



REGULAR ASSEMBLY MEETING 2023-02 AGENDA

January 30, 2023 at 7:00 PM

Assembly Chambers/Zoom Webinar/YouTube Livestream

<https://juneau.zoom.us/j/91515424903> or 1-253-215-8782 Webinar ID: 915 1542 4903

Submitted By:

Duncan Rorie Watt, City Manager

A. FLAG SALUTE

B. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land, and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

C. ROLL CALL

D. SPECIAL ORDER OF BUSINESS

Instruction for Public Participation

The public may participate in person or via Zoom webinar. Testimony time will be limited by the Mayor based on the number of participants. ***Members of the public that want to provide oral testimony via remote participation must notify the Municipal Clerk prior to 4pm the day of the meeting by calling 907-586-5278 and indicating the topic(s) upon which they wish to testify.*** For in-person participation at the meeting, a sign-up sheet will be made available at the back of the Chambers and advance sign-up is not required. Members of the public are encouraged to send their comments in advance of the meeting to BoroughAssembly@juneau.org.

E. APPROVAL OF MINUTES

F. MANAGER'S REQUEST FOR AGENDA CHANGES

G. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

(Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)

H. CONSENT AGENDA

Public Request for Consent Agenda Changes, Other than Ordinances for Introduction

Assembly Request for Consent Agenda Changes

Assembly Action

I. Ordinances for Introduction

1. Ordinance 2022-06(b)(AI) An Ordinance Appropriating \$450,000 to the Manager for the Airport Furniture Acquisition Capital Improvement Project; Funding Provided by Airport CARES Act Funding.

This ordinance would appropriate \$450,000 in Airport CARES Act funding for the Airport Acquisition CIP. This funding would provide for the acquisition of seating to increase capacity, and replace the less durable soft furnishings in the terminal that are showing their age due to wear and tear.

The Airport Board approved this request at the April 14, 2022 meeting.

The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.

J. Resolutions

2. Resolution 3014 A Resolution in Support of Transportation Alternative Program Funding for a Replacement Bridge over Montana Creek and Supporting Matching Funds for this Eligible Project.

This resolution supports an application to the Transportation Alternatives Program (TAP) funding through the Alaska Department of Transportation and Public Facilities for the design and construction of a 130 foot bridge. The bridge will replace a failed bridge that connects Montana Creek Road to the Montana Creek Recreation Area. This area is used by hikers, bikers, skiers, anglers, hunters, foragers and dog walkers. The bridge connects the Mendenhall Valley to the Windfall Lake and Eagle Beach Recreational area via the Montana Creek Trail. If awarded, CBJ would need to provide a \$25,000 match and DOT has committed to providing the remainder of the 9.03% match. Upon construction completion, CBJ would take over management, maintenance and ownership of the bridge and a short section of trail that is within CBJ parkland.

The City Manager recommends the Assembly adopt this resolution.

3. Resolution 3017 A Resolution in Support of Funding from the Community Transportation Program for the Reconstruction of Vintage Boulevard and Clinton Drive in Juneau's Mendenhall Valley.

This Resolution supports an application to the Community Transportation Program through the Alaska Department of Transportation for design and construction of roadways and pedestrian facilities for Vintage Boulevard and Clinton Drive in Mendenhall Valley. The roadway is 40 years old and has experienced significant development recently that justifies improved facilities. If awarded, CBJ intends on providing a 25% match from road sales tax funds scheduled in the FY204 CIP.

The City Manager recommends the Assembly adopt this resolution.

4. Resolution 3018 A Resolution in Support of Transportation Alternative Program Funding for the Lemon Creek Multimodal Path and Supporting Matching Funds for this Eligible Project.

This Resolution supports an application to the Transportation Alternatives Program through the Alaska Department of Transportation for design and construction of Phase one of a multimodal path through Lemon Creek commencing near the intersection of Vanderbilt Hill Road and Glacier Highway to the east side of Lemon Creek adjacent Eagan Drive. It should be noted that CBJ has also applied for a separate grant for community outreach and scoping for the full project. If awarded, CBJ will be able to provide a 25% match from funds already appropriated to this project by the Assembly.

The City Manager recommends the Assembly adopt this resolution.

5. Resolution 3019(b) A Resolution in Support of a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for the Juneau Douglas North Crossing.

This resolution supports an application for a RAISE grant for environmental permitting and study for preferred alternatives for a crossing to Douglas Island north of the existing Juneau Douglas bridge. This work will build on the Planning and Environmental Linkages study scheduled to be complete in spring of 2023 and will supplement the recent award of \$7M in Congressional Directed Spending for the project. The environmental process will include significant public and stakeholder engagement. If awarded, CBJ will be able to provide a 5% match from funds already appropriated by the Assembly.

This resolution, Res. 3019(b), has minor non-substantive revisions from the version approved by Public Works and Facilities Committee on January 23.

The City Manager recommends the Assembly adopt this resolution.

6. Resolution 3020 A Resolution Amending the City and Borough of Juneau Personnel Rules Related to a Sign-on Bonus Policy.

At the January 4, 2023, Assembly Finance Committee meeting, City and Borough of Juneau (CBJ) management presented the concept adding the ability for the City Manager to implement sign-on bonuses for difficult to fill CBJ positions to the personnel rules. By unanimous motion, the Assembly Finance Committee directed staff to develop proposed changes to the Personnel Rules in a manner that would give the City Manager authority to implement sign-on bonuses for difficult to fill positions in an amount of up to \$40,000 for up to a four-year commitment from the employee to work for the CBJ or disbursement schedules that accomplish the same objective. This resolution would establish the sign-on bonus policy.

The City Manager recommends the Assembly adopt this resolution.

K. Bid Awards

7. BE22-222 Treadwell Arena Roof Replacement

This project consists of a roof overlay of an existing pre-engineered metal building and re-roof over a wood-framed locker room addition. Project will include limited mechanical work extending existing VTR's and removal and replacement of mechanical equipment and include limited electrical work removing and reinstalling electrical equipment.

Bids on this project were opened on January 18, 2023. The bid protest period expired at 4:30 p.m. on January 19, 2023. Results of the bid opening are as follows:

<u>Bidders</u>	<u>Total Bid</u>
DayNight Construction Inc.	\$1,394,000.69
Earhart Roofing Co., Inc.	\$1,473,000.00
Carver Construction, LLC	\$1,565,239.00
Coogan Construction	\$1,630,640.00
<i>Architect's Estimate</i>	<i>\$900,000 - \$1,200,000</i>

The City Manager recommends award of this project to Day/Night Construction, Inc. for the total amount bid of \$1,394,000.69.

8. BE23-151 -- Crow Hill Resurfacing and Utility Rehabilitation

This project consists of reconstruction of Crow Hill Drive from Douglas Highway to the end of asphalt prior to gated access, to include the intersection of Crow Hill Drive and Lawson Creek Road.

Bids on this project were opened on January 26, 2023. The bid protest period expired at 4:30 p.m. on January 27, 2023. Results of the bid opening are as follows:

Bidders

Admiralty Construction, Inc.	\$1,723,325.00
North40 Construction Corp.	\$1,988,315.00
Coogan Construction	\$2,284,100.00
<i>Engineer's Estimate</i>	<i>\$1,700,000 - \$1,900,000</i>

The City Manager recommends award of this project to Admiralty Construction, Inc. for the total amount bid of \$1,723,325.00.

9. BE23-176 Design and Fabrication for Perseverance Trail Bridges

Bids on this project were opened on December 14, 2022. The following bid was received:

<u>Bidder</u>	<u>Total Bid</u>
Western Wood Structures	\$231,120.00

The protest period ended on December 15, 2022.

The City Manager recommends award of this bid to Western Wood Structures, as they submitted the only responsive and responsible bid. Total awarded amount is based on a readjusted value-engineered cost adjustment reflecting a price of \$143,830.00.

L. Transfers10. **Transfer Request T-1050 A Transfer of \$298,000 from CIP R72-116 Downtown Street Improvements to CIP R72-156 Harris Street Reconstruction.**

This request would provide \$298,000 in additional funding needed to construct the segment of Harris Street between 4th Street and 7th Street, including a segment of 7th Street to Gold. Cost escalation, supply chain issues and substantial increases in freight costs have contributed to the need for additional funds. The funds would be transferred from the Downtown Street Improvements CIP, which has been completed.

The Public Works and Facilities Committee reviewed this request at the January 23, 2023 meeting.

The City Manager recommends approval of this transfer.

M. PUBLIC HEARING

11. Resolution 3011 A Resolution Adopting Cruise Ship Tourism Policy Objectives from the Visitor Industry Task Force Final Report.

The Visitor Industry Task Force (VITF) met in 2019 and 2020. The final report was delivered in March of 2020. The Assembly accepted, but never formally adopted the VITF recommendations or the overarching policy objectives because the immediate challenges of COVID-19 required the Assembly's full attention. Staff's approach to date has been to deal with VITF-recommended issues as they arise. Even without adopting the specific recommendations from the VITF Final Report, the management of cruise ship tourism in the community would benefit from the Assembly adopting the five overarching policy objectives in this resolution.

