

CITY OF PALMER ACTION MEMORANDUM No. 10-030

SUBJECT: Approve the Capital Construction Project Development Process

AGENDA OF: May 11, 2010

Council action:
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid red; padding: 2px; color: red;">Postponed to May 25</div> <div style="border: 1px solid red; padding: 2px; color: red;">Amended & Approved</div> </div>

Approved for presentation by B. B. Allen, City Manager *B. B. Allen*

Route To:	Department/Individual:	Initials/Date:	Remarks:
X	Originator – City Manager		
X	City Clerk	<i>JR</i> 5/3/10	
X	City Attorney	<i>[Signature]</i> 5/3/10	
	Director of Administration		
	Director of Community Development		
	Director of Community Services		
	Director of Public Safety		
	Director of Public Works		

Attachment(s): Process Chart
Development Matrix
Nomination Form

Certification of Funds:

X	No fiscal impact at this time.	
	Funds are budgeted from this account number:	
	Funds are not budgeted. Budget modification is required. Affected account number:	

Director of Administration Signature: *[Signature]*

Summary statement: The Public Works, Community Development, and Finance Departments worked with the City Manager's Office to create a predictable capital project development process which solicits involvement from the City Council and general public over several months prior to budget approval and construction. The goal is to provide a structure for capital improvements in the City on a set time frame each year with several opportunities for public involvement and to ensure the City Council is aware of the projects under consideration and has ample opportunity to provide input and ask questions. The process was developed so that any projects being considered in the capital budget will have been through the entire review cycle.

Attached to this action memorandum is a matrix outlining the steps and an illustrative process chart (similar to a flow chart). It may be helpful to refer to those documents to supplement the narrative description which follows.

Step 1 - Project Conception

Nominations will be solicited from the City Council, Executive Management Team (EMT), the general public and non-profit organizations for construction projects which require City funds in January and February each year. A three page nomination form will be completed by staff, members of the public or organizations and submitted to the City Manager's Office. Council driven projects would also be identified, and a nomination form completed by staff for each project after discussion.

Step 2 – Project Review

As nominations are received in the City Manager's office they will be forwarded to the proper city department. The concept is to pair up nominated projects with an advocate on the staff who may work directly with the project nominator. Once all the projects have an advocate, a Project Fair will be hosted at the Depot. Nominators would be invited to attend and serve as a spokesperson for the project and explain in greater detail the overall concept. If the nominator opts not to participate, City staff will explain the project. In all cases, the project nomination form will be available to the public.

Comments on projects will be noted by the staff advocates at the gathering and project comment sheets will be available to the public. It may also be possible to post all this information on the City's website and solicit additional comments.

For the last two years, there has been a joint Transportation Fair held each autumn which is well attended and provides the public to go to one location to learn about transportation projects all over the Borough. The City's Project Fair would mirror that event, on a much smaller scale.

After the Project Fair and comment period, the EMT will review all the materials and forward them to the City Manager. The Manager will make a recommendation to the City Council which projects should move forward, and seek preliminary planning funding. The City Council will see all the nomination and comment forms and will be responsible for selecting the final projects to move forward through the process. At the same council meeting a sum of money will be identified for use in the next stage to do any preliminary work required to obtain a detailed project cost estimate.

Step 3 – Staff Assessment

After the City Council selects the projects to move forward, the projects move into a review by each of the City's Departments. Land use, zoning, security and safety issues, and risk management issues are just some of the project components that will be assessed by city staff. This allows all departments to comment on the projects and ensure that all regulations, permits, and code citations will be met. Please see the process chart for more examples of departmental review.

Step 4 – Project Selection and Approval

The Palmer Municipal Code requires the Planning and Zoning Commission review all capital projects. The Commission has established a review process with a 1-5 rating scale. Projects which rate a number 1 would be essential for life, health, and safety. Projects which rate a number 5 would be a much lower priority. By giving each of the projects a rating instead of a priority number, the Commission will provides another tool to the City Council as they approach the budget and ultimately determine which projects will be included in the following year's capital budget.

The final step in the review and approval process will be inclusion in the City's annual capital budget passed by the City Council, no later than the first Tuesday each December.

