

**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: **Same Old Road Drainage Project**

City Department: **Roads**

Contact: **Mike Taylor**

E-mail: **Mike.Taylor@Gustavus-ak.gov**

Phone: **697-2451**

**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? **This project will improve drainage along Same Old Road and End of the Trail to eliminate surface flooding in heavy rain. The project will ditch both sides of two sections of Same Old Road and End of the Trail and will install approximately eight 18" x20' poly culverts from City stock at existing driveways, plus one 18"x20' resident purchased culvert (Richardson driveway). The project will also clean a portion of the branch of Glen's Ditch that runs along the southern boundary of Glen Parker's original homestead along the section line from End of the Trail to the point it intersects Same Old Road by Tim Sunday's residence.**
- Who/what will be aided by this project? Who are the targeted stakeholders/customers? **The project will benefit residents in the subdivisions along Same Old Road and End of the Trail. It also will reduce maintenance issues for the City Road Maintenance Operation.**
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey? **The project will be designed in house by the contracted project manager.**
- What is NOT covered by this project? What are its boundaries? **The project does not include excavation of the remaining portion of the Glen's Ditch branch that turns south from the section line along Chuck Bale's residence. It also does not include ditching along the section of Same Old Road from the End of the Trail intersection to Moose Ln.**

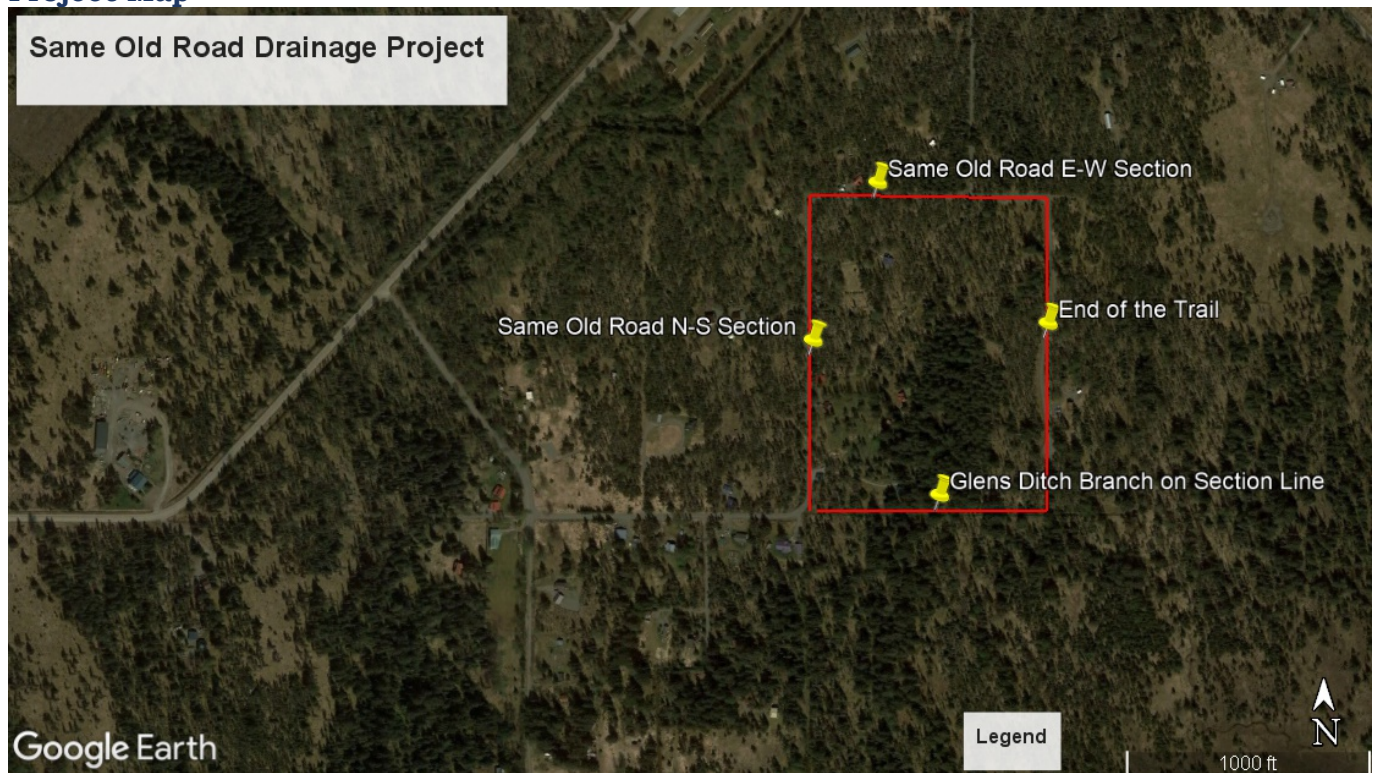
2. Why is the project needed? **This section of Same Old Road floods badly in heavy rainstorms, which damages the road and blocks traffic.**

