CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-14

A RESOLUTION REVISING POLICY AND PROCEDURE FOR PROJECT PLANNING

WHEREAS, in 2011, with Resolution 2011-06, the Gustavus City Council established Policy and Procedure for Project Planning, and

WHEREAS, in the process of implementing the Policy and Procedure, it became apparent that some clarifications and revisions were necessary, and

WHEREAS, formal action is needed to address the revisions necessary to the policy and procedure,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the revisions to the document entitled "Policy and Procedure for Project Planning", as presented by this Resolution as a significant step toward addressing the needed revisions.

PASSED and **APPROVED** by the Gustavus City Council this 14th day of May, 2018, and effective upon adoption.

Barbara Miranda
Barbara Miranda, Mayor

Phoebe Vanselow
Attest: Phoebe Vanselow, City Treasurer

CITY OF GUSTAVUS
POLICIES AND PROCEDURES

Project Planning

POLICY

Project planning and development is a process of:
- identifying a need, issue, or worthy opportunity;
- collaborating within a department or committee and with other stakeholders to define project parameters and to assign and track tasks;
- generating and evaluating alternative strategies; and
- recommending one or more solutions.

In our community, many projects emanate from the Gustavus Community Strategic Plan, or from Department Heads, the Council or a committee.

It is the policy of the City of Gustavus to follow careful planning procedures in order to:
- avoid financial, social, and environmental pitfalls;
- enable planning participants to identify a range of opportunities and solutions;
- capture the best value possible from the project;
- represent the City well to funding agencies; and
- implement objectives in a smooth and timely manner.

PROCEDURE

The following forms outline the basic procedures for project planning in the City of Gustavus:

Attachment A: **Project Planning and Approval Process Flow Chart**

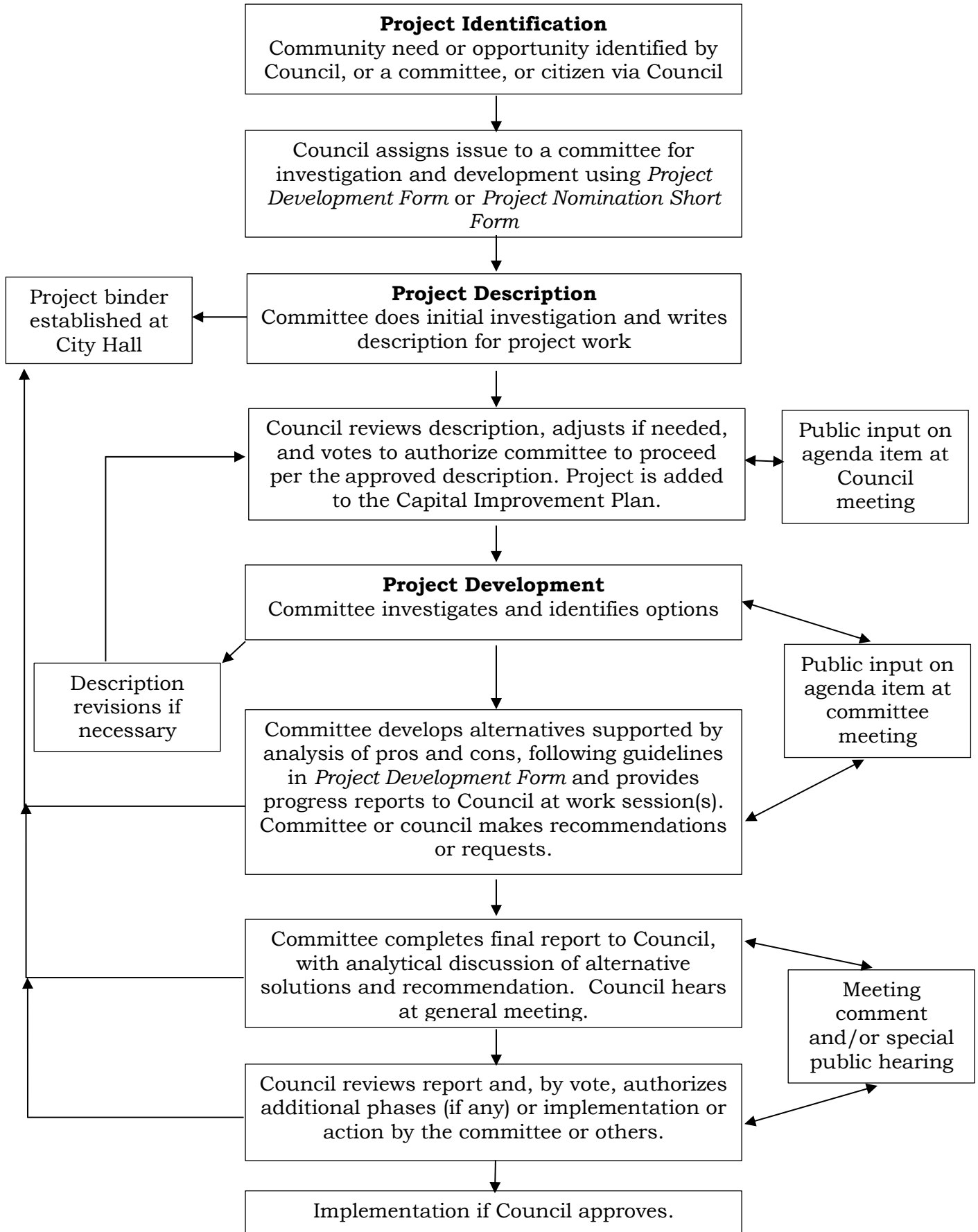Attachment B: **City of Gustavus Project Development Form**