Step 5 – Design and Construction

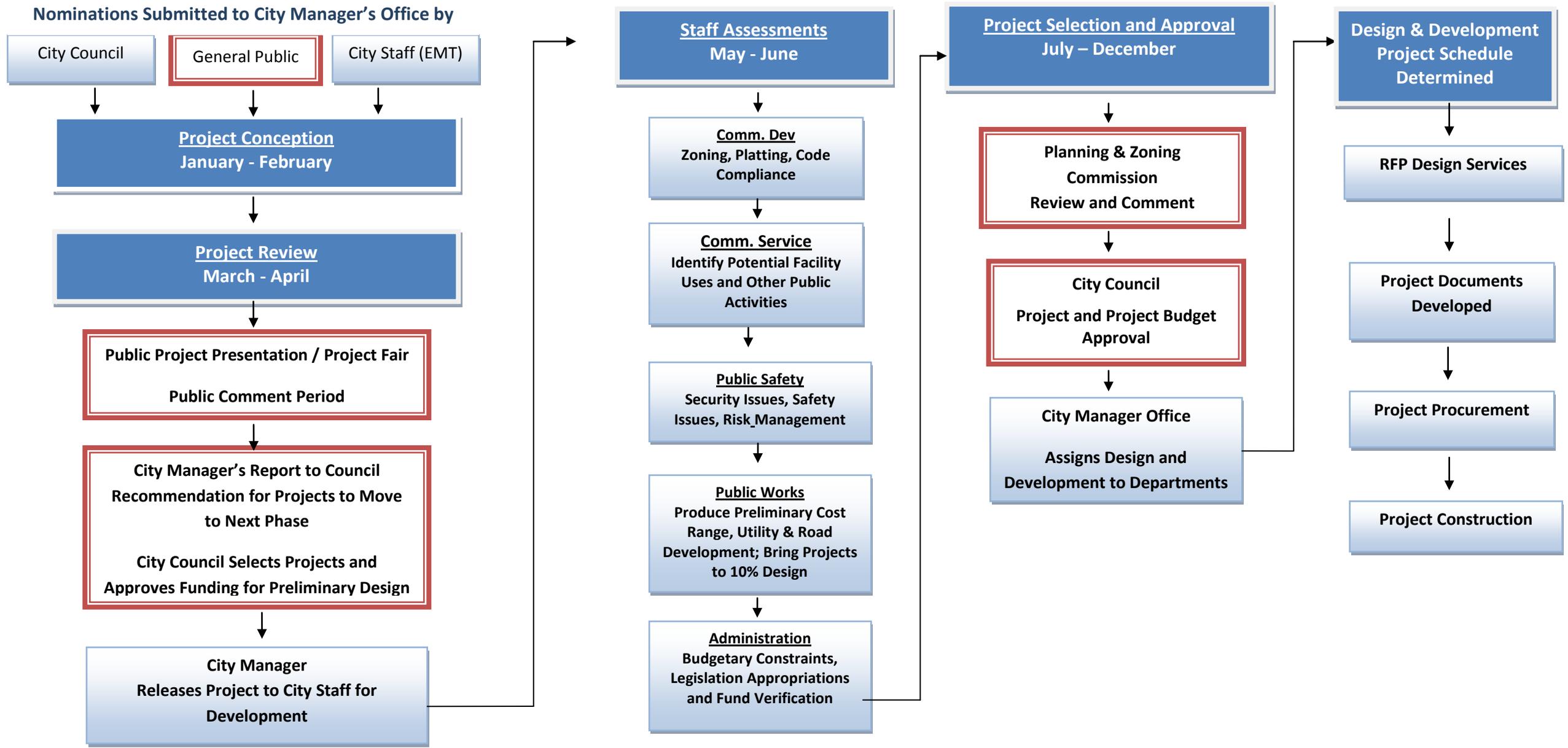
Once the capital budget is finalized the projects are handed off to staff for completion. Projects will be listed on the monthly construction report and updated construction report so the public and the council can follow their progress.

By this juncture the public will have had five distinct opportunities to comment on the projects and provide input.

The establishment of a deliberative process for the development of City projects will aid all those involved. The public will have ample opportunity to propose projects, comment, and speak to the City staff and City Council prior to the project being funded. The City Council will be involved throughout the entire development arc of the project with increased knowledge. Once the project is approved, the city staff will be able to move forward and execute the project in an efficient manner possible without numerous interruptions.

Administration recommendation: Approve action memorandum 10-030.