The Assembly Committee of the Whole discussed this topic on November 28, 2022.

The Assembly took public testimony on this resolution at its January 9, 2023 meeting and moved it to the January 30, 2023 Assembly meeting to allow for additional public comment.

The City Manager recommends the Assembly adopt this resolution.

12. Ordinance 2022-06(b)(AD) An Ordinance Appropriating \$10,000,000 to the Manager for the Eaglecrest Gondola Capital Improvement Project; Funding Provided by an Investment from Goldbelt, Inc.

Goldbelt, Inc. has expressed interest in investing \$10 million for the installation of the gondola and associated infrastructure at Eaglecrest Ski Area. This ordinance appropriates funds for that purpose. The initial investment will be repaid according to the terms outlined in the revenue sharing agreement between CBJ and Goldbelt, Inc., authorized by Ordinance 2022-63. This appropriation will be effective upon execution of the agreement.

The Committee of the Whole discussed this request at the November 28, 2022 meeting. The Systemic Racism Review Committee reviewed this request at the January 10, 2023, meeting and forwarded it to the full Assembly for public hearing.

The City Manager recommends the Assembly adopt this ordinance.

13. Ordinance 2022-48(b) An Ordinance Related to City and Borough of Juneau Land Management Plan Duration, Restrictions, and Authority.

This ordinance amends the governing codes related to the CBJ Land Management Plan. Section 2 of this ordinance would extend the viability of a land management disposal determination from two years to ten years, which can remove unnecessary burdens in the land disposal process. Section 3 of this ordinance would amend the general powers of the Docks and Harbors Board to be consistent with the land management provisions of Title 53. Section 4 of this ordinance would remove the requirement for Docks and Harbors to have its own land management plan and would amend the code to clarify what Docks and Harbors should consider when it develops land disposal and land use policies.

If this ordinance is adopted, staff will review the 2016 Land Management Plan to see if any amendments are necessary, especially related to Docks and Harbors managed property.

The Assembly Lands, Housing, and Economic Development Committee reviewed this ordinance on September 26, 2022. The Assembly Committee of the Whole reviewed and amended this ordinance on December 19, 2022, which is reflected in version b (page 4, lines 17-18). The Docks and Harbors Board or committee reviewed this topic on July 20, 2022; July 28, 2022; August 25, 2022; September 21, 2022; and September 29, 2022.

The City Manager recommends the Assembly adopt this ordinance.

14. Ordinance 2022-06(b)(AE) An Ordinance Appropriating \$300,000 to the Manager for the Downtown Subport Planning Capital Improvement Project; Funding Provided by Port Development Fees.

This ordinance would appropriate \$300,000 of port development fees for cruise ship dock planning at the downtown support. A coordinated waterfront planning effort led by CBJ ensures the entities involved do so collaboratively and with community mindfulness, and allows CBJ to weigh competing interests in Juneau's Port.

The Committee of the Whole discussed this request at the December 19, 2022 meeting. The Systemic Racism Review Committee reviewed this request at the January 10, 2023, meeting and forwarded it to the full Assembly for public hearing.

[Please see additional backup documents under the Supplemental Materials portion of this agenda/packet.]

The City Manager recommends the Assembly adopt this ordinance.

15. Ordinance 2022-06(b)(AF) An Ordinance Transferring \$30,000 from Information Technology to Community Development for a GIS Technician.

CBJ's GIS Technician position is currently split-funded between Information Technology (IT) and the Police Department (JPD). To better align the work of the technician with Community Development's (CDD) GIS program objectives, this ordinance would transfer the remaining FY23 authority for the IT-funded portion of this position to CDD while maintaining staffing levels to JPD. This position will be included in CDD's FY24 budget request.

The Systemic Racism Review Committee reviewed this request at the January 10, 2023, meeting and forwarded it to the full Assembly for public hearing.

The City Manager recommends the Assembly adopt this ordinance.

16. Ordinance 2022-06(b)(AG) An Ordinance Appropriating \$93,336 to the Manager for a Grant to Travel Juneau; Funding Provided by Hotel-Bed Tax Funds.

The Hotel-Bed Tax Fund has accumulated a sizeable balance as a result of much higher than anticipated tax revenue. Had this revenue been foreseen during the budget process, the annual Assembly grant issued to Travel Juneau for the purpose of tourism marketing would likely have been significantly larger. As such, this ordinance would make a supplemental grant to Travel Juneau for the 2023 fiscal year.

Travel Juneau will use this additional grant to reimburse \$93,336 of expenses associated with the 2022 Ironman Alaska event. These expenses include facility and equipment rentals, Ironman staff lodging, JPD and CCFR staff time, and an economic impact analysis of the event.

The Assembly Finance Committee reviewed this request at the January 4, 2023 meeting. The Systemic Racism Review Committee reviewed this request at the January 10, 2023, meeting and forwarded it to the full Assembly for public hearing.

The City Manager recommends the Assembly adopt this ordinance.

N. UNFINISHED BUSINESS

O. NEW BUSINESS

17. Augustus Brown Pool Request for Supplemental Agreement

P. STAFF REPORTS

18. FY24 Legislative Capital Priorities

19. 2022-2023 Assembly Goals for Final Adoption

20. Employer-Sponsored Dependent Care Account

21. Request for Assembly direction on conducting the October 3, 2023 Regular Municipal Election

The City Manager recommends the Assembly pass a motion to conduct the October 3, 2023, Regular Municipal Election as a By Mail Election.

Q. ASSEMBLY REPORTS

Mayor's Report

Committee and Liaison Reports

Presiding Officer Reports

R. ASSEMBLY COMMENTS & QUESTIONS

S. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

T. EXECUTIVE SESSION

22. The Municipal Attorney recommends the Assembly recess into executive session to discuss pending CBJ litigation, specifically a candid discussion of the facts and litigation strategies with the municipal attorney.

U. SUPPLEMENTAL MATERIALS

[23.](#) RED FOLDER-Ordinance 2022-06(b)(AE) Supplemental Material - Port Planning Proposed RPF

[24.](#) RED FOLDER-Ordinance 2022-06(b)(AE) Supplemental Material - 12/19/2022 COW Packet items re: Cruise Ship Dock Waterfront Planning

[25.](#) RED FOLDER - FY24 DRAFT Legislative Capital Priorities

V. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org.

Presented by: The Manager
Introduced: January 30, 2023
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(AI)

An Ordinance Appropriating \$450,000 to the Manager for the Airport Furniture Acquisition Capital Improvement Project; Funding Provided by Airport CARES Act Funding.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$450,000 for the Airport Furniture Acquisition Capital Improvement Project (A50-109).

Section 3. Source of Funds

Airport CARES Act Funding	\$450,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2023.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager
Presented: 01/30/2023
Drafted by: B. Brown

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3014

**A Resolution in Support of Transportation Alternative Program
Funding for a Replacement Bridge over Montana Creek and
Supporting Matching Funds for this Eligible Project.**

WHEREAS, the Alaska Department of Transportation & Public Facilities (DOT&PF) sponsors the Transportation Alternatives Program (TAP), which provides funding for a variety of generally smaller-scale transportation projects such as pedestrian and bicycle facilities, construction of turnouts, overlooks, and viewing areas, community improvements, environmental mitigation related to stormwater and habitat connectivity, recreational trails, safe routes to school projects, and vulnerable road user safety assessments; and

WHEREAS, DOT&PF administers the TAP through a competitive grant process and the City and Borough of Juneau has submitted an application for TAP Funding for the Montana Creek Bridge Replacement project; and

WHEREAS, in August 2022 the Alaska Department of Transportation determined the Montana Creek Bridge is no longer safe for vehicular traffic, including all-terrain vehicles; and

WHEREAS, the Montana Creek Pedestrian Bridge No. 6009 is at the end of Montana Creek Road, and is a 130-foot long single-span bridge that is ten feet wide, with an estimated replacement cost of \$1,200,000 calculated in accordance with the Alaska Bridges and Structures Manual; and

WHEREAS, DOT&PF has offered to pay the required match for the TAP grant for the Montana Creek Bridge in exchange for the City and Borough of Juneau accepting ownership and maintenance of the bridge in the future; and

WHEREAS, TAP Grant Funding may be used for planning, design, and construction of eligible activities and the Montana Creek Bridge Replacement Project will help provide access to the Montana Creek Trail System for residents of and visitors to Juneau; and

WHEREAS, the Montana Creek Bridge is the gateway to the Montana Creek Trail, which is a beloved “through” hike that meanders through narrow canyons and across a myriad of mountain streams over a seven-mile stretch before joining the Windfall Lake Trail.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The City and Borough of Juneau seeks TAP Grant Funding for the Montana Creek Bridge Replacement Project, and funding in the amount of \$1,080,000.

Section 2. The City and Borough of Juneau acknowledges the requirement for a local match for TAP Grant Funding, and in accordance with Alaska law on encumbering funds in future fiscal years intends to commit to providing matching funds in the amount of \$25,000 as a local match in the event of successful completion of the TAP Grant Funding process.

Section 3. The City and Borough of Juneau intends to commit to operate and maintain the new Montana Creek Bridge upon construction.

