



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 79-01	DATE: 3/28/79
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>11/11/79 - 11/11/79</i>

SUBJECT: CAPITAL PROJECT PLANNING AND REVIEW

PURPOSE: To implement a system for reporting and monitoring capital construction projects, and to make recommendations on implementation where specific problems arise. It is intended as a guide to establish capital project priorities to the City Manager, to provide a uniform base of information on project progress with enough flexibility to meet specific project reporting needs and to assist departments in the timely and efficient completion of capital projects.

POLICY:

I. Capital Project Review Committee

A. Membership

The membership of the Capital Project Review Committee shall be as follows; Director of Planning, Director of Parks, Director of Housing & Community Development, Director of Transportation, City Engineer, Assistant Director of Systems and Fiscal Management, and Deputy City Manager. The City Manager will designate a committee convener and secretary.

B. Duties

The duties and responsibilities of the Committee shall include:

1. Maintenance of a master list of all capital projects and progress reporting on selected projects;
2. Development and implementation of a uniform system of project planning and reporting;

3. Review of all capital project proposals, suggestions for such alteration to project plans as might be necessary, and recommendations for approval to the City Manager;
4. Recommendations to the City Manager concerning city-wide priorities for the funding of capital projects, and for the execution of the projects;
5. Receipt and review of periodic progress reports on capital projects and preparation of occasional status reports for the City Manager and City Commission;
6. Review of deviations from project plans and assistance to project managers is making corrections to, or adjustments for, such deviations;
7. Recommendation of means for improving the development, implementation, and management of capital projects.

II. Capital Project Procedures

A. Project Development

Any department which is proposing a capital project will submit a project plan to the secretary of the Capital Project Review Committee on a Project Plan form, attached. The Committee will review the plan with the department, and may request such modifications as are necessary or desirable. Once the Project Plan is complete, the Committee will submit the project to the City Manager.

B. Project Priorities

The Committee will review all on-going and proposed projects, and will make recommendations to the City Manager regarding; (1) the relative priority for funding of projects which have not been previously approved, and (2) the relative priority for the execution of all projects.

C. Project Review

1. Projects to be Reviewed. The Capital Project Review Committee will determine those projects which should be subject to periodic review, and those which do not need to be in the review system. The Committee's decision will be based on the following criteria: 1) location within the boundaries of the Community Development area; b) significant clientele; c) relationship with other projects; d) cost; e) duration; and f) complexity.
2. Review Timetable. The Committee and responsible department will develop a specific review timetable to be included in a significant events timetable for each project. The project director will submit to the Committee project status reports, attached, in accordance with the established timetable. The Committee will review each status report for deviations from the project plan, and may meet with the project director as needed. The

Committee may also request meetings on a random basis with a project director to discuss the status of any project.

3. Corrective Action. If the Committee determines that corrective action is necessary or desirable, either to eliminate a deviation from the project plan or to adjust the project plan, it may make recommendations concerning changes to the project director and assist the project director in taking such corrective actions.

D. Project Reporting

The Committee will periodically prepare a summary of capital projects for submission to the City Manager and City Commission.