400-5090-5103 GCNP Mainten once Area Improvement

| Project Name: | | | Maintenance Area Enhancement |
|--|--|--|---|
| Submitted by: | | | Leslie Gahagan |
| Projected Requeste | d by(Mayer, Councilmemb | er, Citizens, etc): | Department |
| Project Owner Afte | er Completion: | | Nature Parks |
| Expected Project S | tart Date : | | 7/30/2018 |
| Expected Project C | ompletion Date: | | 8/31/2018 |
| | | | |
| | on the capital project plan | | Yes |
| What is the amount listed on the capital project plan? | | | \$15,000 |
| What year is it liste | d? | | 2018 |
| | from Mike Thompson to p like initial and date) | rocced with planning th | ne project. |
| Brief Project Descr | iption | | |
| Construct a metal ro- | of over the existing metal co | ntainer with a large overl | hang for equipment storage at Graham Creek |
| | | | |
| | on and tax parcel Identifica rve off of Stan Mahoney Lar | | 03.010 |
| | | | |
| Project type (select | one) | | |
| X | Building construction or in | | |
| | | | ols, playgrounds, ball fields, streetscape, signage, etc.) |
| | _Infrastructure repair or im | provements (example: ro | ads, drainage, right of ways, etc.) |
| | _ Other, Please explain | | |
| Will this project inc | ludo avent funda? | No | |
| If yes, please list Gra | - | 190 | - |
| ii yes, piease list Ora | HIQI, | | - |
| Will this project ha | ve a third party manager? | No | _ |
| If yes, please list thir | d party manager | | |
| | | | • |
| | | | |
| | t in detail in a meeting with | | |
| | iscussion, this form will be | sent to each person list | ed below for signature. |
| After meeting and d | | sent to each person list Department | ed below for signature. Documentation Required: |
| After meeting and d | iscussion, this form will be | sent to each person list Department Risk / Project | ed below for signature. Documentation Required: Project management review. Determination of insurance cost to |
| After meeting and o | iscussion, this form will be | sent to each person list Department | ed below for signature. Documentation Required: |
| After meeting and of Affached Initials & Date Affached | iscussion, this form will be Individual | sent to each person list Department Risk / Project | ed below for signature. Documentation Required: Project management review. Determination of insurance cost to |
| After meeting and of Affactual Affactual Initials & Date Initials & Date | iscussion, this form will be Individual Joe Bouzan Miranda Bell | sent to each person list Department Risk / Project Management Finance | ed below for signature. Documentation Required: Project management review. Determination of insurance cost to include in budget. |
| After meeting and of Aftached Initials & Date Affached Initials & Date MB 7/7/18 | iscussion, this form will be Individual Joe Bouzan | sent to each person list Department Risk / Project Management | ed below for signature. Documentation Required: Project management review. Determination of insurance cost to include in budget. |
| After meeting and of Affactual Affactual Initials & Date Initials & Date | iscussion, this form will be Individual Joe Bouzan Miranda Bell | sent to each person list Department Risk / Project Management Finance | Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. |
| After meeting and of After Meeting and Aft | iscussion, this form will be Individual Joe Bouzan Miranda Bell Miriam Boutwell | sent to each person list Department Risk / Project Management Finance Planning | Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. Review of the desired location & use to determine if the property is |
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| After meeting and of After meeting and of After Medical Initials & Date MB 7/7/18 Initials & Date MB 7/7/18 Initials & Date | iscussion, this form will be Individual Joe Bouzan Miranda Bell Miriam Boutwell Miriam Boutwell | sent to each person list Department Risk / Project Management Finance Planning Zoning Building, Flood & | Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. 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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, |
| After meeting and of After meeting and of After Medical Initials & Date MB 7/7/18 Initials & Date MB 7/7/18 Initials & Date | iscussion, this form will be Individual Joe Bouzan Miranda Bell Miriam Boutwell | sent to each person list Department Risk / Project Management Finance Planning Zoning | Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. 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. Review of the desired location and desired use to ensure all |
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| After meeting and of After meeting and of After Medical Initials & Date MB 7/7/18 Initials & Date MB 7/7/18 Initials & Date | iscussion, this form will be Individual Joe Bouzan Miranda Bell Miriam Boutwell Miriam Boutwell Chuck Lay | sent to each person list Department Risk / Project Management Finance Planning Zoning Building, Flood & Historical | Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. 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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other |
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| After meeting and of Aftached Initials & Date Hached Initials & Date MB 7/7/18 Initials & Date MB 7/7/18 Initials & Date Aftached Initials & Date | iscussion, this form will be Individual Joe Bouzan Miranda Bell Miriam Boutwell Miriam Boutwell Chuck Lay Brad Hall Chad Christian Leslie Gahagan | sent to each person list Department Risk / Project Management Finance Planning Zoning Building, Flood & Historical Fire Engineering Environmental | Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. 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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. 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. Determination of potential need for input from the City engineers. Determination of potential environmental issues or permits. Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, |