Section 4. A successful application for and subsequent receipt of TAP Grant funds is an essential component of the budgetary planning and execution process for the Montana Creek Bridge Replacement Project.

Section 5. The City and Borough of Juneau encourages the TAP Statewide Project Evaluation Board to allocate \$1,080,000 to the Montana Creek Bridge Replacement Project in order to make it possible for this important project to become a reality as soon as possible.

Section 6. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____ 2023.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager
Presented: 01/30/2023
Drafted by: B. Brown

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3017

A Resolution in Support of Funding from the Community Transportation Program for the Reconstruction of Vintage Boulevard and Clinton Drive in Juneau’s Mendenhall Valley.

WHEREAS, the Alaska Department of Transportation & Public Facilities (DOT&PF) sponsors the Community Transportation Program (CTP), a competitive surface transportation grant program soliciting community input, nominations, and project sponsorship; and

WHEREAS, the roadway systems in the Vintage Boulevard and Clinton Drive areas of Juneau’s Mendenhall Valley are over 40 years old, and with the passage of time have deteriorated due to age and heavy usage; and

WHEREAS, there has recently been an exciting and positive surge in development and new construction in the Vintage Boulevard and Clinton Drive areas, with the opening of Trillium Landing, an Americans with Disabilities Act-accessible apartment community designed for residents aged 55 years and older; and

WHEREAS, there are two new construction projects currently underway in the Vintage Boulevard and Clinton Drive areas, the Riverview Senior Assisted Living Facility and the Southeast Alaska Regional Health Consortium’s Community Health Clinic; and

WHEREAS, there are a significant number of recently-built private condominiums and business structures, which add to the increased residential activity and commercial traffic in the Vintage Boulevard and Clinton Drive areas; and

WHEREAS, this area of the Mendenhall Valley is already home to a large number of established businesses including the Mendenhall Valley Post Office, the Mendenhall Mall, and many banks and other important businesses; and

WHEREAS, the Assembly adopted the City and Borough of Juneau 2023 – 2028 Capital Improvement Program project list, which identified Vintage Boulevard and Clinton Drive as priority projects for Fiscal Years 2023 and 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The City and Borough of Juneau seeks CTP Grant Funding for the reconstruction of Vintage Boulevard and Clinton Drive, including improvements to Americans with Disabilities Act accessibility features and non-motorized transportation, the total budget for which is currently estimated at \$10,700,000, with the following component parts:

- Design & Engineering: \$2,600,000
- Construction: \$7,600,000
- Indirect: \$500,000

Section 2. The City and Borough of Juneau acknowledges the requirement for the minimum 9.03% local match for CTP Grant Funding, and in accordance with Alaska law on encumbering funds in future fiscal years intends to commit to providing \$2,675,000, or 25% of the project budget, as a local match in the event of successful completion of the CTP Grant Funding process.

Section 3. The City and Borough of Juneau owns and maintains Vintage Boulevard and Clinton Drive, and the 2023 – 2028 Capital Improvement Project list demonstrates the commitment to continue to operate and maintain them in future.

Section 4. A successful application for and subsequent receipt of CTP Grant funds is an essential component of the Design & Engineering and Construction processes for the Vintage Boulevard and Clinton Drive Reconstruction Project.

Section 5. The City and Borough of Juneau respectfully encourages the CTP Statewide Project Evaluation Board to allocate full funding to the reconstruction of Vintage Boulevard and Clinton Drive in order to make it possible for this important work and these much-needed improvements to become a reality as soon as possible.

Section 6. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____ 2023.

Attest:

Elizabeth J. McEwen, Municipal Clerk

Beth A. Weldon, Mayor

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Presented by: The Manager
Presented: 01/30/2023
Drafted by: B. Brown

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3018

**A Resolution in Support of Transportation Alternative Program
Funding for the Lemon Creek Multimodal Path and Supporting
Matching Funds for this Eligible Project.**

WHEREAS, the Alaska Department of Transportation & Public Facilities (DOT&PF) sponsors the Transportation Alternatives Program (TAP), which provides funding for a variety of generally smaller-scale transportation projects such as pedestrian and bicycle facilities, construction of turnouts, overlooks, and viewing areas, community improvements, environmental mitigation related to stormwater and habitat connectivity, recreational trails, safe routes to school projects, and vulnerable road user safety assessments; and

WHEREAS, DOT&PF administers the TAP through a competitive grant process and the City and Borough of Juneau has submitted an application for TAP Funding for the Lemon Creek Multimodal Path; and

WHEREAS, the City and Borough of Juneau’s Lemon Creek Plan was finalized in 2018 and included the Lemon Creek Multimodal Path as an accessible improvement that will be usable by all kinds of people in all kinds of ways including recreating, cultural activities, neighborhood access, and community reconnection; and

WHEREAS, the Lemon Creek Multimodal Path will be a complex project involving multiple elements of transportation and recreational infrastructure, and funds are urgently needed to support the planning, design, and construction of this multi-phase project; and

WHEREAS, CBJ has allocated \$1,100,000 of Capital Improvement Funding for the Lemon Creek Multimodal Path project, and an additional \$1,500,000 may be available for the project from an extension of the 1% sales tax approved by the people of Juneau in the 2022 municipal election; and

WHEREAS, the City and Borough of Juneau Assembly and the Community Development Department have allocated significant resources to the Lemon Creek Multimodal Path project and intend to allocate further resources to the project in future; and

WHEREAS, TAP Grant Funding may be used for planning, design, and construction of eligible activities and the Lemon Creek Multimodal Path project will help provide recreational opportunities, transportation enhancements, and improve the quality of life for residents of the Lemon Creek Neighborhood and all of Juneau; and

WHEREAS, the City and Borough of Juneau Systemic Racism Review Committee has considered the past inequitable allocation of resources that has deprived the Lemon Creek Neighborhood of many of the same improvements and amenities, which are enjoyed by the people of Juneau residing in other neighborhoods and areas of Alaska’s Capital City; and

WHEREAS, TAP Grant Funding will help make it possible for the scope of work to include comprehensive planning of the Lemon Creek Multimodal Path project in a way that maximizes community and neighborhood input, so the resulting path will best serve the people who will use it the most, while enhancing the neighborhood for all and protecting fish and wildlife habitat.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The City and Borough of Juneau seeks TAP Grant Funding for the first phase of the Lemon Creek Multimodal Path, and funding in the amount of \$3,000,000.

Section 2. The City and Borough of Juneau acknowledges the requirement for a minimum 9.03% local match for TAP Grant Funding, and, in accordance with Alaska law on encumbering funds in future fiscal years, intends to commit to providing matching funds in the amount of \$1,000,000, or 25% of the current project budget, as a local match in the event of successful completion of the TAP Grant Funding process.

Section 3. The City and Borough of Juneau intends to operate and maintain the Lemon Creek Multimodal Path upon construction.

Section 4. A successful application for and subsequent receipt of TAP Grant funds is an essential component of the budgetary planning and execution process for the Lemon Creek Multimodal Path project.

Section 5. The City and Borough of Juneau encourages the TAP Statewide Project Evaluation Board to allocate \$3,000,000 to the Lemon Creek Multimodal Path in order to make it possible for this important project to become a reality as soon as possible.

Section 6. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____, 2023.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager
Presented: 01/30/2023
Drafted by: B. Brown

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3019(b)

A Resolution in Support of a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for the Juneau Douglas North Crossing.

WHEREAS, the purpose of the Juneau Douglas North Crossing is to improve the connection between Douglas Island and the rest of Juneau, create an alternate emergency access route, enhance transportation opportunities for non-motorized users, and reduce transportation-related energy consumption; and

WHEREAS, the City and Borough of Juneau seeks to work with the United States Department of Transportation and its Office of Infrastructure Finance and Innovation to improve and expand the transportation infrastructure of Alaska’s Capital City; and

WHEREAS, the United States Department of Transportation’s Office of Infrastructure Finance and Innovation has instituted the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program to invest in surface transportation infrastructure that will have a significant local or regional impact; and

WHEREAS, RAISE Grant funding will be distributed in two equal portions with half to go to projects in rural areas, like the City and Borough of Juneau; and

WHEREAS, under federal law, eligible entities to receive RAISE Grant funds include local governments such as the City and Borough of Juneau and eligible projects include highway, bridge, and road projects; and

WHEREAS, RAISE Grants to rural areas will have no minimum for planning projects and a maximum award amount of \$25,000,000; and

WHEREAS, the City and Borough of Juneau has been pursuing and endeavoring to build a Juneau Douglas North Crossing for decades, as it is essential to improve the safety, economic well-being, and quality of life in Alaska’s Capital City; and

WHEREAS, the City and Borough of Juneau Assembly is committed to ensuring that the Juneau-Douglas Bridge does not remain the only conduit between the North American Mainland and Douglas Island, and is also committed to the economic development benefits including land for affordable housing that will be created by the Juneau Douglas North Crossing; and

WHEREAS, the request for RAISE Grant funding will build on the last 12 months of community outreach and alternatives analysis on the project through a Planning and Environmental Linkages study; and

WHEREAS, through the Planning and Environmental Linkages process the City and Borough of Juneau and the Alaska Department of Transportation and Public Facilities have engaged with many stakeholder groups, including local Tribes and Alaska Native corporations; and

WHEREAS, RAISE Grant funding may be used for planning, design, and construction of eligible projects, as well as right-of-way acquisition, and the Juneau Douglas North Crossing project will help provide recreational opportunities, transportation enhancements, and improve the quality of life for residents of Douglas Island, the Mendenhall Valley, and all of Juneau; and

WHEREAS, RAISE Grants may fund up to 100% of eligible project costs in rural areas; and

WHEREAS, RAISE Grant funding will allow for completion of the National Environmental Policy Act (NEPA) permitting for this project and initiate design; and

WHEREAS, RAISE Grant funding for the NEPA process will allow for comprehensive environmental analysis and planning of the Juneau Douglas North Crossing project so as to maximize areawide community participation and mitigate impacts to fish and wildlife habitat.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The City and Borough of Juneau strongly supports RAISE Grant funding for the Juneau Douglas North Crossing and will continue to allocate and invest funds for this worthwhile project in order to make it a reality as soon as possible.

