



**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: Gustavus Volunteer Fire Hall Exterior Painting

City Department: [Fire Department](#)

Contact: Sol Martinez

E-mail: [sol.martinez@gustavus-ak.gov](mailto: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 of this project is to paint the exterior of the Gustavus Volunteer Fire Department building. This will help maintain the value of the building. Due to the building not being painted for several years, the paint is starting to fade and there are spots of peeling paint to either damage or the type of paint. There is also a drip edge on the roof which was not put in place causing the water to miss the gutter and causing possible rot to the eaves.
  - Who/what will be aided by this project? Who are the targeted stakeholders/customers?
    - The Gustavus Volunteer Fire Department will be aided by this project by maintaining the value of the building and the raising the moral of the employees and volunteers of the City of Gustavus.
  - Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
    - No.
  - What is NOT covered by this project? What are its boundaries?
    - We will not be expanding the building the building with this project. If there is major rot in places where we need to replace the siding or window siding, we may need to replace pieces of the boards.



2. Why is the project needed?
  - What community problem, need, or opportunity will it address?
    - This will provide a more professional look for the community and will better maintain our building allowing our Fire Hall last longer and looking good.
  - What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
    - The only problem this address is an economic need. Putting a fresh coat of paint on the exterior of the building will prevent future rot and help maintain the value of the building.
3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)
  - This project originated from a request from Mayor Mike Taylor. The Fire Hall has been neglected for several years and has needed a fresh coat of paint.
4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)
  - This project is only for maintaining our current buildings
5. What is your timeline for project planning?
  - By when do you hope to implement the project?

The hope is to finish the painting of the building by the end of summer 2022 if weather allows. However, with the time getting close to the end of painting weather, this may be pushed to the summer of 2023. This also depends on the availability of the qualified painters in town.
  - 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?

Paint: \$600  
Freight: \$100  
Labor: \$1000  
Contingency (10%): \$1000  
Total Project: \$2,700
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: \$2,700

## **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. While there is no alternative for paint, it could be a possibility to ask for volunteers to paint the building. This may create varying levels of quality and the need to rent out equipment.
  
2. What solution was chosen as the best and why is it the best?
  - a. The best solution would be to contract out painters to have the building painted professionally. This would require the workers to have the equipment needed to paint the high places of the building.
  
3. Identify your funding source(s).
  - a. Potential funding sources would be through City funds. There could be a mini grant but due to majority of the grants are not made for general maintenance.

**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?</b> (+ = 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		
<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>	X		
<b>Medical services?</b>	X		
<b>Emergency response?</b>			X
<b>Economic performance &amp; sustainability?</b>			
• Employment of residents		+	
◦ Short-term (i.e. construction)		+	
◦ 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	X		
• New business opportunities	X		
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses		+	
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	X		
• 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.)

The project enhances the look of the Fire Hall allowing more of a professional look and a general upkeep of City buildings.



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?  
There will be no need to receive a permit to paint the Fire Hall building
  
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?  
Painting Building should happen every five years to protect the integrity and value of the building.
  
7. Is an engineering design or construction estimate necessary?  
No.
  
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	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$1000	Contractual	\$0
Construction	\$0	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$600	Insurance	\$0
Freight	\$100	Repair & maintenance	\$0
Contingencies	\$1000	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$2700
		Indirect costs	\$00
		Income (fees, taxes)	\$



		Balance: costs-income	\$2700
--	--	-----------------------	--------

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.



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.