Process Chart
Proposed City of Palmer Capital Project Development Process
May 11, 2010 City Council Meeting



Key:

Solid Blue Boxes Indicate Development Steps

Red Boxes Indicate Opportunity for Public Involvement

Light Blue Boxes Indicate Action Steps

Draft Process Matrix COP Capital Project Development

When	Action	Who	Where	Supporting Documents	Notes
Jan – Feb	Nominations for Capital Projects Submitted for Following Year – Public Input Opportunity	Public, Council, EMT	To Manager’s Office	Project Nomination Letter Nomination Form	
March	Project Fair – Public Comment Opportunity	For the Public; staffed by Department Representatives	Public Setting	Project Nomination and Supporting Documents Public Comment Form	Ask Project Nominator to attend Project Fair
March – April	City Manager Makes Project Recommendations to Council - Public Comment Opportunity Requests Funds to obtain preliminary design for further review	City Council	Council Meeting	Project Nomination Form, Public Comments, IM & Resolution	It is anticipated that some projects will drop out at this juncture
March – April	Preliminary Cost Range and 10% Design amount calculated by Public Works	Public Works	In-House	Project Nomination Form, 10% Calculation Form	
May - June	Staff Review - Project scoping to identify Goals, Facts, Concepts, Needs, and Problems within each department as applicable	Department Directors	In-house	Routing List Checklist Matrix	A review of the type of activities, groups and their relationships; site and environment issues ; code requirements, and identification of project impediments
July - August	Planning Commission Review of Projects – Public Comment Opportunity	Community Development & Planning & Zoning	1 or 2 P & Z meetings	Material for P & Z Meetings	Commission has their own evaluation criteria of 5 categories

Commission					
September	Nominations Presented to Council	Administration	Council Meeting	AM with Matrix, Project Nominations, and Staff Reviews	Time Frame Dependent Upon Planning & Zoning Commission Review
August - October	Council selects Projects to be developed – Public Comment Opportunity	City Council	Council Meeting		Projects selected by Council are prepared for State/Federal or City CIP funding cycle
October	Programs for Progress Resolution presented to Council – Public Comment Opportunity	City Manager's	1 st Council Meeting in Oct	IM with backup material	Allows PFP Booklet to be prepared for the Governor's Office by early November
October – December	Projects included in following year's budget	Administration		Budget Document	
December	City Council passes budget which triggers acceptance of Capital Projects – Public Comment Opportunity	Administration	1 st Council Meeting in Dec	Budget Document	Project is turned over to City Staff for completion; Changes in cost over \$15,000, location or a significant change in design approved by Council



**City of Palmer
Capital Improvement Project
FY 2011 – FY 2015
Nomination Form**

Name of Project: _____
Contact Person: _____
Phone Number: _____
Email: _____ Date _____

Brief Description of the project: *Please describe your request. For example, if it is a road or trail, how long/wide will it be? Are parts of the project already constructed? If your request is for replacement, new equipment, why does what you have now need replacement? Attach a photo, map or diagram that would be helpful in understanding and evaluating this request.*

What effect will this project have on employee or public safety? Does the project eliminate or reduce an obvious hazard to people or structures?

What effect will this equipment/ project have on public health? Who will use this equipment /project and how will it help them be or stay healthy?

What effect will this equipment/ project have on quality of life? Who will use this equipment/project and how will it help them?

Is this project the next phase in a continuing project? What preliminary work has already been done? Please provide an estimated time schedule for delivery of equipment or completion of the project if funding is approved.

Is the project identified in an adopted plan or program? For example, the Palmer Comprehensive Plan, or the Airport Master Plan, etc.

Are there state, federal or private funds available to help pay for this project? Identify funds already pledged, donated or awarded to help finance this project.

Does this project preserve existing public infrastructure? Describe the public resource that is preserved or enhanced by this project.

Is there evidence of public support for this project? Please attach. Attach copies of letters of support, inclusion in adopted plans, minutes of council or commission meetings.

Who will maintain the project after it is built? Is there a potential user group that will help maintain the project? Please identify.

Will this project provide economic benefits to Palmer? If so, please describe the benefits.

Is this project needed to meet a State or federal mandate or regulation? Please identify the State or federal requirement being met.

Will this project reduce city operations or maintenance costs? Please explain how costs will be reduced.

Will this project renovate or stabilize a historic building, structure or site? Describe how this project uses historic property.

To be completed by City staff following submittal of nomination:

Estimate of Costs (Rounded to nearest thousand)	
Land & right-of-way	\$
Engineering & Design	\$
Construction	\$
Furniture & equipment	\$
Other – legal, admin, etc	\$
Estimated Total	\$