Section 2. The City and Borough of Juneau acknowledges that although the Juneau Douglas North Crossing project may not require a local match, because of the tremendous importance of this project, in accordance with Alaska law on encumbering funds in future fiscal years, intends to commit to providing matching funds of at least 5% of the overall project budget as a local match in the event of successful completion of the RAISE Grant funding process.

Section 3. A successful application for and subsequent receipt of RAISE Grant funds is an essential component of the budgetary planning and execution process for the Juneau Douglas North Crossing.

Section 4. The City and Borough of Juneau requests the United States Department of Transportation’s Office of Infrastructure Finance and Innovation to favorably consider the RAISE Grant application for the Juneau Douglas North Crossing project, and to approve the application and grant the funds necessary to move the project forward as expeditiously and effectively as possible.

Section 5. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____ 2023.

Attest: _____
Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager
Presented: 01/30/2023
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3020

A Resolution Amending the City and Borough of Juneau Personnel Rules Related to a Sign-on Bonus Policy.

WHEREAS, the Assembly has adopted personnel rules in accordance with CBJ 44.05.050; and

WHEREAS, the personnel rules apply to non-represented employees of the City and Borough of Juneau and to represented employees when the collective bargaining agreement does not apply; and

WHEREAS, the personnel rules occasionally should be updated to reflect modern human resources practices or to address recruitment and retention needs.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The Assembly of the City and Borough of Juneau approves the following and hereby amends the Personnel Rules to reflect the language changes in the attached Exhibit A.

Section 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____, 2023.

Attests:

Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

...

18 PR 037. Repayment to Employer.

(a) Employees paid an advance uniform or tool allowance and who leave employment less than 1 year thereafter shall repay CBJ according to the schedule set forth in this section. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected. The repayment schedule is as follows:

- (1) 100% if service is less than 13 weeks;
- (2) 75% if service is 13 weeks or greater but less than 26 weeks;
- (3) 50% if service is 26 weeks or greater but less than 39 weeks;
- (4) 25% if service is 39 weeks or greater but less than 52 weeks.

(b) Monies owed to the CBJ by an employee who separates from service shall be deducted from the employee's final leave cash in and pay check, except that the employee's final check may not be less than the actual number of hours worked x the minimum wage guaranteed by state or federal law. An employee may owe the CBJ money for a variety of reasons including, but not limited to: training, travel or relocation reimbursement; sign-on bonus reimbursement; health insurance reimbursement; intentional or grossly negligent damage to CBJ property, personal use of CBJ credit cards; or failure to return CBJ property. Should the amount of the employee's final pay and leave cash in be insufficient to cover the total monies owed the CBJ, the CBJ may take other actions to recover the funds.

(Res. No. 2069, 2001; 2370, 2006)

...

18 PR 070. Sign-on Bonus.

(a) The City Manager may authorize a sign-on bonus for a new employee starting in a difficult to fill position under the following conditions:

(1) The City Manager and the employee sign a written agreement specifying the sign-on bonus amount and payment schedule and requiring pro-rated repayment according to the schedule set forth in this section if the employee voluntarily ends service in less than 2, 3, or 4 years. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected.

(2) If the sign-on period is 4 years, the repayment schedule is:

- (i) 100% if service is less than 12 months;
- (ii) 75% if service is 12 months or greater but less than 24 months;
- (iii) 50% if service is 24 months or greater but less than 36 months;

(iv) 25% if service is 36 months or greater but less than 48 months.

(3) If the sign-on period is 3 years, the repayment schedule is:

(i) 100% if service is less than 12 months;

(ii) 66% if service is 12 months or greater but less than 24 months;

(iii) 33% if service is 24 months or greater but less than 36 months;

(4) If the sign-on period is 2 years, the repayment schedule is:

(i) 100% if service is less than 6 months;

(ii) 75% if service is 6 months or greater but less than 12 months;

(iii) 50% if service is 12 months or greater but less than 18 months;

(iv) 25% if service is 18 months or greater but less than 24 months.

(5) The maximum amount established in the sign-on bonus agreement may not exceed \$40,000. The sign-on bonus amount may be paid in multiple payments on a schedule determined by the City Manager.

(6) The City Manager shall determine whether a position is difficult to fill, the dollar amount of the sign-on bonus, the payment schedule, and the repayment period. The City Manager shall consider factors such as the current labor market, history of recruitment difficulties, rate of pay for the position, and the number of applicants in making this determination.

(7) An new employee shall only be eligible for a sign-on bonus if they have not worked for the City and Borough of Juneau for a period of at least one year prior to the start of employment.

...

MEMORANDUM

CITY/BOROUGH OF JUNEAU

155 SOUTH SEWARD STREET, JUNEAU, ALASKA 99801

TO: Rorie Watt
City and Borough Manager

DATE: January 27, 2023

FROM: Greg Smith
Contract Administrator

FILE: 2141

SUBJ: BID RESULTS:
Treadwell Arena Roof Replacement
CBJ Contract No. BE22-222

Bids were opened on the subject project on January 18, 2023. The bid protest period expired at 4:30 p.m. on January 19, 2023. Results of the bid opening are as follows:

BIDDERS	TOTAL BID
<i>DayNight Construction, Inc.</i>	<i>\$1,394,000.69</i>
Earhart Roofing Co., Inc.	\$1,473,000.00
Carver Construction, LLC	\$1,565,239.00
Coogan Construction	\$1,630,640.00
<i>Architect's Estimate</i>	<i>\$900,000 – \$1,200,000</i>

Project Manager: Steven Garger

The Project work consists of a roof overlay of an existing pre-engineered metal building and re-roof over a wood framed locker room addition. Project will include limited mechanical work extending existing VTR's and removal and replacement of mechanical equipment and include limited electrical work removing and reinstalling electrical equipment.

Funding Source: GO Bond and General Fund

Total Project Funds: \$1,790,000.00

CIP No. P41-099

Construction Encumbrance: \$1,394,000.00

Construction Contingency: \$139,400.00

Consultant Design: \$62,878.00

Consultant Contract Administration/Inspection: \$111,500.00

CBJ Administrative costs: \$41,800.00

Staff recommends award of this project to DayNight Construction, Inc. for the total amount bid of \$1,394,000.69.

Approved: _____
Duncan Rorie Watt
City & Borough Manager

Date of Assembly Approval: _____

c: CBJ Purchasing



MEMORANDUM

CITY/BOROUGH OF JUNEAU

155 SOUTH SEWARD STREET, JUNEAU, ALASKA 99801

TO: Rorie Watt
City and Borough Manager

FROM: Greg Smith
Contract Administrator

SUBJ: BID RESULTS:
Crow Hill Resurfacing & Utility Rehabilitation
CBJ Contract No. BE23-151

DATE: January 27, 2023

FILE: 2189

Bids were opened on the subject project on January 26, 2023. The bid protest period expires at 4:30 p.m. on January 27, 2023. Results of the bid opening are as follows:

BIDDERS	TOTAL BID
<i>Admiralty Construction, Inc.</i>	<i>\$1,723,325.00</i>
North40 Construction Corp.	\$1,988,315.00
Coogan Construction	\$2,284,100.00
<i>Engineer's Estimate</i>	<i>\$1,700,000 – \$1,900,000</i>

Project Manager: Abner Miller

This Project consists of reconstruction of Crow Hill Drive from Douglas Highway to the end of asphalt prior to gated access, to include the intersection of Crow Hill Drive and Lawson Creek Road. Work includes replacement of the road base and asphalt, asphalt sidewalks, and curb and gutter. Work includes clearing and grubbing, excavation, replacement of the water main, some sewer work, and addition of storm pipes and drainage structures.

