

**CITY OF GUSTAVUS
PROJECT SCOPING and DEVELOPMENT FORM**

DISPOSAL & RECYCLING CENTER

PRE-PROCESSING STORAGE & SITE IMPROVEMENT PROJECT

SUB-PROJECT Driveway improvements	\$10,000
SUB-PROJECT Pre-processing storage area	\$26,400
SUB-PROJECT Storage bins & pallet jack	\$18,000
SUB-PROJECT Tree Planting & Misc. Earthwork	\$3,300

Part 1. Project Identification

Name of project: [Pre-Processing Storage and Site Improvement Project](#)

Disposal & Recycling Center (DRC) Staff Contact: Paul Berry S.C.

Email: dumpmaster@gustavus-ak.gov Phone: 907-697-2118

Part 2. Project scope:

1. What is the project?

Improving public safety and improving operator safety and efficiency by addressing a major pre-processing storage need:

- Creation of a visually screened, fenced, 8,250 sq ft (50' x 165') area between the existing landfill fence and Boat Harbor Rd. Visual screening fence would continue from storage area to existing 20' brown storage van.
- Collapsible bulk containers - purchase of fifty (50) 48" by 45" by 34" bins for the pre-processing storage of recyclables (plastics, scrap metal, tin, cans, aluminum cans etc.).

Improving public safety by addressing the problem in the DRC's undersized driveway:

- Removal of earthen berms located beside the DRC access driveway allowing for a circular traffic flow to and from the DRC's main building

Additional visual improvements:

- The planting of approximately 10 trees between State Dock Road and the DRC
- The replacement of what remains of the existing wooden fence with an earthen berm.

2. Why is the project needed?

Three important goals for the DRC are addressed with this project:

1. Public safety

- Separating the public and DRC Operator work areas. The Operator should not have to pass through public work areas to store or retrieve materials. Situations where the Operator has to drive the skid-steer loader through the public work to retrieve or store bins of recyclables should be avoided.
 - Improving visibility for drivers approaching or leaving the DRC and a wider access road allowing for better passage of two-way traffic.
 - 2. Operator efficiency – it is the most efficient to store and retrieve pre-processing materials as close as possible to where they are going to be processed which for the DRC is primarily the main building.
 - 3. Improving visual screening so that residents and visitors will see vegetated berms, well constructed visual screening fences and trees rather than sheds and pre-processing storage materials i.e. white goods, and storage bins.
3. Where did the idea for this project originate?
Proposed by the DRC Manager/ Operator Paul Berry.
4. Is this project part of a larger plan?
Informally the project is part of a plan to make the DRC a sustainable long-term use facility.
5. What is your time line for project planning?
The need for consolidated pre-processing storage is immediate. Local funding is proposed for the project.
6. What is your budget for the planning process? Will you be using a consultant?
Project planning to date is being done in-house. No use of a consultant is planned or budgeted at this time.
7. What is your rough estimate of the total cost of the planning and final product?

SUB-PROJECT Pre-processing storage area	\$26,400.00
Site preparation	\$2,600.00
916 yards fill (8,250 sq ft)	\$13,800.00
275' (lineal) 8' visual screening & security fence	\$10,000.00

SUB-PROJECT Storage bins & pallet jack	\$18,000.00
Fifty (50) collapsible bulk storage bins w/ lids	\$13,400.00
All terrain pallet jack	\$1,200.00
Shipping	\$2,550.00
Contingency ~5%	\$850.00

SUB-PROJECT Tree planting & misc. earthwork	\$3,300.00
Transplanting 10 trees @ \$250 each	\$2,500.00
4 hours misc earthwork	\$800.00

SUB-PROJECT Driveway & Access Improvements	\$10,000.00
Mob/demob equipment	
Equipment time	
Hauling pit run material	

Total Project cost \$57,700

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 to 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 for each one.

Pre-processing storage area

Pre-processing storage is the term used to describe both the physical area and the methodology used to hold recyclable materials (scrap metal, aluminum cans etc.) prior to their processing. Our current material holding methods include plastic bags inside a 20' shipping container, 32 48”x45”x36” collapsible bulk storage containers or “bins” and a variety of old totes, an open skiff, a plywood box, an old stock tank and disposable, short-life “super-sacks”.

Our current pre-processing storage area is scattered throughout the facility - some bins are stored beside the main building while others bins are inside the fenced area. This presents several problems: as the fenced landfill area continues to be used for waste burial these holding areas will have to move elsewhere and

having the bins stored away from the main building means the operator has to pass through public-use areas to retrieve or store bins during the day and this presents a serious safety concern.

The no action alternative would continue the practice of storing pre-processing materials wherever they fit even if the storage areas are in multiple locations and far from the main building. This is a safety concern for the Operator when working in public work areas.

