

**Resolution of the City of Gustavus, Alaska
Resolution No. 2011-06**

A Resolution to Adopt "Policy on Project Planning"

WHEREAS the City of Gustavus has the need to develop a body of policy and procedure documents pertaining to project planning; and

WHEREAS procedures and forms are needed to provide guidelines for the project planning and approval process and for documentation of project scoping and development; and

WHEREAS these policy and procedure documents are a key component of the procedure for "Policy on Submission of Grant Proposals and Capital Requests of \$5,000 or Greater"; and

WHEREAS this policy and procedure document has benefited from the draft document titled "City of Gustavus Project Scoping Form" revised by the Planning Committee on February 4, 2008; and

WHEREAS this policy has been under discussion by the Council since November 4, 2010 and has been published since December 17, 2010;

AND NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopts Resolution 2011-06, which includes "Policy on Project Planning."

PASSED and APPROVED by the Gustavus City Council this ~~10th~~^{13th} day of ~~February~~^{January}, 2011.


Jim Mackovjak, Mayor

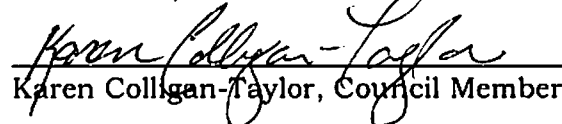

Louis Cacioppe, Vice Mayor


Melanie Lesh, Council Member


Tim Sunday, Council Member


John Nixon, Council Member


Joe Lassiter, Council Member


Karen Colligan-Taylor, Council Member

Attest: Kapryce Manchester, CMC
City Clerk

Exhibit A

**CITY OF GUSTAVUS
POLICIES AND PROCEDURES**

Policy on Project Planning

POLICY

Project planning and development is a process of:

- identifying a need, issue, or worthy opportunity;
- collaborating within a 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 a Council or a committee Annual Work Plan.

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:

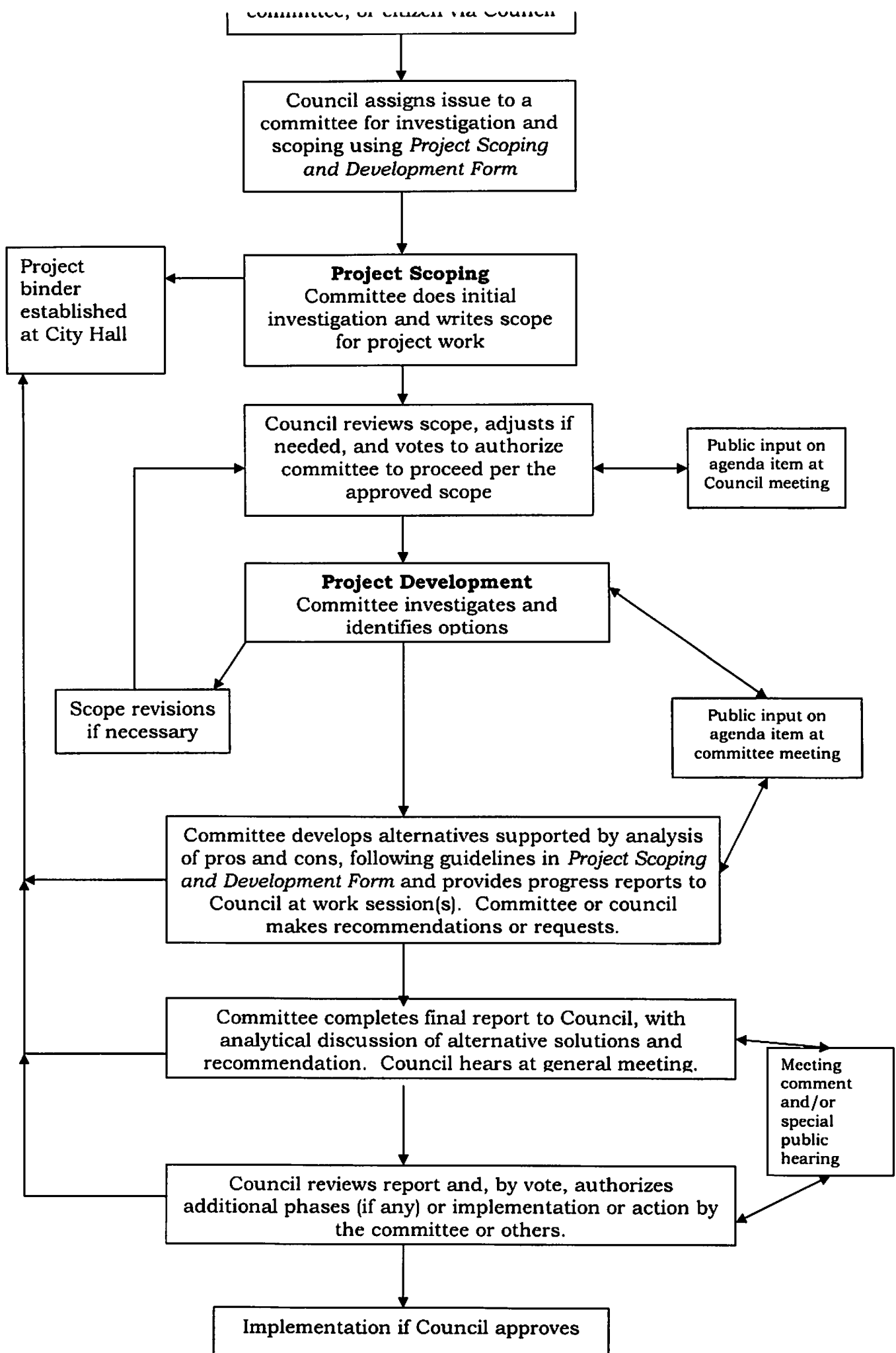
Attachment A: **Project Planning and Approval Process Flow Chart**

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

For all projects of \$5,000 or greater, please complete the entire form. Not all questions on the form 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.



Policy on Project Planning: Attachment B

PROJECT SCOPING and DEVELOPMENT FORM

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 scoping 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: _____

Part 2. Project Scope 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. Changes in scope will need Council approval.

1. What is the project?

- What are its goals and objectives?
- 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? 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., 4., 5., 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 applying 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 Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = 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			
• 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	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

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)	\$	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 (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/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.