Project Management - Pre-project budget worksheet

| Estimated capital project cost Land Association (seet and leasting) | 0 |
|--|-------------------|
| Land Acquisition (cost and location) Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings., | \$ 4650.05 |
| Soft Cost (Architectural, Engineering, Legal, Geotech, etc.) | \$ <u>4650.25</u> |
| Insurance Cost | \$ |
| Bid Cost | \$ |
| Other cost to construct and make operational (please list below:) | Ψ |
| | \$ |
| | \$ |
| | \$ |
| Capital Project Subtotal | \$ <u>4650.25</u> |
| 10% Contingency | |
| Total capital project cost | \$ 5115.28 |
| Estimated Cost - Departmental Capital Purchases to make project operational | |
| | \$ |
| | \$ |
| | \$ |
| Total cost departmental capital purchases | \$0 |
| | |
| Estimated Cost - Departmental Small Tools Purchases to make project operational | ф |
| | \$ |
| | 2 |
| Total cost departmental small tools purchases | \$ 0 |
| Total cost departmental small tools purchases | Ψ |
| Total Cost to complete project and make fully operational | \$ 5115.28 |
| Items below are for informational purposes: | |
| Estimated Future Operating Cost | |
| Utilities | \$ 0 |
| Head count | \$ 0 |
| Future Insurance | \$ 0 |
| Additional future equipment (i.e. mowers, tractors, vehicles, etc.) | \$ 0 |
| Additional cost to operate | \$ 0 |
| | \$ 0 |
| | \$ 0 |
| | \$ 0 |
| Total estimated future cost to operate | \$ 0 |
| Will the project be completed as one project or will there be phases? Please list all phases below with cost of each phase: | |
| Phase | Cost |
| One Phase | \$ 5115.28 |
| | \$ |
| | \$ |
| Total cost of all phases | \$ 5115.28 |
| Is this project part of a project with previous cost? (i.e. a phase of a previous City project.) Please list all previous phases below with final cost of each phase: | |
| Phase | Cost |
| | \$ |
| | \$ |
| None | \$ |
| Total cost of all previous phases | \$ 0 |

| Project Managemen | nt - Pre-project checklist | | |
|--|--|--|--|
| Project Name: | | | Maintenance Area Enhancement |
| Submitted by: | | | Leslie Galtagan |
| | d by(Mayor, Councilmem) | per, Citizens, etc): | Department |
| Project Owner After | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Nature Parks |
| Expected Project S | | A. 4 | 7/30/2018 8/31/2018 |
| Expected Project C | ompletion Date; | | 6/31/2018 |
| Is this project listed | l on the capital project plan | aning document? | Yes |
| What is the amount listed on the capital project plan? | | ct plan? | \$15,000 |
| What year is it liste | ed? | | 2018 |
| | from Mike Thompson to p like initial and date) | | ho project. |
| Brief Project Deser Construct a metal ro | • | ntainer with a large over | thang for equipment storage at Graham Creek |
| • • | on and tax parcel Identific rvo off of Stan Mahoney Lai | , , , , | 003,010 |
| Project type (select X | _ Building construction or i _ Property improvement (ex | amples: parking lots, po | ools, playgrounds, ball fields, streetscape, signage, etc.) oads, drainage, right of ways, etc.) |
| Will this project inc If yes, please list Gra | | No | |
| Will this project has If yes, please list thir | ve a third party manager? d parly manager | No | |
| | t in detail in a meeting with liscussion, this form will be Individual | | |
| AB 1 9 18 | 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, |
| 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 |
| | Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. |
| Initials & Date | | Building, Flood & | Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, |
| 5 24 1 0 X | _Chuck Lay | Historical | architect requirements, etc. |
| Initials & Date | | | Determination of potential needs related to active/ passive fire |
| | | | protection, fire department access roads, egress, and all other |
| | Brad Hall | Fire | requirements as determined by the International Codes. |
| Initials & Date | | | and the second s |
| | | | |
| | _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 | Torde Outubur | ZHYHVIHIKARQI | Downmonen or parential ortenanticular issues or permus. |
| | | | Determination of IT needs with Jessica such as internet access, |
| ı | | | networking, phones, security cameras/door access control systems, |
| | Gary Schrader | IT/GIS | computers, copiers, etc. |
| Initials & Date | | Ouman of Brainst and | The normal who will own the unicet when its consolate reads to be |
| Initials & Date | | complete | The person who will own the project when its complete needs to be involved with the project from the beginning. |