Funding Source: Sales Tax, Water Fund, Wastewater fund

Total Project Funds: \$3,300,000.00

CIP No. R72-162

Construction Encumbrance: \$1,723,325.00

Construction Contingency: \$172,300.00

Consultant Design: \$191,800.00

Consultant Contract Administration/Inspection: \$137,900.00

CBJ Administrative costs: \$51,700.00

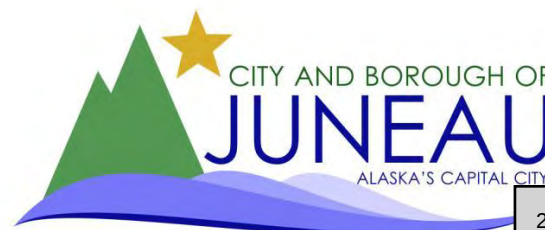
Staff recommends award of this project to Admiralty Construction, Inc. for the total amount bid of \$1,723,325.

Approved: _____

Duncan Rorie Watt
City & Borough Manager

Date of Assembly Approval: _____

c: CBJ Purchasing



MEMORANDUM

CITY/BOROUGH OF JUNEAU
155 SOUTH SEWARD STREET, JUNEAU ALASKA 99801

DATE: January 27, 2023

TO: Duncan Rorie Watt
City Manager

FROM: Greg Smith
Engineering Contracts Administrator

SUBJECT: **Recommendation to Award Bid No. BE23-176
Design and Fabrication of Perseverance Pedestrian Trail Bridges**

Bids were opened on the subject project on December 14, 2022. The following bids were received:

Bidder	Total Bid
Western Wood Structures	\$231,120.00

Funding Source: 4069001015490/4611124540 5490 – Trail Improvements CIP
Commitment: \$143,830

The Protest period ended December 15, 2022.

With the concurrence of Michele Elfers, Parks & Recreation Deputy Director, the Public Works and Engineering Department recommends award to Western Wood Structures. Western Wood Structures submitted the only responsive and responsible bid. Total awarded amount is based on a readjusted value engineered cost adjustment reflecting a price of \$143,830.00.

Approved:

Duncan Rorie Watt, City Manager

Date of Assembly Approval: _____



Presented by: The Manager
Introduced: January 30, 2023
Drafted by: Finance

TRANSFER REQUEST FOR THE CITY AND BOROUGH OF JUNEAU,
ALASKA

SERIAL NUMBER T-1050

It is hereby ordered by the Assembly of the City and Borough of Juneau,
Alaska, that \$298,000 be transferred:

From: CIP

R72-116	Downtown Street Improvements	(\$ 298,000)
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To: CIP

R72-156	Harris Street Reconstruction	\$ 298,000
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The \$298,000 consists of:

General Sales Tax	\$ 298,000
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Moved and Approved this _____ day of _____, 2023.

D. Rorie Watt, City Manager

Attest:

Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager
Presented: 1/9/2023
Drafted by: B. Brown

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3011

A Resolution Adopting Cruise Ship Tourism Policy Objectives from the Visitor Industry Task Force Final Report.

WHEREAS, the Visitor Industry is an essential part of the economy of Juneau, and brings tremendous economic benefits to Alaska’s Capital City, in the form of jobs, wages, and spending by the millions of people who choose to visit Juneau every year; and

WHEREAS, the Visitor Industry has grown exponentially over the past few decades, with annual visitor numbers again surpassing one million people; and

WHEREAS, along with the economic benefits arising from the visitor industry there are impacts and effects on the year-round residents of Juneau, which can challenge residents and potentially negatively impact quality of life; and

WHEREAS, a Visitor Industry Task Force (VITF) was appointed in October 2019 and was tasked with addressing four major issues, including tourism industry management, the 2004 Long Range Waterfront Plan, the concept of a “cap” on the overall number of visitors, and the need for public participation through surveys; and

WHEREAS, the VITF worked diligently and held numerous public meetings between October 2019 and February 2020 with of goal of advancing community discussions on a wide array of topics related to the visitor industry; and

WHEREAS, the VITF invited public testimony in early 2020, which led to 43 spoken comments and 156 written comments, reflecting a diverse range of community views on the benefits and impacts of the visitor industry; and

WHEREAS, in March 2020, the VITF developed a set of 45 recommendations for adoption over a three-year period, including suggested conditions for construction of a new cruise ship dock at the Subport Property; and

WHEREAS, CBJ's relationship with the visitor industry has evolved over time and the growth in cruise ship tourism has been guided by investments in infrastructure, management tools, and programs including Tourism Best Management Practices (TBMP), which vividly illustrates how CBJ and the visitor industry can work together to create tools and strategies to manage tourism in the coming years; and

WHEREAS, the collaborative efforts of CBJ and the visitor industry in the early 2000s helped produce the Tourism Management Plan and the subsequent adoption of Resolution 2170 by the Assembly which included findings and recommendation and the following vision statement that remains relevant to policy debates underway today: "CBJ seeks a healthy and vibrant tourism sector generating business opportunities and employment for Juneau citizens, protecting Juneau's heritage and cultural values and its natural resources and making a positive contribution to the community's quality of life;" and

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Cruise Ship Tourism Policy Objectives. Guided by the recommendations in the March 2020 Final Report from the Visitor Industry Task Force, the Assembly adopts the following cruise ship tourism policy objectives:

- A. Limit cruise ships to five ships per day in the downtown port;
- B. Complete construction of the Seawalk;
- C. Increase CBJ input in scheduling and scheduling transparency;
- D. Electrify cruise ship docks;
- E. Develop a strategy for achieving community and regional goals for emissions, congestion mitigation, and proactive industry management.

Section 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____, 2023.

Carole Triem, Acting Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: January 9, 2023
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(AD)

An Ordinance Appropriating \$10,000,000 to the Manager for the Eaglecrest Gondola Capital Improvement Project; Funding Provided by an Investment from Goldbelt, Inc.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$10,000,000 for the Eaglecrest Gondola Capital Improvement Project (E28-102).

Section 3. Source of Funds

Goldbelt, Inc. \$10,000,000

Section 4. Effective Date. This ordinance shall become effective upon execution of the revenue sharing agreement between the City and Borough of Juneau and Goldbelt, Inc.

Adopted this _____ day of _____, 2023.

Beth A. Weldon, Mayor

Attest:

Elizabeth A. McEwen, Municipal Clerk

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Presented by: The Manager
Presented: 1/9/2023
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-48(b)

**An Ordinance Related to City and Borough of Juneau Land Management
Plan Duration, Restrictions, and Authority.**

WHEREAS, the Land Management Plan guides the City and Borough of Juneau’s use and ownership of its land, CBJC 53.09.150; and

WHEREAS, the current Land Management Plan was adopted in 2016 (Ord. 2016-18), and the prior Land Management Plan was adopted in 1999; and

WHEREAS, CBJC 53.09.160(b) empowers the Planning Commission to review and update the Land Management Plan as necessary but at least every ten years; and

WHEREAS, the past and current Land Management Plans provide valuable guidance for management of all City and Borough of Juneau property—including Department managed lands; and

WHEREAS, the two-year limitation in CBJC 53.09.200(c) is unnecessarily short given the multiple review procedures recently enacted in CBJC 53.09.260;

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

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Section 2. Amendment of Section. CBJ 53.09.200 is amended to read:

53.09.200 General.

- (a) *Methods of disposal.* City and Borough land may be conveyed by lottery, auction, over-the-counter sale, negotiated sale, sealed bid, land exchange, or other methods as the assembly may approve by ordinance.
- (b) *Inclusion in Land Management Plan.* Except for property acquired by tax foreclosure or reconveyance agreement, real property should not be conveyed prior to inclusion in a land management plan.
- (c) *Satisfaction of CBJ 53.09.260(a).* Real property recommended for negotiated sale in management plan adopted by the Assembly not more than ten ~~two~~ years prior to commencement of negotiations for a negotiated sale shall be deemed to have satisfied CBJ 53.09.260(a) Sales, leases, and exchanges by negotiation or competitive proposal.

...

Section 3. Amendment of Section. CBJ 85.02.060 is amended to read:

85.02.060 General powers.

- (a) Subject to state laws and City and Borough ordinances, the City and Borough Docks and Harbors Board shall generally exercise all powers necessary and incidental to operation of all port and harbor facilities in the public interest and in a sound business manner. In particular, and without limitation on the foregoing, the board shall:

...

(5) Administer and dispose of City and Borough tideland, submerged land, and other land as provided by the assembly ~~by resolution as subject to docks and harbors board administration~~, subject to the following limitations:

(A) No sale, purchase, or trade of land shall be made without prior review by the assembly lands, housing, and economic development committee and approval by the assembly ~~by resolution~~.

(B) Unless otherwise designated in advance by the assembly ~~by resolution~~, any lease of land shall be limited to marine-related uses, and those uses accessory to tenancy on the boat harbor or use of the port.

(C) All land transactions by the board in accordance with this section shall be consistent with the land management plan ~~developed under CBJ 85.02.063~~.

(i) Land shall be leased as provided in title 53, provided that the provisions of section 53.20.020 relating to a declaration of availability and identification in the land management plan shall not apply.

(ii) For purposes of applying title 53 pursuant to this subsection (C), any action required by title 53 of the manager may be performed by the port director.

...