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

The most logical place for pre-processing storage is to keep the materials as close as possible to the equipment used to process the material. The 50' x 165' area between the existing landfill fence and Boat Harbor Road is proposed for use because it is currently unused, lightly vegetated and very close to the building that houses the equipment used to process the materials. With a properly hardened surface the bins could be moved with a pallet jack rather than having to use the skid-steer loader for all the bin moving needs. The public would not be using the pre-processing storage area and it does not require direct access to the main road. The project would provide an attractive appearance for our facility by having visual screening and organizing recyclable materials with stacked bins. An eight foot high chain link and/or wooden fence is to be used for visual screening and security. At some point in the future the pre-processing storage area could be improved with an enclosure and a concrete floor.

Visual screening improvements would be: transplanting of approximately 10 spruce trees to the area between State Dock Road and the existing band of spruce and alder trees. Trees are to be donated from local landowner(s).

Additionally the deteriorating 12 year old wooden fence would be replaced with an earthen berm of approximately the same height. The source of the material would be existing stockpiles at the DRC.

Creating a dedicated pre-processing storage area near to the DRC building and away from public use areas helps promote operational safety at our facility. Taking no action and not addressing the needs presented in this scoping document places the City and the public at risk.

2. Identify your funding source(s).
 - How will the project be funded initially, and for its operating life?

- Is there a matching fund requirement? Please provide details.

Project is proposed to be funded out of the City reserve. Operating costs would become a part of the DRC's annual operating budget and would involve snow plowing and fence maintenance.

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		
• Neighborhood character			X
• Noise or other environmental impacts		-	
• Environmental sustainability		+	
• Hazardous substances use			X
• Community waste stream		+	
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?		+	
Public safety?		+	
Public health?		+	
Medical services?	X		
Emergency response?	X		
Economic performance & sustainability?			
• Employment of residents			X
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)		+	
• Cost of living reduction	X		
• Return on investment		+ non\$	

• 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		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services		+	
• Cost of City services		-	
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
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 business performance.)

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

- Is this project dependent on other activities or actions?
- If yes, describe projects, action or activities specifying phases where appropriate.

The functioning of the DRC is dependent upon the functioning of this project.

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?)

This project does require additional infrastructure: a new operating area and fencing. Project will not require additional staffing and will result in more efficient use of Operator time.

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

No permits are required for this project.

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

Construction cost is estimated at \$43,900. Operating costs are considered minimal and will become part of the DRC's operating budget.

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 and user fees, or new taxes? If so, how will the new revenue be collected?

Any improvement to the DRC, especially in regards to recycling equipment and facility will help in recovering value from recyclable waste which will have some positive impact on the income generated from the DRC from recyclable materials sales. These sales are be used to offset operational costs.

Part 5. Project Budget

Proposed Budget Line Items

To be completed

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0.00	Personnel	\$0.00
Project management	\$0.00	Benefits	\$0.00
Land, structures, ROW, easements	\$0.00	Training	\$0.00
Design permitting and inspection	\$0.00	Travel	\$0.00
Site work	\$0.00	Equipment	\$0.00
Construction - building	\$0.00	Contractual	\$0.00
Construction - misc.	\$0.00	Supplies	\$0.00
Equipment	\$0.00	Utilities	\$0.00
Contingencies	\$0.00	Insurance	\$0.00
Other (list)	\$0.00	Repair & maintenance	\$0.00
Other (list)	\$0.00	Heating	\$0.00
Other (list)	\$0.00	Other (list)	\$0.00
		Total direct costs	\$0.00
Total (rounded up)	\$0.00	Indirect costs	\$0.00

Updated Latest Estimate* Budget Line Items Date: _____

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
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Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Design permitting and inspection	\$	Travel	\$
Site work	\$	Equipment	\$
Demolition and construction	\$	Contractual	\$
Waste disposal	\$	Supplies	\$
Equipment	\$	Utilities	\$
Contingencies	\$	Insurance	\$
Other (list)	\$	Repair & maintenance	\$
Other (list)	\$	Other (list)	\$
Other (list)	\$	Other (list)	\$
		Total direct costs	
		Indirect costs	

* Use this form if there are significant budget changes during development of the project.

Part 6. Jobs and training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?
Operation and maintenance provided by existing staff of one full-time and one part-time.
2. How many full-time, permanent jobs will this project create or retain?
 Create/retain **1** full-time job in 1-3 years
 Create/retain **1** full-time job 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?
Any business generating waste processed by the DRC will be affected by this project.

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 items 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, etc.)	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	Number of attendees
DRC Committee	12/14/11	12/07/11	Minutes		3
DRC Committee	12/19/11	12/07/11	Minutes		4
City Council	1/12/12		Minutes	Resolution 2012-02	
City Council	1/10/13		Minutes	Resolution 2013-06 (not adopted)	

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.