of the CEQA Guidelines (14 Cal. Code Regs. 15000 et seq.) because it can be seen with certainty that there is no possibility that this action will have a significant effect on the environment.
3. The City Council of the City of Pacifica hereby adopts the revisions to the Administrative Policy No. 37, "City Five-Year Capital Improvement Program" attached hereto as Exhibit "A", which is attached hereto, with additions denoted by underline and deletions denoted by ~~strikethrough~~.
4. This resolution shall take effect 30 days after its adoption.

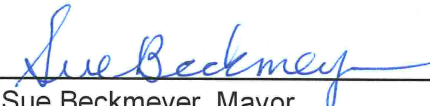
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 27th day of September 2021, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstyc, O'Neill, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: n/a.

ABSTAIN, Councilmembers: n/a.


Sue Beckmeyer, Mayor

ATTEST:


Sarah Coffey, City Clerk

APPROVED AS TO FORM:




Michelle Kenyon, City Attorney

EXHIBIT A

 <p>CITY OF PACIFICA ADMINISTRATIVE POLICY</p>	No. 37
	DATE ISSUED: June 1984 REVISED: SEPTEMBER 2021
CITY FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM	

PURPOSE:

The purpose of this policy is to set forth guidelines for development and implementation of a City-wide comprehensive Capital Improvement Program.

POLICY:

- A. The City shall develop and maintain, on a continuous basis, a five-year program of capital improvements. The program, as approved by the City Council, shall represent a policy statement of the City's plans for capital projects.
- B. The objectives of maintaining a five-year Capital Improvement Program (CIP) are as follows:
 - 1. To provide increased planning and coordination of CIP projects.
 - 2. To relate the planning of CIP projects more effectively to general City goals and the operating budget.
 - 3. To assist City staff in projecting future requirements for personnel and equipment in the development of department programs and the City's operating budget.

CRITERIA:

- A. The criteria for determination of whether a project should be included in the CIP program are as follows:
 - 1. All projects that are defined as a 'public project' under State Government Code which involve the expenditure of \$10,000, or more as follows:
 - a. A project for the erection, improvement and repair of public buildings and works.
 - b. Work in or about streams, waterfronts, embankments or other work for protection against overflow.
 - c. Street or sewer work except maintenance or repair.
 - d. Furnishing supplies or materials for any such project including maintenance and repair of streets and sewers.
 - e. Acquisition of right-of-way for Public Works projects, exclusive of easements.

- B. Items which should not be included in the CIP Program are as follows:
1. All vehicular equipment which is replaced through the City's equipment rental fund and managed by the Community Development and Services Department.
 2. Building maintenance repairs to City buildings which are handled through a special budget managed by the Community Development and Services Department.
 3. All purchase of property, exclusive of public works easements and right-of-way.
 4. Items budgeted as capital outlay or equipment items in a department's operating budget.

CAPITAL IMPROVEMENT PROGRAM COORDINATION WITH OPERATING BUDGET:

- A. The development, review and approval of the CIP program shall be coordinated with, and made a part of, the City's regular operating budget.
- B. Although a five-year CIP program shall be maintained on a continuous basis, it shall be reviewed and modified annually in conjunction with the City's operating budget.

CAPITAL IMPROVEMENT PROGRAM GOALS:

- A. Prior to the development of CIP project requests for review, the City Council shall establish program goals and priorities for areas of emphasis among project categories.
- B. Participating departments shall be responsible to describe project needs and provide background material to the ~~Community Development and Services Department~~ Department of Public Works.
- C. The Department of Public Works ~~Community Development and Services Department~~ shall be responsible for submitting a capital improvement program needs assessment to the City Council to provide a framework for the determination of goals and areas of emphasis among project categories.
- D. The needs assessment, which shall be reviewed and approved by the City Manager prior to being forwarded to the City Council, shall list general categories of CIP projects, such as Municipal Facilities, Street Improvements, Sewer Collection System, Wastewater Treatment Plant, Parks and Playfields, and Drainage Facilities.
- E. The CIP program goals statement shall serve as the basis for development and selection and proposed CIP projects for later City Council review under the new five-year program.
- F. Citizen participation shall be strongly encouraged throughout the processing, developing and adopting the CIP.
- G. Projects included in the CIP shall be consistent with the Pacifica General Plan.
- H. CIP shall integrate all the community's capital project resources (Federal revenue sharing, grants, bonds, city funds allocated to capital projects, donations, and any other funding available).
- I. Where grants or private funds are available to finance projects, effort should be made to secure these funds.
- J. Projects which leverage funds which would not otherwise be available to the community will receive priority consideration.
- K. Projects involving cooperative efforts with other agencies shall receive priority consideration.
- L. Projects mandated by State and Federal agencies on the law will receive priority consideration.
- M. Projects which have previously been initiated and are a completion of subsequent phases shall receive priority consideration.
- N. Projects which preserve and protect the health and safety of the community shall receive priority consideration.

- O. Projects which provide for the renovation of existing facilities, resulting in preservation of the community's prior investment, or which will reduce maintenance and operating costs shall receive priority consideration.
- P. Facilities whose construction results in newer substantially increased operating costs should be considered only after an assessment indicates a clear need for the project and plans for funding operating costs are developed.
- Q. Community Development Block Grant (CDBG) funds shall continue to be used primarily to assist in maintaining a supply of low and moderate income housing. Provision of urban amenities (water, sewer, streets, parks) as incentives for housing development are an important part of this process and should also be eligible for CDBG funding if appropriate location.