Section 4. Amendment of Section. CBJ 85.02.063 is amended to read:

85.02.063 Land management plan.

(a) The docks and harbors board should be guided and informed by the City and Borough of Juneau land management plan when making recommendations regarding retention, use,

disposal, and development of City and Borough land under the jurisdiction of the docks and harbors board. ~~After public hearing and deliberation, the docks and harbors board shall draft and forward to the planning commission and assembly a land management plan. The plan shall address the retention, use, disposal, and development of City and Borough land under the jurisdiction of the docks and harbors board. After public hearing and deliberation, the planning commission shall forward its recommendation to the assembly. Recommended changes to the land management plan shall be developed using the same procedure.~~

(b) The docks and harbors board shall be guided by the following principles when proposing changes to the land management plan: ~~Development of the land management plan, or a change to the plan, shall also be guided by the following principles:~~

- (1) Multiple use should be encouraged;
- (2) A sound local economy will be promoted;
- (3) Adequate lands for public development and public use, including recreational beaches with appropriate uplands, should be reserved;
- (4) Property under the jurisdiction of docks and harbors ~~Tidelands~~ should be leased only for specific water-dependent and water-related uses and not sold;

(c) When making recommendations about the retention, use, disposal, and development of land under jurisdiction of the docks and harbors board, the board shall consider the following: ~~In developing the land management plan to implement the policies outlined in this section, the following issues, without limitation, shall be considered:~~

- (1) The supply of publicly owned lands to meet public needs;
- (2) The supply of privately owned lands to meet the private-sector needs of the community;

(3) The comprehensive plan, the long-term capital improvements program, and other plans adopted by the assembly;

(4) Restrictions created by written instruments, zoning, and state and federal regulations;

(5) Physical, economic, resource, population and social factors affecting the area under consideration;

(6) Comments of the general public, affected landowners, state and federal agencies and local advisory groups;

(7) Ownership patterns and waterfront development plans of private landowners and state and federal agencies;

(8) The development and growth patterns and potentials of different areas of the City and Borough and waterfront services that may be needed as a result of that development and growth;

(9) The requirements of public access to and along public and navigable bodies of water;

(10) The protection of other public values including recreational, scenic, wildlife, and other environmental qualities; and

(11) Other matters which are relevant to a sound and beneficial land use management plan policy.

~~(d) The plan shall contain the following elements:~~

~~(1) Proposed land acquisitions;~~

~~(2) A listing of those lands to be retained for public use;~~

~~(e) The plan shall be reviewed by the Docks and Harbors Board and the Planning Commission if a major unanticipated development affecting basic assumptions occurs, and in any case at least every five years.~~

~~(f) Any lease, disposal, or use of land shall conform to the Long Range Waterfront Plan, the land management plan adopted above, Juneau Coastal Management Plan, and all other adopted City and Borough land use plans.~~

~~(g) Upon receipt of a land management plan or a change recommended by the Docks and Harbors Board and Planning Commission, the assembly shall consider the plan, or change, and may adopt the plan or change only after it conducts a public hearing on the matter.~~

Section 5. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this _____ day of _____, 2022.

Attest:

Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: January 9, 2023
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(AE)

An Ordinance Appropriating \$300,000 to the Manager for the Downtown Subport Planning Capital Improvement Project; Funding Provided by Port Development Fees.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$300,000 for the Downtown Subport Planning Capital Improvement Project (H51-129).

Section 3. Source of Funds

Port Development Fees	\$300,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2023.

Beth A. Weldon, Mayor

Attest:

Elizabeth A. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: January 9, 2023
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(AF)

An Ordinance Transferring \$30,000 from Information Technology to Community Development for a GIS Technician.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Transfer of Appropriation. It is hereby ordered by the Assembly of the City and Borough of Juneau, Alaska, that \$30,000 be transferred from Information Technology to Community Development for a GIS Technician.

Section 3. Source of Funds

Information Technology	(\$30,000)
Community Development	\$30,000

Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2023.

Beth A. Weldon, Mayor

Attest:

Elizabeth A. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: January 9, 2023
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(AG)

An Ordinance Appropriating \$93,336 to the Manager for a Grant to Travel Juneau; Funding Provided by Hotel-Bed Tax Funds.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$93,336 for a grant to Travel Juneau.

Section 3. Source of Funds

Hotel-Bed Tax Funds	\$93,336
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2023.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk



Engineering and Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-0800 Facsimile: 586-4565

DATE: January 18, 2023

TO: Wade Bryson, Chair Public Works and Facilities Committee

THROUGH: Katie Koester, Director Engineering and Public Works

FROM: Jeanne Rynne, Chief Architect

SUBJECT: A.B. POOL – Mechanical and Electrical Upgrades -CBJ Contract No. BE23-019 Best Interest Finding for Supplemental Agreement to ADD - Renovations at Men’s and Women’s Shower Rooms

Action Requested

Staff requests that the Public Works and Facilities Committee (PWFC) consider the best interest finding herewith in accordance with *CBJ 53.50.040'* for recommendation to the Assembly to support adding the full remodel of the men’s & women’s shower and changing rooms at the Augustus Brown (A.B.) Pool by Supplemental Agreement. CBJ Charter allows Supplement Agreements to address contract changes over \$250,000 or 25% of the contract amount. Supplemental Agreements over this amount require Assembly approval. The recommended procurement approach includes award of additional work to the Contractor by one Supplemental Agreement in the amount of **\$828,592** (20% of the contract amount). Thanks to an appropriation by the Assembly of an additional \$3M from the General Fund on April 4, 2022, sufficient funding exists to award this additional work to the Contractor.

Background

On July 26, 2022, CBJ opened bids for Mechanical and Electrical Upgrades to the A.B. Pool. The project was awarded to Dawson Construction at the August 1, 2022, CBJ Assembly meeting in the amount of \$4,058,200. The Notice to Proceed was issued August 26, 2022. Dawson Construction will begin the work on April 10, 2023, and is currently contracted to complete work by December 29, 2023.

This project was originally bid in December of 2021 and included the locker room renovations as part of the scope of work. This bid was cancelled as only one bidder responded and their bid was 63% (\$2M) above the architect’s estimate. We believe this was due in part to the volatility of material escalation and supply chain issues that the construction market has been experiencing since Covid-19. Given this experience and the requirement that the scope of work be modified by CBJ Engineering contract requirements, the scope of work was revised to address the critical mechanical and electrical upgrades only and was rebid in July of 2022.

Best Interest Analysis

The cost proposal from Dawson Construction of \$828,592 for the locker room renovation has been reviewed by the Project Architect, Architects Alaska, and deemed to be reasonable. The professional cost estimate for this work was \$950K - \$1M. The proposal includes adequate provision for the costs of material and labor, as well as the cost of abatement for existing lead glazed wall tiles in shower areas. The fact that the general contractor is already on site allows for elimination of general conditions costs for mobilization to the site that would otherwise need to be included.

1. Schedule Savings
 - a. The approval of the Supplemental Agreement will enable the Contractor to order required materials with arrival in Juneau by mid-September of 2023. The longest product lead times are specialty shower assemblies, domestic water piping, toilet partitions, and fiberglass doors.

- b. Time impact: Dawson Construction's proposal requests an additional twenty-eight (28) days to the original completion date of December 29, 2023. Staff will work with Dawson and the designers to complete the work in a shorter time period, if possible.
2. Construction Cost Savings
 - a. Since the Contractor's workers and relevant subcontractors are already mobilized on site, this additional work can be accomplished in a single mobilization. Removal of hazardous materials by the Anchorage based abatement subcontractor will be included into their already scheduled work tasks.
 3. Bid Preparation Costs
 - a. Staff estimates that adding the shower room work to the current contract would save approximately \$10,000 in architectural services to prepare a separate bid set of drawings and specifications. CBJ staffing and overhead costs if the project were to be bid as a future stand-alone bid are also saved, in addition to construction escalation as a factor of time.
 4. Construction Administration Efficiencies
 - a. CBJ Project Management savings are estimated at \$7,500, and separate CBJ permit review fees for a separate future bid can be eliminated.
 5. Benefits to community pool patrons and aquatics staff (from CBJ Aquatics Director, Terra Patterson)
 - a. Locker rooms are a vital part of the facility use and patron experience. Every swimmer utilizes the locker rooms upon arrival and before leaving. The existing shower and changing rooms are original to the A.B. Pool's construction in 1972, and their functionality is dated. All domestic water piping has exceeded its useable lifespan and is leaking within inaccessible interior walls. This renovation work will correct ADA clearances in restroom stalls, improve showers, increase toilet fixture counts, and remodel the floorplans into more usable patron and staff spaces. New lockers will replace heavily rusted ones in both staff changing rooms.
 - b. Including this work will improve the functionality of these highly utilized areas and increase the comfort and attractiveness for patrons, visitors, and staff. Although the current project provides necessary mechanical and electrical upgrades for the continued functioning of the A.B. pool, the shower room upgrades will provide the most noticeable upgrade to the pool and enhance the enjoyment of our pool patrons' day-to-day experience.

Scope of Work included in the Locker Room Renovation

- Reconfiguration of interior walls to allow enlargement of the men's and women's restroom areas.
- Installation of new ADA-compliant toilet and shower stalls with folding seats and required grab bars.
- Replacement of existing men's and women's showers and additional showers with privacy screens.
- Installation of patterned, colored ceramic tiles in the changing, locker, and shower room areas.
- Unglazed slip-resistant tiles will replace the poured resin flooring and will be easier for staff to clean.
- Replacement of original plumbing piping and undersized waste line. New toilet fixtures, sinks, and partitions. Existing hair dryers, benches, and stainless steel lockers will be re-installed and reused.

