

**REDDING RANCHERIA  
TRIBAL GOVERNMENT POLICIES**

**Chapter TP 6-000**

**General Public Works Policies**

**June 8, 2010**

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# REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES

## Chapter TP 6-000

### General Public Works Policies

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#### SECTION 1: PURPOSE

The mission of the Public Works Department is to ensure that the Redding Rancheria exercises effective management and stewardship of its lands, facilities and infrastructure to preserve and enhance the value of tribal assets and provides an attractive and safe environment for members, staff, clients and visitors.

#### SECTION 2: BACKGROUND AND INTENT

The Tribal Council recognizes the need to address its broad stewardship responsibilities over tribal lands and resources, both within and outside the Rancheria. This includes effective participation in resource and environmental issues within the region that impact on the long term well being of the membership.

The Tribal Council intends that all operating units of the Redding Rancheria must be good stewards of all tribal assets and that is particularly important when it comes to facilities. This includes the tribal governmental facilities as well as those operated as tribal enterprises. Within these policies, the Tribal Council has made provisions for the Public Works Department to be responsible for maintaining all tribal government buildings, while tribal enterprises and enterprise managers shall be responsible for maintaining enterprise facilities. The Tribal Council has also made provision for technical assistance to be provided by the Tribal Public Works Department upon request on a cost reimbursement basis.

Effective long term facility planning is also important to assure that the current and future needs of the Tribe can be met. Facility planning and design must take into consideration function, staffing needs, client needs, operating costs, energy efficiency, maintenance factors, building system compatibilities and cultural identity. The Public Works Department is assigned responsibility to coordinate all facility planning efforts.

The Tribal Council intends that tribal facilities meet generally accepted building codes, fire safety requirements, appropriate health and safety standards and the Americans with Disabilities Act, and be properly secured to protect assets and records.

Regularly scheduled inspections of all lands, infrastructure and facilities are anticipated, and a preventive maintenance program in place to assure that the lands, infrastructure and facilities do not deteriorate. A record system is also directed to monitor costs and conditions.

The Public Works Department is charged with the efficient use of resources and is intended to exercise appropriate latitude in making decisions with regard to use of private consultation, private contractors and staff reassignments.

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The Public Works Department is expected to be advised of all organizational activities that impact tribal government facilities (new grants, departmental reorganizations, etc.).

The Tribal Council intends that the Tribe will cooperate with other jurisdictions to maximize the benefit to the Tribe particularly as it relates to infrastructure maintenance and development. The Public Works Department is expected to work with several county and municipal organizations to assure effective coordination of infrastructure services (water supply, fire protection, irrigation, waste disposal, gas and electric, building codes, etc.). The Tribe will also participate in regional disaster planning.

Goals include:

- (a) Develop a long range facilities plan with input from all affected parties that will ensure that the future facility needs of the Tribe are objectively evaluated and properly prioritized.
- (b) Maintain a listing of priority projects with anticipated timetables, cost estimates and funding options.
- (c) Coordinate the planning of all new tribal facilities and renovations of existing tribal facilities.
- (d) Develop and maintain a database which provides a description of each facility, maintenance records, cost basis, operational expenses, etc.
- (e) Ensure that all facilities are safe and secure places to work by establishing policies and procedures to assure the timely correction of facility problems.
- (f) Establish an effective preventive maintenance program to enhance and protect the Tribe's capital investments.
- (g) Provide custodial and grounds-keeping services for tribal governmental facilities that meet acceptable standards with qualified staff.
- (h) Monitor contracts for new construction and maintenance and renovation work within the funding limits outlined by tribal policy.
- (i) Maintain working relationships with other jurisdictions to assure coordination of effort for the development of infrastructure to support the Tribe's growth.
- (j) Maintain complete and accurate records of and implement effective management over all Redding Rancheria lands and infrastructure.