CAPITAL IMPROVEMENT PROGRAM PROJECT DEVELOPMENT:

- A. The Finance Department shall provide revenue projects for the five-year period to the City Manager indicating funds available for the CIP program.
- B. The ~~Department of Public Works Community Development and Services Department~~ shall coordinate the development and submittal of the program of CIP projects to the City Manager and Executive Team for review. It shall provide forms to departments for submittal of department requests.
- C. Departments shall indicate a name, description, maintenance impact, specific scope of work and priority for each project requested on the form and forward them to the Engineering Division of the ~~Department of Public Works Community Development and Services Department~~. Departments may forward their proposed CIP projects for review by their appropriate Commission at this time prior to forwarding it to the ~~Department of Public Works Community Development and Services Department~~. Engineering shall meet with the departments to ensure proper understanding of the scope of work and then prepare an estimated project cost which shall include design, project administration, construction right-of-way, inspection and all other related costs.
- D. The ~~Department of Public Works Community Development and Services Department~~ shall prepare a proposed summary project listing which will include all requested projects allocated to each of the general project categories and sub-categories in the order recommended by the requesting department. The project categories shall be ranked in accordance with the Council CIP Goals Statement. This listing shall be sent to each department and the Executive Team for final review prior to submittal to the City Council.
- E. The Executive Team will then review the proposed five-year CIP plan and compare total project costs with the available CIP funding as projected by the Finance Department. The Executive Team shall recommend a balanced five-year CIP program to the City Council and indicate those projects submitted but not included in their recommendation.
- F. The proposed five-year CIP plan will then be submitted to the Planning Commission for determination of conformity with the City's General Plan.
- G. It will then be submitted to the City Council by the ~~Department of Public Works Community Development and Services Department~~ for final review. The City Council will conduct a general public hearing prior to making a final determination on adoption of the five-year CIP plan.
- H. The Council adoption of the plan does not authorize the expenditure of City funds for projects. The initial year of the plan will be incorporated into the operating budget for adoption as an integrated operation and capital budget. The budget shall provide the expenditure authorization for the first year's projects in the approved plan.

SCHEDULE FOR FIVE YEAR CIP PLAN DEVELOPMENT:

<u>Activity</u>	<u>Annual Periods for Completion</u>
1. Development of CIP goals	December
2. Project development and submittal to Community Development and Services	October-December
3. Estimation of project cost and submittal of summary plan to Executive Team.	January-March
4. Planning Commission and City Council review and approval.	April-May
5. Integrating of CIP program into operating budget.	May

CIP PROGRAM ADMINISTRATION:

- A. The primary responsibility for implementation of the CIP program is delegated by the City Manager to the Department of Public Works Community Development and Services Department.
- B. Following City Council adoption of the budget with the annual CIP program, this department will prepare, with the assistance and review of affected City departments, a specific schedule for the design, bidding, construction and completion of the projects. The City Manager will approve the final schedule of CIP projects.
- C. This proposed CIP project schedule will indicate the project title, funding, right-of-way, design, bidding and construction periods, designated project coordinator, and space for project status. After approval of this schedule, it shall be updated and forwarded by the City Engineer to the City Council, City Manager and each requesting department quarterly to provide a continuing basis for communicating project status.
- D. Although the Department of Public Works Community Development and Services Department has primary responsibility for implementation of the CIP program, other City department staff may be designated as 'project manager'. Projects which may be most appropriate for other departments to be project manager are as follows:
 1. Purchase of materials which are going to be used by department staff.
 2. Purchase of services for which limited design and contract administration is required as mutually agreed between CD&S Department of Public Works PW and the affected department.
- E. Regardless of which department is project manager, the requirements of State law and City purchasing procedures and bidding requirements for public projects as set forth in Pacifica Municipal Code section 3-15.01 et seq., must be complied with in project administration. If another department is to be designated project manager, it should be responsible for development of specifications, project bidding, contract administration, bonding of contractors, payment of bills, and inspection unless specific agreement is reached with the Department of Public Works Community Development and Services Department to assume any of these tasks. All project estimated costs should be referred to the City Engineer for review.
- F. All departments designated as project manager ~~should~~ shall refer to the City's Standard Specifications, which were approved by Resolution of the City Council, for bidding procedures, bonding requirements, and project administration procedures. All project plans and specifications, plan estimates and bid procedures ~~must~~ shall be ~~at least~~ reviewed and approved by the City Engineer Engineering in accordance with Pacifica Municipal Code section 7-8.100(B) and (C) to ensure the City's ~~s~~Standard ~~s~~Specifications are complied with.
- G. The scope of CIP projects shall be as originally defined in the requested project submittal. Significant changes in project scope must be approved by the City Manager.

- H. Departments desiring to increase the project scope or complete an underfunded project to its intended scope must get approval of the City Manager and City Council for the additional funding required.
- I. All project plans and specifications must be reviewed ~~and approved~~ by the affected department, which will assume responsibility for maintenance or operation of the project, prior to bidding. Significant changes in plans due to budget limitations or field problems shall also be reviewed with the affected department.
- J. Project estimates should include a contingency reserve. Projects may exceed the prescribed budget by two percent, if absolutely necessary, and four percent, if approved by the City Manager, up to a maximum of \$25,000, if funds are available from other projects. Further adjustments will require City Council approval.
- K. Unused CIP project funds shall not be reallocated to other projects but be transferred back to the General Fund unallocated reserve or sewer reserve fund, as appropriate, at the end of each fiscal year, unless approved by the City Manager. At the end of each fiscal year, uncompleted projects will have encumbered and unencumbered balances brought forward to the following fiscal year. Appropriations may be transferred from one project to another during the active project period, with the approval of the City Council.
- L. The accounting and financial record keeping for the CIP program shall be the responsibility of the Finance Department.