

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 Community Strategic Plan, or from Department Heads, the Council or a committee, **the Capital Improvement Plan, or other project proposal. 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;
- 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~~ **C: City of Gustavus Project Nomination Development form: Short Form**

Attachment B: **City of Gustavus Project Seoping and Development Form: Long Form**

~~Attachment C A: Project Planning and Approval Proecess Flow Chart~~

~~For all projects of \$5,000 or greater, please complete either attachment **A or 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.~~

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All projects may start as a Project Development Short Form, however the Project

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Development Long Form will be used ~~in~~ for more complex projects. Complex projects criteria may include projects with multiple phases, many years include long term plans, require significant funding or will have great-broad impact.

If your project is to be submitted for Capital Improvement Plan (CIP) consideration, please keep in mind that the CIP will not be published until the end of September.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.

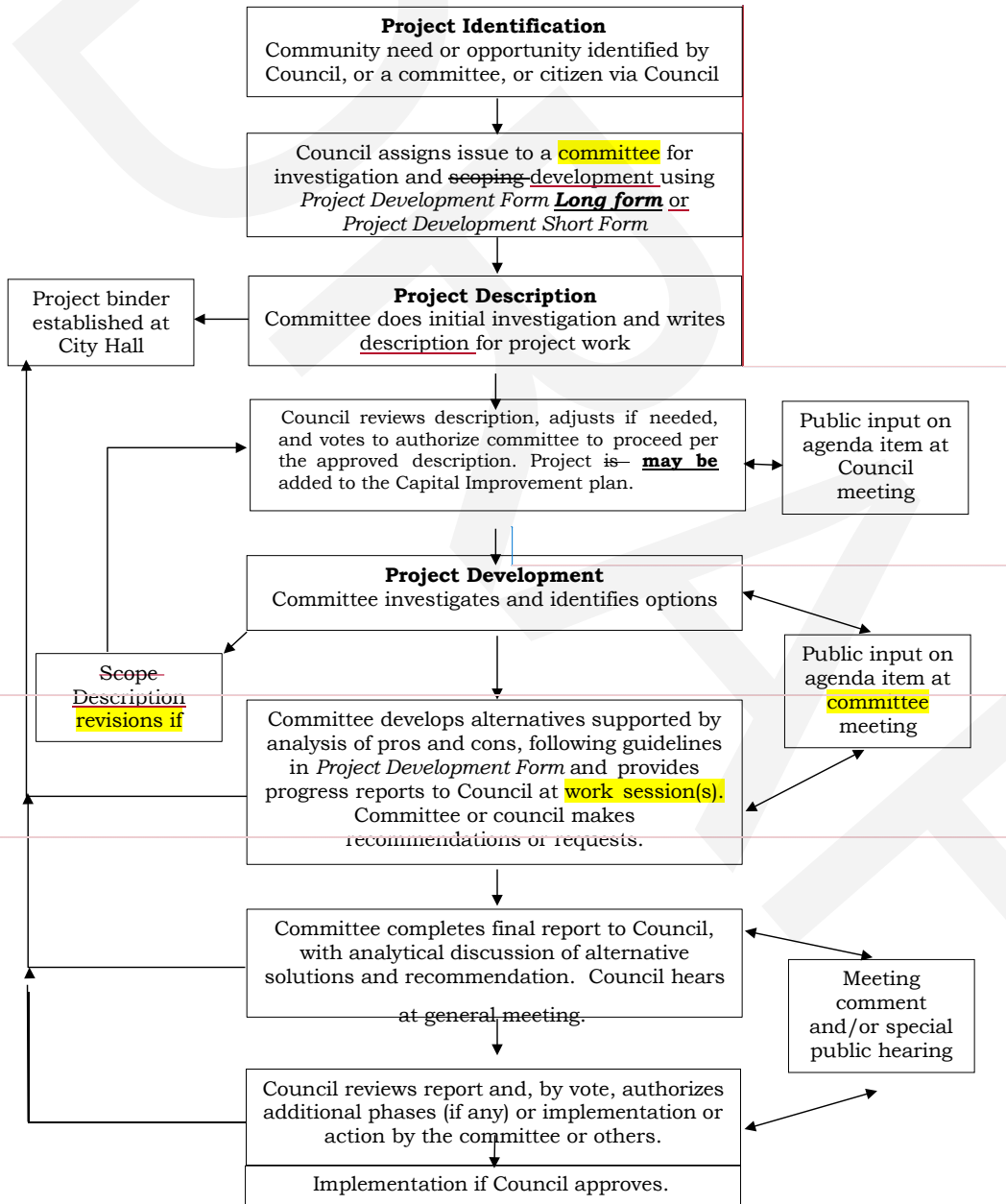
~~If outside funding is necessary, please see Policy on Submission of Grant Proposals and Capital Requests of \$5,000 or Greater.~~

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.