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- (k) Maintain and protect the environment on and around Redding Rancheria lands for the benefit of present and future Redding Rancheria members.
- (l) Provide technical assistance, to the extent possible, to tribal enterprise managers to assure facilities are safe and well maintained.

### SECTION 3: DEFINITIONS

As set forth herein:

- (a) Tribal Facilities: Facilities owned and operated by the Tribe and any of its enterprises or other subsidiary organizations.
- (b) Tribal Enterprises: The Win River Casino and Redding Rancheria Economic Development Corporations, and its subsidiaries.
- (c) Tribal Government Facilities: All tribal facilities except tribal enterprise facilities.
- (d) Tribal Enterprise Facilities: Facilities that are managed and operated by tribal enterprises.

### SECTION 4: DELEGATED AUTHORITY

The Redding Rancheria Tribal Council (Council) is responsible for the development and management of the Redding Rancheria Public Works Programs. A successful Public Works Program depends on an integrated management approach consisting of an active and supportive governing body and effective Public Works Program management. Consistent with its legislative role, the Tribal Council intends through this policy to delegate appropriate authorities and responsibilities to various tribal officials. Legislative roles and certain executive roles will be reserved for the Tribal Council.

- (a) Tribal Council

The following authorities are reserved to the Council:

- (1) Adoption of the overall policy and guidance for the Public Works Department.
- (2) Appropriation of funds for design and construction of new and remodeled tribal facilities, and for ongoing public works operations.
- (3) Approval of final plans and budget for any new construction or major remodeling of tribal facilities and other public works projects.

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- (4) Approval of borrowing and financing arrangement for projects that exceed the annual operating budget of the Public Works Department.
  - (5) Approval of all major intergovernmental agreements and agreements with third parties relative to lands and infrastructure.
  - (6) Approval of all major construction contracts.
  - (7) Review and monitor the Public Works Program to address issues and problems requiring legislative or tribal government executive action.
- (b) Chief Executive Officer

The Chief Executive Officer (CEO) is the senior member of the Tribe's administrative structure. As such, this position has broad responsibilities. With respect to public works programs the CEO:

- (1) Represents the Tribe by name, title and signature and executes all agreements with the federal, state and local governments and other entities as authorized by the Council.
- (2) Speaks for the Tribe on issues related to lands, infrastructure and facilities in relation to federal, state and other jurisdictions.
- (3) Consults with and advises management officials on all matters related to public works and provides overall administrative direction.
- (4) Authorizes appropriate "reserve accounts" for major facility projects.
- (5) Appoints the Director of Public Works pursuant to Tribal Personnel Policies.
- (6) Recommends public works policies for adoption by the Tribal Council, and implements such policies through the adoption of operating procedures and management direction.
- (7) Recommends and implements budgets for the public works programs.

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(c) Chief Operating Officer

In the absence of the Chief Executive Officer, the Chief Operating Officer (COO) shall assume any duties and responsibilities that require immediate action relative to Public Works activities.

- (1) Ensures that tribal departments cooperate with Public Works to achieve the goals of the Tribe.
- (2) Provides direct day-to-day supervision of assigned tribal departments.
- (3) Assists the CEO and carries out duties delegated by the CEO.

(d) Chief Financial Officer

Carries out duties as outlined within the Fiscal Management Policies.

(e) Director, Public Works

The Public Works Director is the senior management position assigned to administer the Redding Rancheria Public Works Program. This position coordinates and facilitates the implementation of the Tribal Public Works Policy. The Public Works Director:

- (1) Represents the Tribe by name, title and signature in carrying out the Public Works Program.
- (2) Recommends the appointment of public works employees in accordance with personnel policies of the Tribe.
- (3) Develops and implements policies and procedures in accordance with tribal policy and generally accepted standards applicable to Public Works.
- (4) Oversees the overall Public Works Program and provides for performance evaluations of program and staff.
- (5) Coordinates and facilitates long range facility planning. Provides cost estimates for anticipated projects and recommends project priorities in the budget process, coordinates and oversees the process for selection of outside professionals such as architects, engineers, etc.