| Project Name: | | | Maintenance Area Enhancement |
|--|---|---------------------------|---|
| Submitted by: | | | Leslie Gahagan |
| Projected Requested | d by(Mayor, Councilmeml | er, Citizens, etc): | Department |
| Project Owner Afte | r Completion: | | Nature Parks |
| Expected Project St | art Date : | | 7/30/2018 |
| Expected Project Co | ompletion Date: | | 8/31/2018 |
| | | | |
| | on the capital project plan | _ | Yes |
| What is the amount listed on the capital project plan? | | ct plan? | \$15,000 |
| What year is it listed | d? | | 2018 |
| If not, get approval Mike (Must have M | from Mike Thompson to p ike initial and date) | proceed with planning t | the project. |
| Brief Project Descri | ption | | |
| Construct a metal roo | of over the existing metal co | ntainer with a large over | hang for equipment storage at Graham Creek |
| · · | on and tax parcel Identific ve off of Stan Mahoney Lar | | 003.010 |
| Project type (select o | _Building construction or in Property improvement (ex | amples: parking lots, po | ols, playgrounds, ball fields, streetscape, signage, etc.) pads, drainage, right of ways, etc.) |
| | Other, Please explain | | |
| Will this project incl | lude orant funds? | No | |
| If yes, please list Gran | _ | 110 | - |
| | | | - |
| Will this project hav If yes, please list third | ve a third party manager? I party manager | No | - |
| TS 1 | | T. D. 634 | I D II DED CO |
| | t in detail in a meeting with | | |
| After meeting and d | iscussion, this form will be | | |
| | Individual | Department | Documentation Required: |
| | | Risk / Project | Project management review. Determination of insurance cost to |
| | Joe Bouzan | Management | include in budget. |
| Initials & Date | _ | - | · |
| MB 7/9/18 | Miranda Bell | Finance | Budget review and account number assignment. |
| Initials & Date | _ | | |
| | Miriam Boutwell | Planning | |
| Initials & Date | | ~ | 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 |
| | Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. |
| Initials & Date | - 1111111111111111111111111111111111111 | Zoning | |
| man a Dato | | | Review of the desired location and desired use to ensure all |
| | | Building, Flood & | requirements are met including but not limited to building codes, |
| | Chualz Lazz | Historical | |
| Initials & Date | _Chuck Lay | Historical | architect requirements, etc. |
| midais & Date | | | Determination of potential needs related to active/ passive fire |
| | | | |
| | D 144 11 | D' | protection, fire department access roads, egress, and all other |
| T. 121 A. D. 4 | _Brad Hall | Fire | requirements as determined by the International Codes. |
| Initials & Date | | | |
| | Chad Christian | Engineaving | Determination of natoutial and for input from the City and income |
| Initials & Date | _Chad Christian | Engineering | Determination of potential need for input from the City engineers. |
| minais & Date | | | |
| | Leslie Gahagan | Environmental | Determination of potential environmental issues or permits. |
| Initials & Date | Teane Canagan | Laynomnelical | Determination of potential chyrrollinental issues of permits. |
| madio & Date | | | Determination of IT needs with Jessica such as internet access, |
| | | | |
| | Come Calored | IT / CIC | networking, phones, security cameras/door access control systems, |
| Teritical O. Yarer | Gary Schrader | IT / GIS | computers, copiers, etc. |
| Initials & Date | | Onmer of Drainst when | The person who will own the project when its complete needs to be |
| Initials & Date | | complete | involved with the project from the beginning. |
| | | Complete | myorred with the project from the beginning. |

| Project Name: Submitted by: | | | Maintenance Area Enhancement Leslie Gahagan |
|--|---|---------------------------------|---|
| | d by(Mayor, Councilmemb | er Citizens etc) | Department |
| Project Owner Afte | | er, chizens, etc). | Nature Parks |
| Expected Project St | | | 7/30/2018 |
| Expected Project C | | | 8/31/2018 |
| | | | |
| | on the capital project plan | | Yes |
| What is the amount listed on the capital project | | et plan? | \$15,000 |
| What year is it liste | d? | | 2018 |
| | from Mike Thompson to p (ike initial and date) | | ne project. |
| Brief Project Descri | | ntainer with a large over | hang for equipment storage at Graham Creek |
| | | | |
| | on and tax parcel Identifica rve off of Stan Mahoney Lar | | 03.010 |
| Project type (select X | Building construction or in Property improvement (ex | amples: parking lots, poo | ols, playgrounds, ball fields, streetscape, signage, etc.) ads, drainage, right of ways, etc.) |
| Will this project inc If yes, please list Gra | | No | - |
| Will this project have If yes, please list thir | ve a third party manager? d party manager | No | _ |
| Diennes vous projes | t in detail in a meeting with | ı Toe Rouzan & Mirand | la Rall ETP\$T |
| | iscussion, this form will be | | |
| zitter meeting and u | Individual | Department | Documentation Required: |
| | A. A. S. A. T. A. D. S. C. P. A. | Risk / Project | Project management review. Determination of insurance cost to |
| Initials & Date | _ Joe Bouzan | Management | include in budget. |
| | Miranda Bell | Finance | Budget review and account number assignment. |
| Initials & Date | | 1 IIIIIIO | Dadge to ten dad december designment |
| 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 |
| | Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. |
| 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 | | | Determination of material and a state of the state of the |
| 0.1 | | | Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other |
| KH 8/13/11 | 8Brad Hall | Fire | requirements as determined by the International Codes. |
| Initials & Date | | rite | requirements as determined by the international codes. |
| ALLEY TO A APPLICA | | | |
| | 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 | | | Determination of IT peads with Jassies such as interest access |
| | | | Determination of IT needs with Jessica such as internet access, |
| | Garu Sahwadan | rr / GIQ | networking, phones, security cameras/door access control systems, |
| Initials & Date | _Gary Schrader | IT / GIS | computers, copiers, etc. |
| initials & Date | | Owner of Project when | The person who will own the project when its complete needs to be |
| Initials & Date | | complete | involved with the project from the beginning. |

