

INTRODUCED: September 26, 2016

AN ORDINANCE No. 2016-249

To transfer funds in the amount of \$559,343.13 from the Richmond Retirement System special fund in the Fiscal Year 2016-2017 Special Fund Budget and to amend the Fiscal Year 2016-2017 Capital Budget in the City Facilities category by appropriating such transferred funds in the amount of \$559,343.13 to the City Hall Renovation Project in the City Facilities category for the purpose of renovating office space in City Hall.

Patron – Mayor Jones

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: OCT 10 2016 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Ordinance No. 2016-048, adopted May 13, 2016, which adopted the Special Fund Budget for the fiscal year commencing July 1, 2016, and ending June 30, 2017, and made appropriations thereto, is hereby amended by transferring funds in the amount of \$559,343.13 from the Richmond Retirement System special fund.

§ 2. That the Capital Budget for the fiscal year commencing July 1, 2016, and ending June 30, 2017, be and is hereby amended by increasing revenues in the amount of \$559,343.13 from the funds transferred pursuant to section 1 of this ordinance and increasing the amount

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: OCT 10 2016 REJECTED: _____ STRICKEN: _____

appropriated to the City Hall Renovation Project in the City Facilities category by \$559,343.13 for the purpose of renovating office space in City Hall.

§ 3. This ordinance shall be in force and effect upon adoption.

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RECEIVED

SEP 15 2016

OFFICE OF CITY ATTORNEY



RECEIVED
AUG 31 2016
Budget & Strategic Planning

CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O&R REQUEST

DATE: August 30, 2016

EDITION: 1

4-5653

O & R REQUEST

TO: The Honorable Members of City Council

SEP 6 2016

THROUGH: Dwight C. Jones, Mayor *DJ*

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer *SCG*

Chief Administration Office
City of Richmond

THROUGH: Keith Rogers, Senior Assistant to Chief Administrative Officer *KR*

THROUGH: Lenora G. Reid, Deputy Chief Administrative Officer, Finance & Administration *LR*

THROUGH: John Wack, Director of Finance *JW*

THROUGH: Jay A Brown, Director, Budget and Strategic Planning *JAB*

FROM: Donald R. Summers, Chief Capital Projects Manager, Special Capital Projects Group *DRS*

DRS
8/31/16

RE: To accept funds from Richmond Retirement System in the amount of \$559,343.13 and appropriate such funds to the City of Richmond City Hall Renovations Project CIP #500438 for the purpose of funding continued renovations in the City Hall Renovations Program.

ORD. OR RES. No: _____

PURPOSE: To accept funds from Richmond Retirement System and appropriate such funds to the City of Richmond, City Hall Renovations Project CIP #500438 for the purpose of funding continued renovations in the City Hall Renovations Program.

REASON: The City completed renovations for the Richmond Retirement System at 730 E. Broad Street as part of the first phase of the City Hall Renovation Program and Richmond Retirement has reimbursed the City for the agreed renovations.

RECOMMENDATION: Approval is recommended by the City Administration

BACKGROUND:

The City recognized the need to renovate areas within City Hall for better customer service, patron environment, consolidate department staff and improve functionality. The first phase of the City Hall Renovation Program was to relocate all City Attorney offices located around the city to the City Hall 4th Floor and renovate City Hall Lobby . In order to accomplish the 4th Floor Renovation, the Department of Parks & Recreation was relocated to Admiral Street, Press Secretary Office was relocated to the City Hall 11th Floor and Richmond Retirement was relocated to 730 E. Broad Street.

Under the terms of the Agreement to relocate the Richmond Retirement System, the City would build out the tenant upfit space at 730 E. Broad Street, 9th Floor to meet the needs of RRS and the costs for construction would be reimbursed to the City for a total of \$559,343.13. Under the terms of this Agreement, the City has received the total sum of \$559,343.13 and those funds are needed to support Phase III of the City Hall Renovation Program.

FISCAL IMPACT/COST: \$559,343.13 will be appropriated to the FY 17 CIP Budget.

FISCAL IMPLICATIONS: N/A

BUDGET AMENDMENT NECESSARY: Yes; An amendment to the FY2017 Capital Improvement Program is needed to appropriate reimbursement revenue for the City Hall Renovation Program.

REVENUE TO CITY: Reimbursement revenue of \$559,343.13 has been received and needs to be appropriated to the City Hall Renovation Phase III project.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: October 10, 2016

CITY COUNCIL PUBLIC HEARING DATE: September 26, 2016

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Organizational Development Committee

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: Planning Commission

AFFECTED AGENCIES: Mayor, Chief Administrative Officer, Office of the City Attorney, Department of Finance, Department of Budget and Strategic Planning, Office of the City Assessor, Department of Public Works, Department of Planning and Development Review

RELATIONSHIP TO EXISTING ORD. OR RES.: Amends Ordinance 2016-058, adopting the Capital Budget for FY2017

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: RRS Relocation Financing
Reimbursement Schedule

STAFF: Donald R. Summers, Chief Capital Projects Manager



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

DATE: July 11, 2014

TO: John Winter, Chief Capital Projects Manager, DPW
Don Summers, Capital Projects Manager, DPW

FROM: Keith Rogers Jr., Senior Assistant to the Chief Administrative Officer *KRK* 7.14.14

SUBJECT: RRS Relocation Financing

Mr. Winter,

The purpose of this memo is to confirm the process by which the RRS move from City Hall to Theatre Row will be financed. As you know this project was approved by City Council on January 27, 2014. The RRS move will serve as a catalyst for the relocation and renovation of office space for the Offices of the City Attorney, Press Secretary, Council Chief of Staff and Procurement. RRS will use fund assets to pay for the expenses associated with this move. To prevent further delays in completing this project please utilize the City Hall Renovation Project Fund (8235) to initially pay for RRS Tenant Up-Fit expenses. RRS will remit payment to reimburse funds expensed from the City Hall Renovation Project Fund no less frequently than every 30 days until the project is closed out. The reimbursement payments are to be credited directly back to the City Hall Renovation Project Fund to ensure that funding is available for other scheduled projects. Please provide RRS with copies of all purchase orders and invoices associated with this project for their records.

Thank you,

Approved: *Leo D Griffin* 7/16/14
Leo Griffin, Date
Executive Director, Richmond Retirement System

Approved: *Jay Brown* 7/14/14
Jay Brown, Date
Interim Director, Budget & Strategic Planning

Approved: *Wayne Lassiter* 7-14-14
Wayne Lassiter, Date
Interim Director, Finance

Approved: *Norman Butts* 7/15/14
Norman Butts, Date
Deputy Chief Administrative Officer - Finance & Administration

Approved: *Byron C. Marshall* 7-16-14
Byron C. Marshall, Date
Chief Administrative Officer

- C. Al Cannon, City Controller, Finance
- Edward Mangold, Budget & Management Analyst, Budget & Strategic Planning
- Beth Rappaport, Capital Projects Manager, DPW
- Norma Pitts, Financial & Statistical Analyst, DPW

**Richmond Retirement Renovations
Reimbursement Schedule**

8/22/2016

Invoice No.	Date	Amount
1	8/1/2014	\$ 4,390.50
2	12/31/2014	\$ 94,717.05
3	12/24/2014	\$ 123,900.00
4	1/13/2015	\$ 60,660.34
5	2/11/2015	\$ 156,077.96
6	5/7/2015	\$ 30,348.79
7	9/17/2015	\$ 89,248.49
	TOTAL	\$ 559,343.13