Attachment C: **City of Gustavus Project Nomination Short Form**

For all projects of $5,000 or greater, please complete either attachment B or C depending on the complexity of the project. More complex projects should utilize Attachment B. The Council may request the completion of the Attachment B at any time. Not all questions on the forms may be applicable to a given project. Planners shall address all relevant questions.

If outside funding is necessary, please see **Policy on Submission of Grant Proposals and Capital Requests of $5,000 or Greater.**

These procedures do not address project management.

Project Planning: Attachment A
Project Planning and Approval Process Flow Chart

Project Identification
Community need or opportunity identified by
Council, or a committee, or citizen via Council

↓

Council assigns issue to a committee for
investigation and development using *Project
Development Form* or *Project Nomination Short
Form*

↓

Project Description
Committee does initial investigation and writes
description for project work

→ Project binder
established at
City Hall

↓

Council reviews description, adjusts if needed,
and votes to authorize committee to proceed
per the approved description. Project is added
to the Capital Improvement Plan.

↔ Public input on
agenda item at
Council
meeting

↓

Project Development
Committee investigates and identifies options

↔ Public input on
agenda item at
committee
meeting

Description
revisions if
necessary

↓

Committee develops alternatives supported by
analysis of pros and cons, following guidelines
in *Project Development Form* and provides
progress reports to Council at work session(s).
Committee or council makes recommendations
or requests.

↓

Committee completes final report to Council,
with analytical discussion of alternative
solutions and recommendation. Council hears
at general meeting.

↔ Meeting
comment
and/or special
public hearing

↓

Council reviews report and, by vote, authorizes
additional phases (if any) or implementation or
action by the committee or others.

↓

Implementation if Council approves.

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project development form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: _____

Committee:_____ Committee Contact:_____ _____

E-mail:_____ Phone: _____

Date of form submission: _____

Part 2. Project Description refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals.

1. What is the project?
    - What are the project's goals? Goals are general guidelines that explain what you want to achieve.
    - What are the project's objectives? Objectives define strategies or implementation steps to attain the identified goals. These should be specific and measurable and have defined completion dates.
    - Who/what will be aided by this project? Who are the targeted stakeholders/customers?
    - Is a preliminary survey necessary to identify the number of potential customers/users? If so, how will you design and conduct the survey?
    - What is NOT covered by this project? What are its boundaries?

2. Why is the project needed?
    - What community problem, need, or opportunity will it address?
    - What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

5. What is your timeline for project planning?
   - By when do you hope to implement the project?
   - Will the planning or final project occur in phases or stages?