Action Requested

Motion to forward a Supplemental Agreement to add the locker renovations to the Augustus Brown Swimming Pool Mechanical and Electrical Upgrades Contract BE23-019 in the amount of **\$828,592**.

53.50.040 (c) - Public improvement contracts.

Supplemental agreements. A supplemental agreement shall be approved only as provided in this subsection. Competitive sealed bids shall not be required for public improvement projects procured by supplemental agreement. A supplemental agreement may be approved only if the manager makes a written finding that procuring a particular public improvement by supplemental agreement would be in the best interests of the City and Borough because doing so would save substantial and verifiable amounts of money for the City and Borough. In making this finding, the manager shall consider bid preparation costs, contractor mobilization costs, similarity of work, schedule savings, weather or environmental factors, site constraints, inspection and administration efficiencies, and other factors found relevant by the manager. The manager may approve supplemental agreements not greater than \$250,000.00 or 25 percent of the contract amount, whichever is less, per contract. The manager shall notify the assembly, at its next regular meeting, of any supplemental agreement approved. Prior assembly approval shall be required for any supplemental agreement greater than \$250,000.00. Nothing in this subsection shall be applied or construed in any manner inconsistent with the requirements of CBJ Charter Section 9.13. The manager shall seek an appropriation or transfer of funds by the assembly prior to incurring any obligation for any supplemental agreement unless the manager ascertains that there is a sufficient unencumbered balance in an appropriation for the project the agreement supplements, and that sufficient funds are or will be available to cover the obligation. As used in this subsection, "manager" shall have the meaning set forth in CBJ Charter Section 4.1.

FY2024 DRAFT Legislative Capital Priorities

Assembly Scoring (1 - 22)	FY23 Adopted Priority Ranking	Project Name:	Amount Requested:	Total Project Cost:	Funding Already Secured:
1	Rank #3	Pederson Hill Development	\$3M	\$10M	\$2.3M
2	Rank #10	North State Office Building Parking	\$30M	\$40M	\$5M in FY2023 State Capital Budget; \$5M request in 1%
3	Rank #9	Telephone Hill	\$2M	TBD	\$100,000
4	New - Radio	CBJ Radio System Replacement	\$14M \$12M	\$14.5M	\$500,000; \$2M, 1 % Sales Tax
5	New - HVAC	JSD Wide HVAC and Heating Control System Upgrades	\$6.4M	\$6.4M	\$0.00
6	New - FOGs	Mendenhall Wastewater Treat. Plant Compliance: Fats, Oil, and Grease & Grit Removal	\$5.75M	\$5.75M	\$0.00
7	Rank #1	Lemon Creek Multimodal Path	\$8M	\$10M	\$250,000; \$1.5M, 1 % Sales Tax
8	Rank #2	Juneau North Douglas Crossing	\$13M TBD	\$100-\$200M	\$2M for PEL; \$250,000 CBJ; \$7M CDS
9	Trank #4	New City Hall	\$5M	\$43.2M	\$6.3M
10	Rank #6	Capital Civic Center	\$5M-\$10M, State of Alaska; \$30M-\$35M Federal Delegation	\$65M	CBJ- \$2M design; \$8M upgrades to centennial hall; \$10M commitment from CLIA for MPFs
11	New - Solids Removal	Mendenhall Wastewater Treatment Plant Compliance Upgrade – Solids Removal	\$9.5M	\$9.5M	\$0.00
12	New - JSD Sec	JSD – Wide Security and Safety Upgrades	\$2M	\$2M	\$0.00
13	New - compost	Municipal Composting Facility Design and Construction & <u>Zero Waste Planning</u>	\$2.5M \$4M	TBD	\$2.5M - CDS
14	Rank # 13	Aurora Harbor Rebuild – Ph IV (Continuation of Rank #13 Project Aurora Harbor Phase III)	\$1M	\$7M	\$0
15	Rank #14	Auke Bay New Breakwater	\$5M	TBD	\$0
16	Rank #16	Waterfront Juneau Douglas City Museum	\$2M	12M	\$2M in 1%

17	New - Cruise Ship	Small Cruise Ship Infrastructure	\$30M	\$30M	\$0.00
18	Rank #15	North Douglas Boat Ramp Expansion	\$250K	\$20M	\$0
19	New - OHV	Off-Highway Vehicle (OHV) Park Development	\$5.7M	\$6M	\$300,000
20	Rank #7	West Douglas Extension	\$4M	\$5M	\$0
21	Rank #18	Auke Bay Seawalk/Baywalk	\$250K	\$30M	\$0,00
22	New - Renninger	Jackie Renninger Park Development & Pipeline Skatepark Improvements	\$4M	\$4,075,000	\$75,000

Assembly Goals 2023

DRAFT

Assembly Goals set at
December 11, 2022 retreat

1. Housing - Assure adequate and affordable housing for all CBJ residents				
		Implementing Actions	Responsibility	Notes:
A	P	Revise and improve Title 49 to facilitate housing	Assembly, Planning Commission, Manager's Office, CDD	
B	P/F	Continue to monitor and track progress towards advancing the goals of the Housing Action Plan	Assembly, Manager's Office	Revised goal
C	P/F/O	Continue aggressive use of the Affordable Housing Fund, tax abatement, and other loan and grant programs	Assembly, Manager's Office	Revised goal
D	P/F/AA	Evaluate and revise current CBJ systems associated with managing land and revising T49 in order to get big things done fast	Assembly, Manager's Office, CDD, Law	New goal
E	P/F	Continue planning and implementation of (re)development of Telephone Hill, Pederson Hill, and the 2nd/Franklin property	Assembly, Manager's Office	New goal
F	P/F	Reduce barriers to downtown housing development	Assembly, Manager's Office, CDD	Revised goal
2. Economic Development - Assure Juneau has a vibrant, diverse local economy				
AA*		Implementing Actions	Responsibility	Notes:
A	F/O	Update the Comprehensive Plan	Assembly, Planning Commission, Manager's Office, CDD	
B	O	Draft a resolution adopting the long term goals of the VITF, establish contractual relationships with private dock managers, analyze existing passenger fee structure, and explore methods to create a pathway towards functional municipal management of the waterfront.	Assembly, Manager's Office, Docks & Harbors	Revised goal
C	P/F/O/S	Implement project strategy for Juneau Economic Plan, including revitalizing downtown, with regular updates	Assembly, Manager's Office	
D	F	Explore financing for the Capital Civic Center	Assembly, Manager's Office, Finance	
E	P/F/S	Support Eaglecrest's objective of becoming self-sufficient	Assembly, Manager's Office, Eaglecrest	Revised goal
F	P/F	Pursue and plan for West Douglas and Channel Crossing	Assembly, CDD, Planning Commission, Manager's Office	
G	P/F/S	Explore options for redeveloping under used downtown property	Assembly, CDD, Manager's Office, Engineering & Public Works	New goal
3. Sustainable Budget and Organization - Assure CBJ is able to deliver services in a cost efficient and effective manner that meets the needs of the community				
AA*		Implementing Actions	Responsibility	Notes:
A	P/F	Develop strategy for fund balance and protect restricted budget reserve	Assembly, Manager's Office, Finance	
B	P/F	Continue to evaluate sales tax structure including equity and evaluate removing sales tax on food	Assembly, Manager's Office, Finance	
C	P	Long term strategic planning for CIPs	Assembly, Manager's Office, EPW	
D	P/F	Reduce mil rate as appropriate	Assembly, Manager's Office, Finance	

Assembly Goals 2023

DRAFT

Assembly Goals set at
December 11, 2022 retreat

E	F/O	Allocate resources to implement Assembly goals	Assembly, Manager's Office, Finance	
F	F/O	Maintain Assembly focus on deferred maintenance including BRH and JSD.	Assembly, Manager's Office, EPW, all operating departments with facilities	
G	P/F	Examine social service funding levels and process	Assembly, Manager's Office	Moved from Community, Wellness, and Public Safety
*Assembly Action to Move Forward: P = Policy Development, F = Funding , S = Support, O = Operational Issue				

Assembly Goals 2023**DRAFT**Assembly Goals set at
December 11, 2022 retreat**4. Community, Wellness, and Public Safety - Juneau is safe and welcoming for all citizens**

	AA*	Implementing Actions	Responsibility	Notes:
A	P/O/S	Acknowledge and honor Juneau's indigenous culture, place names, naming policy, and recognize Elizabeth Peratrovich Day	Assembly, Manager's Office, Human Resources Committee	
B	P/S	Explore government to government relations with tribes	Assembly, Manager's Office	
C	P/O/F	Explore fully subsidizing transit and eliminating fares	Assembly, Manager's Office, EPW	<i>New goal</i>

5. Sustainable Community - Juneau will maintain a resilient social, economic, and environmental habitat for existing population and future generations.

