CITY OF GUSTAVUS, ALASKA
PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval 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: Radio Repeater Tower Installation

City Department: Fire Department Contact: Sol Martinez

E-mail: sol.martinez@gustavus-ak.gov Phone: 907-697-2707

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?**

     The goal is to achieve better radio coverage for both normal radio communication and answering 911 calls. This project fulfills the safety goals of the fire department by allowing us to provide clearer communication through radios in areas where cell service is not an option.

     This project would construct a fifty-foot tower next to the fire hall building, replacing the wooden pole which is only approximately twenty feet tall. The new tower would house an approximate 21-foot antenna, and 100 feet of helix cable and 50 feet of lightning cable.

   - **Who/what will be aided by this project? Who are the targeted stakeholders/customers?**

     The project would benefit the community and responders as we use the radios during our emergency operations. For our emergency and training operations to be successful we need to have clear communication. Installing a new antenna and a larger tower will provide the clearance to transmit above the trees.

- **Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?**

  No survey is planned as the item would be used in every emergency operation and training.

- **What is NOT covered by this project? What are its boundaries?**

  This project would include digging a pit for the concrete pad to sit in. For option A to work (see figure 1), we would need to grind up the driveway pad to dig down and the building would provide support for the tower. However, option B would not require us to destroy any of the driveway to be installed but would be closer to the trees which could cause some maintenance issue in the future.

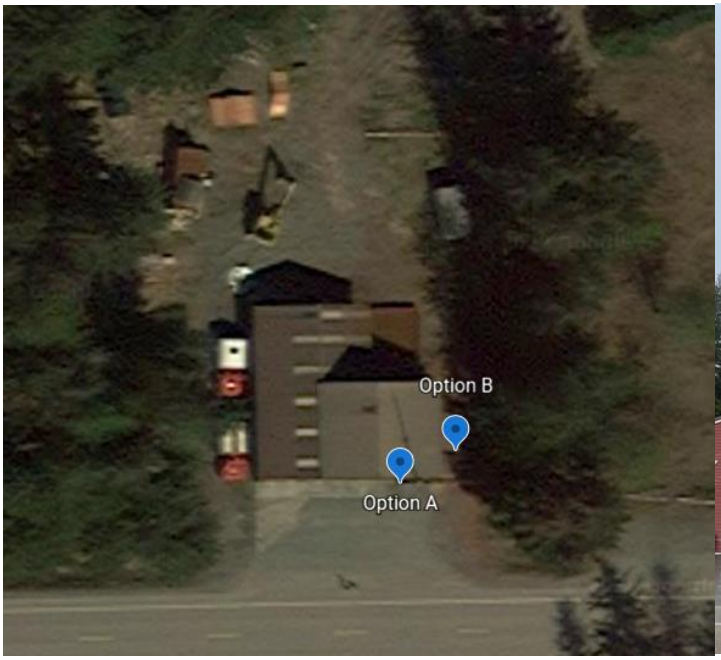

Figure 1Location options

Figure 2 current tower with antenna

2. Why is the project needed?

- **What community problem, need, or opportunity will it address?**

  Our current radio coverage is spotty and unreliable in certain areas. Installing a taller tower would provide better coverage.

- **What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?**

  The most significant benefit would be expanding the current radio coverage. Another benefit would be maintenance access. Our current tower does not have safe access without the use of a man lift.

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

The effective radio communication range has been diminishing for the last five years and the antenna has been needed to be replaced, however there was no solid plan on how to replace the antenna. It was brought to my attention that we have a tower sitting at the DRC from a project that was canceled in 2010.

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

no

5. What is your timeline for project planning?

- **By when do you hope to implement the project?**

  The project would be constructed by the end of summer 2022.

- **Will the planning or final project occur in phases or stages?**

  No.

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

- ✓ Tower: $1000 this would help cover any missing parts in the tower, purchased in 2009
- ✓ Plans for tower: $6,500
- ✓ Tower Installation: $15,000
- ✓ There will be a purchase of plans from an engineering company called RESPEC. The fee would include the size of the concrete pad needs to be for the tower to be free standing. If necessary, they will be able to come into town to dig test pits.

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.

Total Cost: $22,500

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.

It was considered to install the new antenna onto the existing pole, however when talking to contractors around town, no one had a large enough man lift. The other options being considered was placing the antenna up onto the hydro, however for our 911 system to work we will need a phone cable, and the closest connection is about a mile away. Because we already had a tower that was purchased, using this tower would bring down the cost as we have majority, if not all, of the parts.

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

The best option would be to use the tower we already purchased and install it at the firehall. This was cheapest option and easier to maintain in the future.

3. Identify your funding source(s).

Funding can come from the Health and Communities Contract which was given in January for the purchase of the antenna and cable. Additional funding could come from either city funds or other infrastructure grants.

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	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality	X		
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		-	
• Neighborhood character		-	
• Noise or other environmental impacts	X		
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		

Education/training/knowledge & skill development?	X		
Public safety?		+	
Public health?		+	
Medical services?		+	
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents			
○ Short-term (i.e. construction)		+	
○ Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/ purchases	X		
• Competitive business environment	X		
• Support for existing businesses	X		
• New business opportunities	X		
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses		-	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in) Fire/EMS Radio Communication		**+**	

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

This will expand the distance for our Radio communication with EMS/Fire personnel and Dispatch throughout the town.

3. Are other projects related to or dependent on this project?

- **Is this project dependent on other activities or actions?**
  No

- **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?)

No

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

No.

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

none

7. Is an engineering design or construction estimate necessary?

Yes.

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?

No.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	$0	Personnel	$0
Project management	$0	Benefits	$0
Land, structures, ROW, easements	$0	Training	$0
Engineering work	$6,500	Travel	$0
Permitting, inspection		Equipment	$0
Site work	$0	Contractual	$0
Construction	$15,000	Supplies	$0
Waste disposal	$0	Utilities	$0
Equipment	$1000	Insurance	$0
Freight	$0	Repair & maintenance	$0
Contingencies	$	Other (list)	$0
Other (list)	$	Other (list)	$0
Other (list)		Total direct costs	$22,500
		Indirect costs	$00
		Income (fees, taxes)	$
		Balance: costs-income	$22,500

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.

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.