6. What is your budget for the planning process? Will you be using a consultant?

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

Parts 3- 6. Project Investigation and Development

Parts 3.-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., "Summary" after completing Parts 4.-6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

2. What solution was chosen as the best and why is it the best?

3. Identify your funding source(s).
   - How will the project be funded initially, and for its operating life?
   - Is there a matching fund requirement? Please provide details.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts/Benefits Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? **Indicate No or Maybe with an X.** **Indicate Yes with + if impact is beneficial;** **Indicate Yes with - if impact is harmful**			
• Climate change			
• Streams/groundwater quality			
• Air quality			
• Soils/land quality			
• Fish/wildlife habitat, populations			
• Plant Resources (timber, firewood, berries, etc.)			
• Invasive or pest species			
• Natural beauty of landscape or neighborhoods			
• Neighborhood character			
• Noise or other environmental impacts			
• Environmental sustainability			

Will this project affect:	No	Yes (+/-)	Maybe
• Hazardous substances use			
• Community waste stream			
• Light pollution at night			
Recreational opportunities?			
• Public land use and access			
• Trails/waterways			
• Parks			
• Public assembly/activities			
Education/training/knowledge & skill development?			
Public safety?			
Public health?			
Medical services?			
Emergency response?			
Economic performance & sustainability?			
• Employment of residents			
o Short-term (i.e. construction)			
o Long-term (operating and maintenance)			
• Cost of living reduction			
• Return on investment			
• Visitor opportunities/impressions/stays/ purchases			
• Competitive business environment			
• Support for existing businesses			
• New business opportunities			
• Economic sustainability			
• Attractiveness of City to new residents/businesses			
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)			
• Existing services			
• New services			
• Cost of City services			
• Tax income to City			
Transportation?			
• Air			
• Water			
• Roads			
Communications?			
• Internet			
• Phone			
• TV/radio			
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (e.g., benefits both to the environment and to business performance.)

3. Are other projects related to or dependent on this project?
   • Is this project dependent on other activities or actions?

- If yes, describe projects, action or activities specifying phases where appropriate.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

5. What regulatory permits will be required and how will they be obtained?

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

7. Is an engineering design or construction estimate necessary?

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	$	Personnel	$
Project management	$	Benefits	$
Land, structures, ROW, easements	$	Training	$
Engineering work	$	Travel	$
Permitting, inspection		Equipment	$
Site work	$	Contractual	$
Demolition and construction	$	Supplies	$
Waste disposal	$	Utilities	$
Equipment	$	Insurance	$
Freight	$	Repair & maintenance	$
Contingencies	$	Other (list)	$
Other (list)	$	Other (list)	$
Other (list)		Total direct costs	$
		Indirect costs	$
		Income (fees, taxes)	$
		Balance: costs-income	$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?

2. How many full-time, permanent jobs will this project create or retain?
        _____Create/retain in 1-3 years

        _____Create/retain in 3-5 years

3. What training is necessary to prepare local residents for jobs on this project?

4. How many local businesses will be affected by this project and how?

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (05/2018) is: http://va-interactive.com/tools/business_plan.html

Basic components of a business plan:
- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
   - Public comment on agenda item at committee or Council meeting
   - Special public hearing
   - Dates and attendance for the above.
   - Written comment from the public (please attach)

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome: rec. to Council, requested action of Council, etc.	No. of atten-dees

Part 9. Feedback to the Council
With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.

City of Gustavus Capital Improvement Plan Project Nomination Short Form

<u>Project eligibility</u>

Does the proposed project represent a major, nonrecurring expense?	YES ☐	NO ☐
Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years?	YES ☐	NO ☐
Will the project provide broad community benefit?	YES ☐	NO ☐

If you were able to answer YES to all three questions, please provide the following additional information:

1. <u>Project title</u> (Suggested heading in CIP):

2. <u>Project description and benefit</u>. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

3. <u>Plans and progress</u>. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

4. <u>Project cost</u>:

    A. TOTAL COST (including funds already secured) = $_____

    B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

    Preconstruction costs = $_____   Construction costs = $_____

5. <u>Timeline</u>: Indicate when you hope to complete each phase of the project.
    Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

    A. For projects that consist of land or equipment purchase only, state when the purchase would be made:
    _____

    For construction projects:

    B. Preconstruction phase to be completed by _____.

    C. Construction phase to be completed by _____.

6. <u>Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.</u>

7. <u>Date and name of person submitting form.</u>