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**Project Planning: Attachment A –
Project Planning and Approval Process Flow Chart**
(We are deleting this entire page)



Commented [LB1]: Project added to CIP - I added work maybe but I b believe this should be done after approved after implementation is approved...?

Commented [KL2R1]: It can be after or along with CIP discussion

Commented [LB3]: Should this be broader than just committee; or are we going to actually assign committees to all project development processes (seems excessive)

Commented [KL4R3]: No. I tried to update that since we are updating ordinances to remove reference to committees. This won't seem to allow me to enable editing.

Commented [LB5]: Description revisions if.....if what???

Commented [KL6R5]: ...made by council?

Commented [LB7]: Progress reports at work session? Do we want to keep that or make it GM?

Commented [KL8R7]: We need to discuss how a committee may play into this whole process anymore.

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

If your project is less than \$15,001 see Project Development Short Form.

The Project Development Long Form is to be used ~~in~~ for more complex projects. Complex projects ~~criteria may~~ include projects with multiple phases, many years ~~include long term plans~~, require significant funding or will have ~~great-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 ~~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 ~~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?
- ~~Is a preliminary survey necessary to identify the number of potential customers/users? If so, how will you design and conduct the survey?~~
- **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?

Attachment: P/P Project Planning

- 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			
00. Climate change			
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			
09. Neighborhood character			
10. Noise or other environmental impacts			
11. Environmental sustainability			
Will this project affect:	No	Yes (+/-)	Maybe
12. Hazardous substances use			
13. Community waste stream			
14. Light pollution at night			
Recreational opportunities?			
15. Public land use and access			
16. Trails/waterways			
17. Parks			
18. Public assembly/activities			
a. Education/training/knowledge & skill			
b. Public safety?			
c. Public health?			
d. Medical services?			
e. Emergency response?			
f. Economic performance & sustainability?			
19. Employment of residents			
a. Short-term (i.e. construction)			
b. Long-term (operating and maintenance)			
20. Cost of living reduction			
21. Return on investment			
22. Visitor			
23. Competitive business environment			
24. Support for existing businesses			
25. New business opportunities			
26. Economic sustainability			
27. Attractiveness of City			
City government performance?			
28. Infrastructure			
29. Existing services			
30. New services			
31. Cost of City services			
32. Tax income to City			
Transportation?			
33. Air			
34. Water			
35. Roads			

Communications?			
36. Internet			
37. Phone			
38. 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 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> -

<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

Commented [LB9]: No longer a useful site

Commented [KL10R9]: This might help.
<https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>

Or we can just suggest that there are many sites and even AI to assist in developing a plan. We could even remove the component list on this form.

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)

Commented [LB11]: Part 8 Rename section ? - use this section to track public notification methods and input? This could be a narrative section. The table below is to be used by clerk to track when project was brought before council and any action taken. That is separate from part 8.

Commented [KL12]: If this is not a requirement, we should state - if applicable. Or remove chart and just have a brief narrative. I think this is here because of previous committees that no longer exist.

FOR CLERK OFFICE USE ONLY

- ~~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

Attachment: P/P Project Planning

City of Gustavus, Alaska
 Resolution CY25-xx
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Event (meeting of committee, Council report, public hearing, etc.) Council Meeting or Public Hearing	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome: rec. to Council, requested action of Council, etc. Approved, sent to committee, postponed, etc.	Number of attendees

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.~~

Footer (to be added)

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

Project Planning: Attachment-C-A

City of Gustavus

PROJECT NOMINATION DEVELOPMENT SHORT FORM

City of Gustavus Capital Improvement Plan Project Nomination 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, many years, or will have great impact. For more information please see the policy and procedure.**

Does the proposed project represent a ~~major~~ nonrecurring expense? 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 were able to answer ~~YES to all three~~ **any of the** questions, please provide the following additional information:

1. Project title (~~Suggested heading in CIP~~):

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 them 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.

~~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.~~

Attachment: P/P Project Planning

City of Gustavus, Alaska
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Commented [LB13]: How do we want to rephrase this since they can answer no to q1 and still fill out the form

Commented [KL14R13]: Suggest - If you answered yes to any of the above questions, please provide the following additional information.

Commented [LB15]: Not sure if this is the section to add from the first page of the long form about community effects.

- 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 – Only complete if there will be a major reoccurring expense.

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	\$
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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 _____

DRAFT