

CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS
SUMMARY of PROJECT APPROVAL PROCESS



INDIVIDUAL, COMMUNITY GROUP or COMMISSION
 Pre-application meeting with CITY MANAGER and/or PLANNER
 Complete **PROPOSED PROJECT REQUEST FORM**

STEP 1

A **NEW IDEA** which is NOT part of current CIP, an emergency, or a planned development

- CITY MANAGER presents for discussion and review with CITY COUNCIL
- City Council may support project -- advise to proceed, recommend to revise or deny

<\$10K BUDGET PROJECT MAY PROCEED TO DISCOVERY and DUE DILIGENCE

CITY MANAGER / PLANNER / FINANCE COMMITTEE
 Review and Rank completed **DISCOVERY PROJECT APPLICATIONS**

recommend 2 dates per year to align with common grant cycles

STEP 2

CM / PLANNER presents **RANKED FORMAL REQUESTS** to CC for **APPROVAL**

- CM / PLANNER recommends, compels change, identifies next steps
- City Council approves/denies **DISCOVERY PROJECT APPLICATION and RANKING**
- City Council assigns project to Commission(s) for Oversight
- City Council identifies scope of Community Participation
- Project proceeds to **DISCOVERY or DUE DILIGENCE PHASE**

- DISCOVERY PHASE**
- Set up file and accounts
 - Set up **MOU** of participants/agencies
 - Identify environmental impacts (w/Planner and/or consultant)
 - Complete and submit studies, surveys, applications as identified on **GUIDED DUE DILIGENCE WORKSHEET**. Coordinate with Planning.
 - Establish project budget
 - Identify funding source(s)
 - Gather Community input
 - Complete Project Charter: Timeline and alignment with Yachats' Comprehensive Plan

STEP 3

- Present **FINAL PROJECT** to City Council
- Aesthetics review
- Finalize schedule on **CIP Project List**
- Provide regular updates to City Council on project status

RFQ/RFP BID PROCESS and CONTRACT PHASE

- Grant reporting begins
- Project tracked in **CIP Schedule**
- Accounting assumes day-to-day management of invoicing, coding and payment to vendors