

Project Management - Pre-project checklist

Project Name: Memorial Tree Trail Expansion
 Submitted by: Leslie Gahagan
 Projected Requested by (Mayor, Councilmember, Citizens, etc): Citizens
 Project Owner After Completion: Graham Creek Nature Preserve
 Expected Project Start Date : December 2019
 Expected Project Completion Date: No Later Than August 2021

Is this project listed on the capital project planning document? Yes
 What is the amount listed on the capital project plan? \$248,644.00 for total project with \$198,915.20 in grant funding
 What year is it listed? FY21

If not, get approval from Mike Thompson to proceed with planning the project.
 Mike (Must have Mike initial and date) *Mike Thompson* 11/5/19

Brief Project Description
Expand the Memorial Tree Trail by constructing approximately 1,250 ft of ADA accessible boardwalk at Graham Creek Nature Preserve

Location (Description and tax parcel Identification number(s))
23030 Wolf Bay Drive

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? Yes
 If yes, please list Grantor: ADECA

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 Rachel Keith & Miranda Bell FIRST.
 After meeting and discussion, this form will be sent to each person listed below for signature.

Individual	Department	Documentation Required:
<u>RK 11/6/19</u> Initials & Date Rachel Keith	Risk / Project Management	Project management review. Determination of insurance cost to include in budget. <u>- Ins. Annual Premium Estimate \$630.00</u>
<u>MPB 11/6/19</u> Initials & Date Miranda Bell	Finance	Budget review and account number assignment.
<u>MB 11/7/19</u> Initials & Date Miriam Boutwell	Planning	<u>400-5090-4202 / 400-5090-5706 / R53</u> 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>MB 11/7/19</u> Initials & Date Miriam Boutwell	Zoning	<u>CONST PROF GRANT</u> 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>CAL 11/8/19</u> Initials & Date Chuck Lay	Building, Flood & Historical	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>BH 11/8/19</u> Initials & Date Brad Hall	Fire	Determination of potential need for input from the City engineers.
<u>T.D. 11/8/19 (for Chad Christian)</u> Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u>_____</u> Initials & Date Leslie Gahagan	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>GS 11/8/19</u> Initials & Date Gary Schrader	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
<u>_____</u> Initials & Date _____	Owner of Project when complete	