| Project Managem | ient - Pre-project checklist | | |
|---|--|---------------------------------|---|
| Project Name: | | | Maintenance Area Enhancement |
| Submitted by: | | | Leslie Gahagan |
| | sted by(Mayor, Councilmem | ber, Citizens, etc): | Department |
| Project Owner A | | | Nature Parks |
| Expected Project | | | 7/30/2018 |
| Expected Project | Completion Date: | | 8/31/2018 |
| Is this project list | ed on the capital project pla | nning document? | Yes |
| | nt listed on the capital proje | | \$15,000 |
| What year is it lis | sted? | | 2018 |
| | al from Mike Thompson to p Mike initial and date) | | the project. |
| Brief Project Desc. Construct a metal. | ^ | ontainer with a large ove | rhang for equipment storage at Graham Creek |
| | tion and tax parcel Identific serve off of Stan Mahoney La | | 003.010 |
| Project type (selec | Building construction or Property improvement (ex | xamples: parking lots, po | ools, playgrounds, ball fields, streetscape, signage, etc.) oads, drainage, right of ways, etc.) |
| Will this project in If yes, please list G | nclude grant funds? rantor: | No | - |
| Will this project has If yes, please list the | ave a third party manager? ird party manager | No | |
| | ect in detail in a meeting with discussion, this form will be Individual | | |
| 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. |
| 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 |
| Initials & Date | Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. |
| 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. |
| Initīals & Date | Brad Hall | 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. |
| Irdials & Date | 6 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. |
| | Gary Schrader | 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 Initials & Date | · · · · · · · · · · · · · · · · · · · | Owner of Project when complete | The person who will own the project when its complete needs to be involved with the project from the beginning. |

U:\Leslie\Documents\Budgets & POs\Pre-Project Check list.Maintenance Area Graham Creek.2018

Effective Date 5/21/15, last edited 6/8/17.

| Project Name: | Maintenance Area Enhancement |
|---|--|
| Submitted by: | Leslie Gahagan |
| Projected Requested by (Mayor, Councilmember, Citizens, etc): | Department |
| Project Owner After Completion: | Nature Parks |
| Expected Project Start Date: | 7/30/201 |
| Expected Project Completion Date: | 8/31/201 |
| Is this project listed on the capital project planning document? | Yes |
| What is the amount listed on the capital project plan? | \$15,000 |
| What year is it listed? | 201 |
| If not, get approval from Mike Thompson to proceed with planning Mike (Must have Mike initial and date) | g the project. |
| Brief Project Description Construct a metal roof over the existing metal container with a large over | verhang for equipment storage at Graham Creek |
| Location (Description and tax parcel Identification number(s)) Graham Creek Preserve off of Stan Mahoney Lane; 05-61-06-13-0-000 | D-003.010 |
| Project type (select one) X Building construction or improvement Property improvement (examples: parking lots, Infrastructure repair or improvements (example: Other, Please explain | pools, playgrounds, ball fields, streetscape, signage, etc.) roads, drainage, right of ways, etc.) |
| 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 in detail in a meeting with Joe Bouzan & Mira | anda Bell FIRST. |

Discuss your project in detail in a meeting with Joe Bouzan & Miranda Bell FIRST.

After meeting and discussion, this form will be sent to each person listed below for signature.

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| issignment. |
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| to determine if the property is |
| setbacks, etc.; and a record of |
| ding approval of the project. |
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| ot limited to building codes, |
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| ted to active/ passive fire |
| ads, egress, and all other |
| ternational Codes. |
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| aput from the City engineers. |
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| ental issues or permits. |
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| ca such as internet access, |
| s/door access control systems, |
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| when its complete needs to be |
| ginning. |
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