

Revised by City Council 12.7.10

## **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**

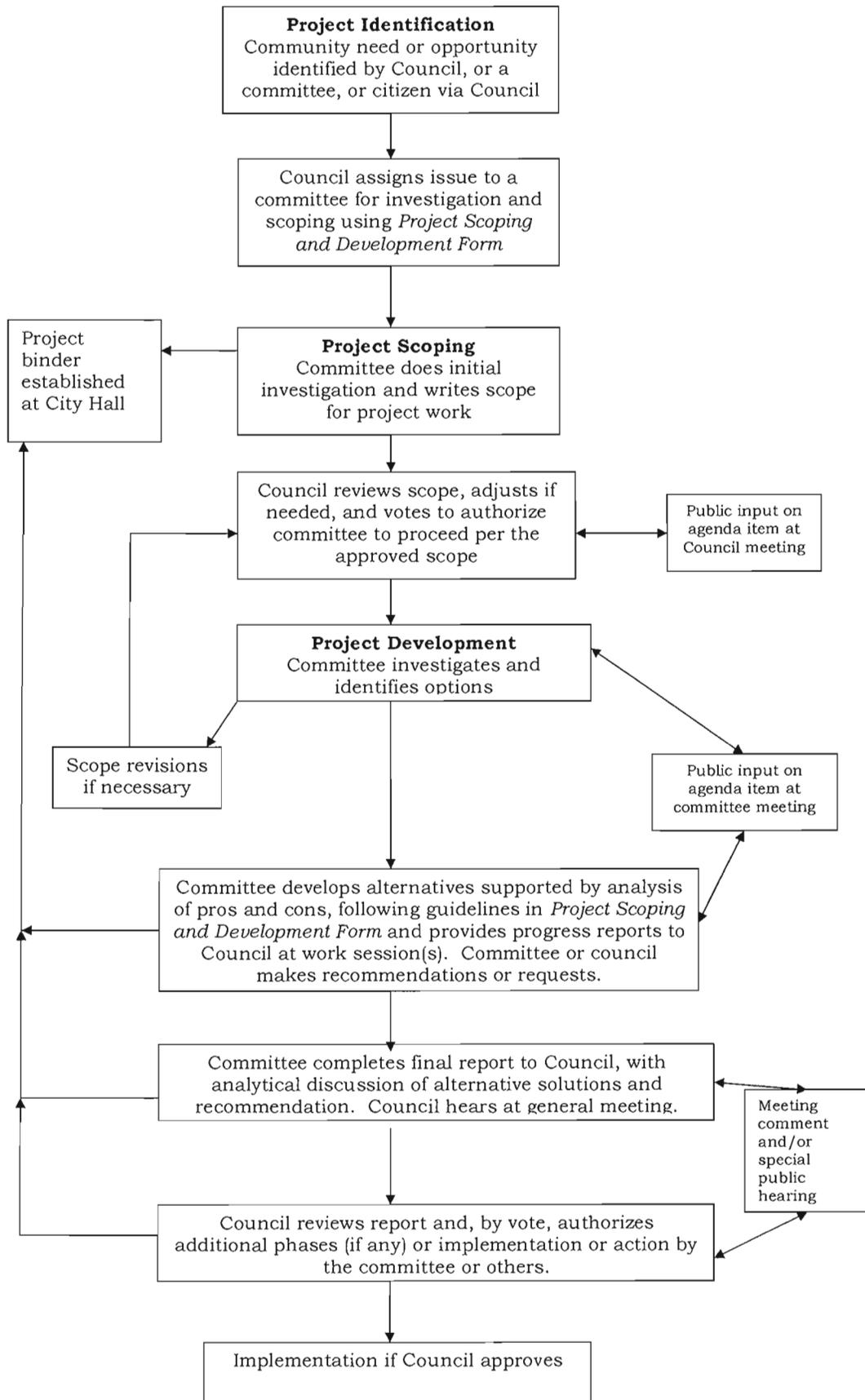
Attachment B: **City of Gustavus Project Scoping and Development Form**

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.

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



**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?)



• Noise or other environmental impacts			
• Environmental sustainability			
• Hazardous substances use			
• Community waste stream			
• Light pollution at night			
<b>Recreational opportunities?</b>			
• Public land use and access			
• Trails/waterways			
• Parks			
• Public assembly/activities			
<b>Education/training/knowledge &amp; skill development?</b>			
<b>Public safety?</b>			
<b>Public health?</b>			
<b>Medical services?</b>			
<b>Emergency response?</b>			
<b>Economic performance &amp; sustainability?</b>			
• 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			
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)			
• Existing services			
• New services			
• Cost of City services			
• Tax income to City			
<b>Transportation?</b>			
• Air			
• Water			
• Roads			
<b>Communications?</b>			
• Internet			
• Phone			
• TV/radio			
<b>Other? (type in)</b>			

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](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 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.