

**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: Septage Storage Facility

City Department: [Disposal and Recycling Center](#)

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**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 provide 20,000 gallons of temporary storage capacity for pumped septage prior to shipment out of Gustavus.

▪ The operating model, proposed by Juneau Septic Service Company would work as follows:

- a. Customers in Gustavus would order septic service from the Juneau pumping service.
- b. When there are enough customers lined up for service, the Juneau pumping firm would bring their small pumping truck to Gustavus for a week or so between ferry trips.
- c. The pumping firm would pump tanks at customer sites and transfer up to 10,000 gallons of contents to the storage tanks.
- d. The small pumper would return to Juneau carrying a load at its capacity.
- e. The pumping firm would occasionally bring their large pumper to Gustavus on the ferry to pump materials from the storage tanks at the DRC facility while the ferry is in Gustavus and then return on the same ferry trip. They would arrange with the ferry to be first off in Gustavus on arrival and last onboard for the departure so as to have time to load the truck to capacity at the DRC while the ferry is at the Gustavus port.
- f. The pumping firm would charge customers directly for the pumping and disposal services.

▪ Who/what will be aided by this project? Who are the targeted stakeholders/customers? Residential, business, and agency owners of septic tanks in Gustavus will have

improved opportunities for septic system pumping service with availability of temporary storage and later shipment to processing facilities outside of Gustavus. The project also will enable septic pumping firms located outside Gustavus to provide service here more frequently and effectively.

- Is a preliminary survey necessary to identify the number of potential customers/users?  
No preliminary survey done, but it is estimated that there are several hundred septic tanks in Gustavus that will need periodic pumping  
How will you design and conduct the survey?  
N/A
- What is NOT covered by this project? What are its boundaries?  
The project is only to purchase and install on city property two used 10,000-gallon storage tanks available in Juneau. The City will lease the storage capacity to an outside firm providing septic pumping service. The city would not own or operate pumping trucks or ship septic materials out for processing. Those services would be provided by a private business entity.

## 2. Why is the project needed?

- What community problem, need, or opportunity will it address?  
Gustavus residents, businesses, agencies, and the City of Gustavus own septic tanks that need to be pumped periodically. The community has found it difficult to arrange for septic pumping service from Juneau largely because of the number of individual trips required to move the pumping truck to and from Gustavus on the Alaska Marine Highway. Pumping firms in Juneau have to tie up a truck here for the time between ferry trips if they are going to pump tanks here.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?  
When septic tanks are not pumped regularly, they can overflow or plug drain fields. Repairs can be extensive, and overflow may cause environmental degradation on the site. Septic overflow contamination may spread to adjacent properties with liability implications for tank owners.

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

The city has frequently been asked for assistance in arranging for septic pumping services by owners with overfilled or failing tanks.

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

The project is not specifically listed in any larger plan.

## 5. What is your timeline for project planning?

- By when do you hope to implement the project?  
Project implementation Fall 2022-Winter 2023.

- 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?  
Planning is in-house by City Administration. No planning budget is required.

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: \$27,000 (See budget breakdown below)

### **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 has considered options for purchasing pumping equipment and portable storage tanks. The City would operate the pumping service and store materials in the portable tanks, which would periodically be hauled to Juneau by a landing craft service for transfer to the wastewater treatment facility. This option was described in a scoping document approved by the City Council in Spring, 2022. The estimated cost was \$100,000 and it would require the City to employ staff to provide the pumping service.

We also have considered an option of leaving septage pumping entirely to outside firms with whom tank owners would contract directly. However, this is the current model and it has been unsuccessful due to logistical problems for the pumping services.

2. What solution was chosen as the best and why is it the best?  
The option proposed in this scoping document minimizes expense to the city by limiting investment and by not requiring employment of additional city staff. The project would make it more attractive to Juneau-based pumping services to serve Gustavus customers because they could make better use of their trucks and reduce the potential for trucks to be stranded in Gustavus.
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 from Capital projects reserve

## Part 4. Environmental, Social, Financial Impacts

### 1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
<b>Environmental quality?</b> (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality		+	
• 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	X		
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream		+	
• 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>	X		
<b>Public safety?</b>	X		
<b>Public health?</b>		+	
<b>Medical services?</b>	X		
<b>Emergency response?</b>	X		
<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			+
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases	X		
• 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>	X		
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
<b>Transportation?</b>			
• Air	X		
• Water	X		
• Roads	X		
<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.)

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?

The City will apply for a DRC permit for temporary storage of septage materials at the DRC or Harbor property site.

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

Tanks purchase: \$15,000  
Shipping: \$ 3,000  
Installation: \$ 4,000  
Project Mgmt: \$ 2,000  
Contingency: \$ 3,000  
Construction total: \$27,000

Operating cost: No city operating cost is expected.

7. Is an engineering design or construction estimate necessary?

This simple installation can be done without engineering design support. Cost estimate is by the administration.

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, except for a possible lease fee to the Juneau pumping service firm.

**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	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$4,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$15,000	Insurance	\$0
Freight	\$3,000	Repair & maintenance	\$0
Contingencies	\$3,000	Other (list)	\$0
Other Project management	\$2,000	Other (list)	\$0
Other (list)		Total direct costs	\$27,000
		Indirect costs	\$0
		Income (fees, taxes)	\$0
		Balance: costs-income	\$27,000

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?  
None
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?
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.