

Project Name: Parish Lakes Buffer

Project Owner: John Graham

Design - July, 2016

November, 2016

No

N/A

N/A

Mike (Must have Mike initial and date)

Design, plant and irrigate a vegetative barrier on Pride Blvd to act as a buffer for the Parish Lakes Subdivision

The north side of Pride Blvd west of Juniper to the end of Parish Lakes Subdivision

	Building construction or improvement
X	Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)
	Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)
	Other, Please explain

No

Will this project have a third party manager?

No

Discuss your project with each of the following individuals. You must have initials and date for each section below.

Individual	Department	Documentation Required:
 7/11/16 Initials & Date Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
 7/11/16 Initials & Date Miriam Boutwell	Zoning	
 7/11/16 Initials & Date Chuck Lay	Building, Flood & Historical	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
_____ Initials & Date Nelson Bauer	Fire	Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes.
_____ Initials & Date Chad Christian	Engineering	Determination of potential need for input from the City engineers.
_____ Initials & Date Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
_____ Initials & Date Jessica Middleton	IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ Initials & Date Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
_____ Initials & Date Miranda Bell	Finance	Budget review and account number assignment.

Account # 12-665-7373 R27
Prof

Project Management - Pre-project checklist

Project Name: Parish Lakes Buffer

Submitted by: John Graham

Project Owner: John Graham

Expected Project Start Date

Design - July, 2016

Expected Project Completion Date

November, 2016

Is this project listed on the capital project planning document?

No

What is the amount listed on the capital project plan?

N/A

What year is it listed?

N/A

If not, get approval from Mike Thompson to proceed with planning the project.

Mike (Must have Mike initial and date)

X Mike Thompson 7/8/16

Brief Project Description

Design, plant and irrigate a vegetative barrier on Pride Blvd to act as a buffer for the Parish Lakes Subdivision

Location (Description and tax parcel identification number(s))

The north side of Pride Blvd west of Juniper to the end of Parish Lakes Subdivision

Project type (select one)

- ☐ Building construction or improvement
- ☒ Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)
- ☐ Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)
- ☐ Other, Please explain _____

Will this project include grant funds?

No

If yes, please list Grantor: _____

Will this project have a third party manager?

No

If yes, please list third party manager: _____

Discuss your project with each of the following individuals. You must have initials and date for each section below.

Individual	Department	Documentation Required
<u>Miriam Boutwell</u> Initials & Date	Planning	Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
<u>Miriam Boutwell</u> Initials & Date	Zoning	
<u>Chuck Lay</u> Initials & Date	Building, Flood & Historical	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
<u>Nelson Bauer</u> Initials & Date	Fire	Determination of potential needs related to active/passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes.
<u>Chad Christian</u> Initials & Date	Engineering	Determination of potential need for input from the City engineers.
<u>Leslie Gahagan</u> Initials & Date	Environmental	Determination of potential environmental issues or permits.
<u>Jessica Middleton</u> Initials & Date	IT / GIS	Determination of IT needs with Jessica such as Internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>Joe Bouzau</u> Initials & Date	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
<u>Miranda Bell</u> Initials & Date	Finance	Budget review and account number assignment.

Project Management - Pre-project budget worksheet

Estimated capital project cost

Land Acquisition (cost and location)	\$	-
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings, etc.)	\$	229,600.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	5,400.00
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	235,000.00
10% Contingency (N/A)	\$	-
Total capital project cost	\$	235,000.00

Estimated Cost - Departmental Capital Purchases to make project operational

	\$	
	\$	
	\$	
Total cost departmental capital purchases	\$	-

Estimated Cost - Departmental Small Tools Purchases to make project operational

	\$	
	\$	
	\$	
Total cost departmental small tools purchases	\$	-

Total Cost to complete project and make fully operational **\$ 235,000.00**

Items below are for informational purposes:

Estimated Future Operating Cost		
Utilities	\$	800.00
Head count	\$	
Future Insurance	\$	
Additional future equipment (i.e. mowers, tractors, vehicles, etc.)	\$	
Additional cost to operate	\$	
Annual Periodic plant replacement and/or irrigation maintenance	\$	1,000.00
	\$	
	\$	
Total estimated future cost to operate	\$	1,800.00

Will the project be completed as one project or will there be phases?

One project

Please list all phases below with cost of each phase:

Phase	Cost
	\$
	\$
	\$
Total cost of all phases	\$ -

Is this project part of a project with previous cost? (i.e. a phase of a previous City project.)

No

Please list all previous phases below with final cost of each phase:

Phase	Cost
	\$
	\$
	\$
Total cost of all previous phases	\$ -

Project Number:

(only active projects are assigned #'s)

Master Project:

Owner Completes

Finance Completes	Formula
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Type of Project:	Capital	x	Expense
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First FY Requested:	2016	Original Estimate
		235,000

(FY of Planning Document when first requested)

City of Foley

Project Title:	Parish Lakes Buffer
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Address or General Location:	Approx. 2500 LF along North side of Pride Dr from intersection of Juniper and Pride Dr; South property line of Parish Lakes neighborhood
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Narrative:	Landscaped and irrigated buffer with trees, shrubs, and ornamental grasses, varying in height of trees and width of beds.
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Estimated Start Date :	10/2016
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 (mm/yyy) Revenue (include grants and financing sources, ie bonds/loans)

Account#/Name	Resol. #	FY	Line Item	Description	Budgeted Amount	PY's Activity	CY Activity	Budget Balance	Comments
right click on this row and choose insert to add lines									
					Revenue Totals	-		-	

right click on this row and choose insert to add lines

Expense

[illegible]

right click on this row and choose insert to add lines

PLANNING SECTION (modify FY's each time update is done for budget)

Cumulative/Future Amounts	CY Proj						Total
	PY Activity	Close	FY17	FY18	FY19	FY20	
Revenue	-						-
Expense	-						-
Net Operating Cash Used	-	-	-	-	-	-	-

Net Operating Cash Used

Additional Notes & Comments

Formula to verify Net Ttl