

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-XX**

A RESOLUTION REVISING POLICY AND PROCEDURE FOR PROJECT PLANNING

WHEREAS, in 2018, with Resolution CY18-14, the Gustavus City Council updated 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 ____th day of _____, 2025, and effective upon adoption.

Sally A McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

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;
- Should align with the city's priorities, and broader objectives, ensuring resources are effectively allocated;
- generating and evaluating alternative strategies; and
- recommending one or more solutions

In our community, many projects emanate from the Gustavus Strategic Plan, from staff, the Council or a committee, the Capital Improvement Plan (CIP), or other project proposal.

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; and include all associated costs
- include a set amount of time for public comment;
- 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: City of Gustavus Project Development Short Form

Attachment B: City of Gustavus Project Development Long Form

All projects may start as a Project Development Short Form, however the Project Development Long Form will be used for more complex projects. Complex projects criteria may include projects with multiple phases, several year planning/ implementation process, requires significant funding or will have broad impact.

If your project is to be submitted for CAPSIS (Capital Project Submission and Information System) please keep in mind legislative funding cycles.

The City Clerk will attach all public comments received on Project Development Forms along with the plan for presentation to the city council for approval.

These procedures do not address project management.

City of Gustavus **Project Planning Approval Process**

This process may be initiated by staff, council members, city committees, or community members through the council.

1. Project Identification

- **Staff:** Present the idea to a supervisor to determine viability. Supervisors may direct complex ideas to the council.
- **Council Members:** Present the idea to the council for consideration.
- **Community Members:** Bring ideas to the council for possible action.
 - 1. City Council may send an idea to committee

2. Project Development Form

If the supervisor and/or council supports pursuing the project, the responsible party must complete the appropriate form:

- **Long Form:** For complex projects (multi-phase, multi-year, high-cost, or broad impact).
- **Short Form:** For simple projects; all projects may start here.

3. Agenda Submission and Review

- Submit the completed form to the Clerk and Mayor for inclusion on the next work session and general meeting agendas. Confirm deadlines with the Clerk. For employee project submittals, send through the City Administrator.
- The submitting party must attend the work session to present the form. If deemed sufficient, the council may move it to the general meeting for approval.
 - 1. Note whether approved projects should be forwarded to the Capital Improvement Plan (CIP).
- If approved at the general meeting, the next project steps may begin, and periodic updates to the council are required (see clerk).
 - 1. If not approved, the project may be postponed, referred to committee, or returned for further research.
 - 2. If motion to approve the form fails, the project development is halted unless council has recommendations for an alternative solution or more refined development.

Additional Notes

- Forms may be returned or referred to committee for revisions as many times as needed.
- Approval of a development form **does not** authorize spending or contracts; it only permits seeking funding, obtaining quotes, and proceeding with outlined next steps.
- Approved projects may still be postponed or canceled due to insufficient information, public concerns, or other issues.
- Refer to applicable policies for purchase requisitions, purchase orders, grant proposals, procurement limits, and civil work permits.

Project Planning: Attachment B
City of Gustavus
PROJECT DEVELOPMENT LONG FORM

The Project Development Long Form is to be used for more complex projects. Complex projects criteria may include projects with multiple phases several year planning/ implementation process, requires significant funding or will have broad impact.

If your project is not complex fill out the Project Development Short Form. For further information please read the policy and procedure.

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 Long Form with the Project Planning and Approval Process.

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 (if applicable):_____ Committee Contact (or project proposer):_____

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 ~~and objectives~~? 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?
 - How will you identify they number of potential customers/users/affected parties?
 - 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, regulatory processes?)
4. Is this project part of a larger 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			
01. Streams/groundwater quality			
02. Air quality			
03. Soils/land quality			
04. Fish/wildlife habitat, populations			
05. PFAS soil or water contamination			
06. Plant Resources (timber, firewood, berries,			
07. Invasive or pest species			
08. Natural beauty of landscape or			

Will this project affect:	No	Yes (+/-)	Maybe
09. Neighborhood character			
10. Noise or other environmental impacts			
11. Environmental sustainability			
12. Hazardous substances use			
13. Community waste stream			
14. Light pollution at night			
15. Recreational opportunities?			
16. Public land use and access			
17. Trails/waterways			
18. Parks			
19. Public assembly/activities			
a. Education/training/knowledge & skill			
b. Public safety?			
c. Public health?			
d. Medical services?			
e. Emergency response?			
f. Economic performance & sustainability?			
20. Employment of residents			
a. Short-term (i.e. construction)			
b. Long-term (operating and maintenance)			
21. Cost of living reduction			
22. Return on investment			
23. Visitor industry impact			
24. Competitive business environment			
25. Support for existing businesses			
26. New business opportunities			
27. Economic sustainability			
28. Attractiveness of City			
29. City government			
30. Infrastructure			
31. Existing services			
32. New services			
33. Cost of City services			
34. Tax income to City			
35. Transportation?			
36. Air			
37. Water			
38. Roads			
39. Communications			
a. internet			
b. Phone			
c. 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. If the soil or water is affected negatively what mitigation measures do you propose?
6. What regulatory permits will be required and how will they be obtained?
7. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
8. Is an engineering design or construction estimate necessary?
9. 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?
10. If this impacts a neighborhood or subdivision, how will you notify the affected parties?

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 community members 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 is <https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>

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 (if applicable)
 - Dates and attendance for the above.
 - Written comment from the public (please attach)

FOR CLERK OFFICE USE ONLY

Meeting Record

<u>Council Meeting or Public Hearing</u>	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome: Approved, sent to committee, postponed, etc.	Number of attendees

Footer (to be added)

Submitted by: _____ **Meeting Date: XX-XX-202X** **Approved** ____ **Not Approved** ____

Project Planning: Attachment A
City of Gustavus
PROJECT DEVELOPMENT SHORT FORM

Project Eligibility: All projects may start as a Project Development Short Form. Project Development Long Form will be used in more complex projects. Complex projects are to include projects with multiple phases several year planning/ implementation process, requires significant funding or will have broad impact. For more information, please see the policy and procedure.

Does the proposed project represent a complex project? YES ☐ NO ☐

If no, please fill out the additional Project Budget section of this form.

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 answered yes to any of the above questions, please provide the following additional information.

1. Project title:

Project description and benefit. 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. How will you identify the number of potential customers/users/affected parties?

2. Plans and progress. 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.

3. Project cost:

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

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

Preconstruction costs = \$_____ Construction costs = \$_____

4. Timeline: Indicate when you hope to complete each phase of the project.

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 _____.

5. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

6. Date and name of person submitting form.

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	\$
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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	\$

Footer (to be added)

Submitted by: _____ Meeting Date: XX-XX-202X Approved _____ Not Approved _____