## Same Old Road Drainage Project

## Scoping Document

- What community problem, need, or opportunity will it address? **These roads have little ditching along them, so floods are a frequent problem.**
  - What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address? **Infrastructure improvement for improved reliability of road for travel.**
  - 3. Where did the idea for this project originate? (Public comments, Council direction, committee work?) **This problem has been under discussion in the past during flood episodes. It's priority of the Mayor.**
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? **Winter to Spring of 2024.**
  - 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?  
**We will use a contracted local professional engineer as a design and project management consultant. Budget: \$7,000.**
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.  
**Total Cost: \$46,000. This is an initial rough estimate. It will be adjusted after design.**

### Project Map



**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.
  - a. Option 1 would be simply to raise the road by about one foot with gravel to keep most of it above the water. However, one section of the road runs east-west and an embankment there will hold water on properties to the north that would otherwise drain to the south. This is a poor solution for residential properties and will cause the road embankment to soften and be damaged.
  - b. Option 2 would ditch both sides of Same Old Road and End of the Trail, add culverts under driveways (using culverts the City has in stock) such that the water is directed to the ditch Glen Parker built along the south edge of his homestead. The project would also clean that ditch so it can effectively carry water into the larger Glen’s Ditch and on to tidewater.
  
2. What solution was chosen as the best and why is it the best? Option 2 is the preferred solution as the most complete and permanent.
  
3. Identify your funding source(s).

(Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)  
 Funding source would be City capital project funding.

**Part 4. Environmental, Social, Financial Impacts**

1. Project Impacts Checklist

<b>Will this project affect:</b>	<b>No</b>	<b>Yes (+/-)</b>	<b>Maybe</b>
<b>Environmental quality? (+ = impact is beneficial; - = harmful)</b>			
• 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		
• Natural beauty of landscape or neighborhoods		+	

• Neighborhood character		+	
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
<b>Recreational opportunities?</b>			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
<b>Education/training/knowledge &amp; skill development?</b>			
<b>Public safety?</b>		+	
<b>Public health?</b>	X		
<b>Medical services?</b>	X		
<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)	X		
• Cost of living reduction	X		
• Return on investment		+	
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services		+	
• Tax income to City	X		
<b>Transportation?</b>			
• Air	X		
• Water	X		
• Roads		+	
<b>Communications?</b>			
• Internet	X		
• Phone	X		
• TV/radio	X		
<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.) The primary benefit is to serviceability of the specific neighborhood roads. Same Old Road is a through road connecting Glen’s Ditch Road to Moose Lane.
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 permits required.
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? Construction estimated cost with consultant support total: \$46,000. The project does not add continuing maintenance cost and may reduce it.
7. Is an engineering design or construction estimate necessary?
  - Minor engineering design by project consultant sufficient to create bid documents.
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 anticipated.

**Part 5. Project Budget**

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$10,000	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$ \$35,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$	Insurance	\$0
Freight	\$0	Repair & maintenance	\$
Contingencies	\$1,000	Other (list)	\$0
Other (list)	\$	Other (list)	\$0

**Same Old Road Drainage Project**

**Scoping Document**

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? *No new service jobs.*
2. How many full-time, permanent jobs will this project create or retain?  
 \_\_\_0\_\_\_ Create/retain in 1-3 years  
 \_\_\_0\_\_\_ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? *None*
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. *None Required*

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.