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- (6) Oversees tribal government facilities construction and other projects specifically assigned.
- (7) Develops and maintains records and information to plan and conduct effective management and maintenance of all tribal facilities.
- (8) Assures that tribal governmental facilities are clean, well maintained, and secure, and conform to appropriated codes and standards.
- (9) Provides for maintenance of records of tribal lands, including but not limited to deeds, titles, maps, contracts, easements, utilities, rights of way, historical information and provides direct oversight management and protection of lands owned by the Redding Rancheria.
- (10) Advises management and directors regarding safety issues.
- (11) Maintains a working relationship with other entities to further develop and maintain the infrastructure, which supports the Redding Rancheria Tribe and its programs.
- (12) Develops and maintains a program of protection and improvement of human health and environment, and promotes habitat management for all indigenous plants and animals for the benefit of present and future generations, and ensures that all tribal laws and policies related to lands, trees and other related values are complied with.
- (13) Provides technical assistance to tribal enterprises upon request on a cost reimbursement basis, and provides oversight of lands and buildings operated by tribal enterprises. Advises enterprises of conditions inconsistent with these policies and reports in writing to the Tribal Council, through the Chief Executive Officer regarding serious issues concerning enterprise land and facilities, including safety issues.
- (14) Assists in coordination and planning of all new construction of all tribal and tribal enterprise facilities.
- (15) Provides direct oversight over all Redding Rancheria construction projects.



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(f) Enterprise Managers

The Enterprise Managers are responsible for maintaining and enhancing the value of property and facilities for which they are responsible. The Enterprise Managers:

- (1) Implement the provisions of the Tribal Public Works Policy.
- (2) Assure that annual facility inspections are conducted by an outside party to review compliance with appropriate building codes, safety measures security and cleanliness standards.
- (3) Assure that an effective preventive maintenance program is operational and that needed corrections are performed in a timely manner.
- (4) Maintain facility records and provide information to the Public Works Department in accordance with the reporting requirements of the tribal facility database.
- (5) Request technical assistance from Public Works, if needed, to fulfill requirements associated with maintenance and safety of tribal facilities. (Cost reimbursement basis).

#### SECTION 5: AUTHORIZED PROGRAMS AND SERVICES

The following programs and services are generally authorized with more detailed instructions within assigned chapters of the tribal policies.

(a) Facility Planning and Development

Those services and activities necessary for determining requirements, special relationships, other criteria, design development, bid documents, construction contracts, construction oversight and evaluation of approved tribal facility projects.

(b) Governmental Building Services

Those services and activities necessary to properly maintain and enhance the value of tribal government facilities.

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(c) Community and Infrastructure

Those services and activities necessary to enhance the value of tribal property, improve safety and living conditions on tribal property and continue to monitor and develop the infrastructure of the Tribe.

(d) Land Records and Management

Those services and activities necessary to assure complete and accurate records of all tribal lands, and to provide effective management, maintenance and protection of tribal lands and structures.

(e) Environmental Protection

Those services and activities designed to improve and protect human health and environment, reduce environmental risks, and promote the enhancement and preservation of indigenous plants and animals.

(f) Safety Program

Those services and activities necessary to promote health and safety within the community and the Redding Rancheria governmental and business operations.

(g) Technical Assistance

Those Public Works services and activities that support other programs and activities in which the Tribe is involved. This includes special projects assigned by the Council or CEO.

**SECTION: 6: IMPLEMENTATION AND REVISIONS**

Implementation of this policy and related public works policies, and all required systems and procedures shall be provided for by the officials designated herein. They are also responsible to collaborate in review of this policy each year and make recommendations to the Council on or before March 31 for any changes required to carry out its intent.

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Legislative History:

Originally Adopted by Tribal Council Resolution #031-06-08-10, dated June 8, 2010.