

2. Why is the project needed?

- What community problem, need, or opportunity will it address? [Flooded roads obstruct traffic and require extra maintenance.](#) When roads have inadequate drainage flooding can back up onto private properties causing damage. With climate change we are experiencing more heavy rain events. Some of those events cause the Salmon River to overflow into the gravel pits and under very high overflows sometimes the flooding bypasses the entrance to the Eastside Airport Ditch and floods onto Wilson Road. The city has been constructing or expanding ditches along Wilson Road to direct flooding on Wilson into the Westside Airport Ditch system, which discharges to Glens Ditch. Even absent overflow from the Salmon River, Glens Ditch is challenged capture and discharge the rainfall in Central Gustavus that reaches it from Wilson Road, Gustavus Road, and Same Old Road. Glens Ditch has not been cleaned of vegetation for many years and is choked with willows, grasses, and other vegetation, which restrict flow in flood events. DOT&PF has cleaned most of the Westside Airport Ditch as far as Gustavus Road, but they are unwilling to clean beyond that point where they believe they no longer have a drainage easement. The ditch is in the ROW of Glens Ditch Road, a City road, so vegetation blocking the ditch must be removed to assure that the ditch can handle high stormwater flows. Finally, the culverts under the section line road running west opposite Same Old Road and two private driveways downstream are undersized and failing. One of the culverts serving a private lot does not have an actual driveway constructed and there has been no development on that lot, so that culvert may be removed at the City's discretion.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address? [See paragraph above.](#)
- 3. Where did the idea for this project originate? (Public comments, Council direction, committee work?) [Road maintenance team observations, particularly following the December 2020 flood event.](#)

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? [Spring/Summer 2025.](#)
- Will the planning or final project occur in phases or stages? [Yes:](#)
[Planning phase: Design and bidding](#)
[Construction phase 1: Clean ditch](#)
[Construction phase 2: Remove three existing culverts and replace two with larger culverts or bridges.](#)

6. What is your budget for the planning process? Will you be using a consultant? [The City will use its local contracted engineering consultant to develop plans and bid documents and to oversee project construction. Planning, design, and oversight is estimated at \\$20,000.](#)

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.
Estimated Total Cost: \$100,000.

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. **The City approached DOT&PF, which had a drainage easement for this section of Glens Ditch and asked them to clean the ditch. DOT&PF’s response was that the drainage easement for that section of ditch expired years ago and they no longer feel responsible for cleaning it. The ditch is in the City ROW for Glens Ditch Road so DOT&PF believes it should be cleaned by the City of Gustavus.**

The only other alternative is for the City of Gustavus to clean the ditch.

2. What solution was chosen as the best and why is it the best? **Because cleaning the ditch is absolutely necessary to assuring that flood waters from heavy rain events can be contained in the ditch systems of Wilson Road, Gustavus Road, and Same Old Road, it is essential that the City clean the ditch and replace obstructing culverts with larger culverts or with bridges.**

3. Identify your funding source(s). **Possible funding sources are City capital improvement project funding, State of Alaska legislative CIP grant, Federal infrastructure grant, FEMA Hazard Mitigation funding, or State Transportation Improvement Program (STIP) funding. We need to explore all these opportunities.**

(Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)

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			X
• Air quality	X		
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species			X
• PFAS contamination of soils or water			X

• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character			X
• Noise or other environmental impacts		+	
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways		+	
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?	X		
Public safety?		+	
Public health?	X		
Medical services?	X		
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents			
◦ Short-term (i.e. construction)		+	
◦ Long-term (operating and maintenance)		+	
• 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		+	
• Attractiveness of City to new residents/businesses			X
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services		+	
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads		+	
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
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.) **Flood control and drainage improvements will reduce damage to city roads, road maintenance costs, and the potential for private property damage in central Gustavus.**

3. Are other projects related to or dependent on this project?
 - Is this project dependent on other activities or actions? **This project is related to the broader approach to mitigating flood damage from heavy rain events, which are becoming more common with climate changes. Specifically, it is related to drainage improvements already made or planned along Wilson Road, and Same Old Road. Glens Ditch is the discharge route from the Airport ponds and ditches along portions of the Gustavus Airport runways.**

 - If yes, describe projects, action or activities specifying phases where appropriate. **Wilson Road drainage improvements have been completed near the gravel pits and from Hemlock Rd to Chase Drive. More ditching is planned for sections of Wilson Road between Hemlock and the gravel pits and near the intersection with Gustavus Road. A project to improve drainage along much of Same Old Road is in development.**

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?) **None is anticipated.**

5. What regulatory permits will be required and how will they be obtained? **ADF&G and US Corp of Engineers permits will be required for cleaning Glens Ditch and work to remove, install, or replace culverts. The City will apply for those permits.**

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? **Project management: \$20,000. Construction: \$80,000. Ongoing maintenance is minimal and will be within the ability of existing road maintenance function.**

7. Is an engineering design or construction estimate necessary? **Yes, at least for the culvert replacements.**

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 new revenue will be generated. This is an infrastructure repair and maintenance project.**

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$20,000	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0

Site work	\$0	Contractual	\$0
Construction	\$80,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$	Insurance	\$0
Freight	\$0	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
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 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.