	AA*	Implementing Actions	Responsibility	Notes:
A	P/O	Develop a zero waste or waste reduction plan	Assembly, Manager's Office, EPW, Finance	
B	P/O	Develop strategy to measure, track and reduce CBJ energy consumption.	Assembly, Manager's Office, all departments	
C	P/O/F	Implement projects and strategies that advance the goal of reliance on 80% of renewable energy sources by 2045	Assembly, Manager's Office, all departments	
D	P/F	Prepare a changing climate hazards mitigation / resilience strategy	Assembly, Manager's Office, EPW	<i>New goal - nb: JCOS retreat memo I&I, Mass Wasting</i>
E	P/O/F	Develop strategy to reduce abandoned/junked vehicles	Assembly, Manager's Office, EPW, Law, P&R, D&H	

*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue

**Department of Human Resources / Risk Management**

155 Municipal Way Suite 101, Juneau, AK 99801

907-586-5250 <phone> 907-586-5392 <fax>

Email: Dallas.Hargrave@juneau.org

MEMORANDUM

Date: January 26, 2023

To: City and Borough of Juneau Assembly

Thru: Duncan Rorie Watt
City ManagerFrom: Dallas Hargrave
Human Resources & Risk Management Director

Re: Implementation of the Employer Sponsored to Dependent Care Account.

At the January 4, 2023 Assembly Finance Committee meeting, City and Borough of Juneau (CBJ) management presented the concept of improving retention by paying an employer contribution to a dependent care account (DCA) for full time employees after they work for the CBJ for a year, and annually thereafter. By unanimous motion, the Assembly Finance Committee directed staff to develop proposed changes to the DCA plan and propose the costs for the program in the Fiscal Year 2024 budget. The purpose of this memorandum is to update the Assembly on this proposed program.

National data supports that during the COVID-19 pandemic working parents and caregivers left the workforce in high numbers and have yet to return to full-time employment. In fact, according to the Bureau of Labor Statistics, there are still two million fewer women in the workforce than pre-pandemic rates. Additional research notes 25% of employers listed caregivers with children under 18 years old and employees with caregiving responsibilities have higher attrition rates.¹

Currently, CBJ offers a voluntary benefit that allows employees to contribute to a DCA. This is a pre-tax benefit account used to pay for eligible services include childcare, preschool, summer day camp, before or after school programs, and adult daycare. Employee contributions to a DCA are not subject to payroll taxes, so an employee can pay less in taxes by contributing to a DCA and then paying for the care from the DCA. We are proposing that the CBJ implement an employer payment to the employee DCA in the manner outlined below:

- Effective July 1, 2023, all full-time benefited employees of the City & Borough of Juneau will be able to enroll in an employer funded DCA based on the following guidelines:
 - Full-time benefited employees are eligible for this plan on July 1 following their one year Merit Anniversary date.
 - Full-time benefited employees may requalify for each year thereafter.

¹ <https://www.benefitnews.com/news/how-to-attract-and-retain-employees-during-the-great-resignation>

AssemblyPage 2

Implementation of the Employer Contribution to the Dependent Care Flexible Spending Account.

- If eligible, employees will enroll in the Employer Paid DCA each year during benefit open enrollment.
- Elections will be use or lose. Any unspent funds will be returned to the Employer DCA account.
- Employees will have the option to enroll in the employee funded DCA as a new hire. If they elect to enroll and elections cross into the same calendar year in which they become eligible for the Employer funded DCA, the employer funded plan will be pro-rated to as not to exceed the maximum IRS contribution limit of \$5000.00
- The employer funded DCA will function the same as the employee funded DCA—employees will pay for services and submit for reimbursement with invoices/receipts

Although this benefit will apply to a caregiver of any gender, this enhanced recruitment and retention benefit will likely have a higher impact on employing women at CBJ and supporting women remaining employed with the CBJ. Additionally, because the \$5000 benefit for employees is a flat dollar amount regardless of earnings, it has a proportionally higher impact on lower wage earner CBJ employees.

Although only a handful of employees participate in the voluntary employee funded DCA benefit each year, it is anticipated that significantly more employees would participate if the employer contribution benefit was available. It is estimated that there are approximately 100 full time CBJ employees with children under the age of 13 who may qualify for this benefit. Based on that estimated number of employees, estimated annual costs are:

- \$500,000 if 100% qualify
- \$375,000 if 75% qualify
- \$250,000 if 50% qualify

In the proposed FY2024 budget, CBJ management will propose a benefit rate model where all Departments would pay the same rate per employee, irrespective of potential usage. We will initially use the payments from the department to fund the newly established dependent care risk fund at the \$500,000 level in FY2024. Once the fund is established on July 1, 2024, when an employee qualifies for the \$5000 benefit, the benefit would be transferred from the dependent care risk fund to the employer sponsored DCA.

Recommended Action

This memorandum is intended to supplement the materials that were provided to the Assembly Finance Committee on January 4, 2023. There is no action required at this time; however, if the whole Assembly is interested changing the guidance that was provided by the Assembly Finance Committee we prefer to know soon so that adjustments can be made. CBJ leadership will include the estimated costs for this program in the FY24 budget for consideration by the Assembly so that the benefit is available to eligible employees on July 1, 2024.



**OFFICE OF THE MUNICIPAL CLERK/
ELECTION OFFICIAL**

City and Borough of Juneau (CBJ)
155 S. Seward St., Juneau, Alaska 99801
Phone: (907)586-5278 x4175 Fax: (907)586-4552
email: Beth.McEwen@juneau.gov

TO: Mayor Weldon and Assemblymembers
DATE: January 27, 2023
FROM: Beth McEwen, Municipal Clerk/Election Official
RE: 2023 Municipal Election Status

Now that the Thane Ballot Processing Center (BPC) has been inaugurated and the October 2022 election is over, Clerk staff will be working with the Law Department to review and provide Election Code updates to the Assembly for consideration this spring. In addition to those Election Code changes, there will likely be a companion resolution to propose new Assembly District lines that reflect changes made by the State Division of Elections in July 2022 to the State House District 3 and 4 district/precinct lines within in the City and Borough of Juneau.

Current CBJ Election Code calls for one of two things to happen in January of each year:

- 1) If it is the Assembly's intent for CBJ to conduct the October 3, 2023, Regular Municipal Election as a By Mail Election, a motion by the Assembly is required to direct the Election Official to conduct that election by mail¹.
- 2) If the Assembly does not wish to conduct the October 3, 2023 Regular Municipal Election as a By Mail Election, Clerk staff will need to mail absentee ballot applications by the end of January to all the permanent absentee voters in accordance with CBJ Code 29.07.090².

If a motion is adopted to conduct a By Mail election, it would supersede the CBJ 29.07.090 requirement to mail out the absentee ballot application forms in January.

Recommendation:

Staff is recommending the Assembly pass a motion to conduct the October 3, 2023 Regular Municipal Election as a By Mail Election.

Staff will then work on election code changes (mostly housekeeping) and redistricting legislation bringing them first to the Assembly Committee of the Whole for consideration this spring.

¹ **CBJ Code 29.07.360**

(a) At the direction of the assembly by motion, the election official may conduct an election by mail. ...

² **CBJ Code 29.07.090**

(a) At any election, a qualified voter may vote an absentee ballot for any reason.
(b) The election official may designate a person as a permanent absentee voter if the person is a qualified voter, and if the voter is registered with the State of Alaska Division

of Elections as a permanent absentee voter within the City and Borough.

(c) A person designated as a permanent absentee voter under subsection (b) of this section will be sent an application for an absentee, by mail ballot, at the permanent mailing address state on the voter's current registration record on the following schedule:

(1) In January each year;

(2) At least 45 days before a special election;

(3) At a time specified by the election official before any election, to voters defined in subsection (a) of this section who registered to vote after the last mailing of absentee by mail ballot applications.

(d) The voter may submit the application and vote by mail. However, nothing in this section limits the voter's eligibility to vote in person at a precinct polling place or vote center, in person before an election official, or absentee through a personal representative.



REQUEST FOR PROPOSALS
RFP DH23-040
PROFESSIONAL DESIGN SERVICES
JUNEAU PORT MASTER PLANNING

Issued By: _____
Carl J Uchtyl, P.E. Port Director

Date: January 31th, 2023

**PROFESSIONAL DESIGN SERVICES
for
JUNEAU PORT MASTER PLANNING
RFP DH23-040**

SCOPE AND INTENT: The geographic area of Juneau Harbor (aka Port of Juneau) is posed for unprecedented capital investment from the private sector as well as from federal and local governments in the near future. The Alaska Congressional Delegation has communicated a desire to homeport an icebreaker in the state and the Coast Guard has evaluated Juneau as one possibility. Huna-Totem Corporation has been conveyed the 2.9 acre Subport property and publicly stated a goal for development by 2025. Goldbelt, Inc. has approached CBJ to acquire property which would facilitate redevelopment of their Seadrome Building. In 2021, CBJ Docks & Harbors completed a Small Cruise Ship Infrastructure Master Plan which would provide a new floating berth to serve this niche tourism market. Additionally, Docks & Harbors has completed conceptual design and is currently expending resources to provide shore power to the CBJ-owned docks. The Juneau Commission on Sustainability (JCOS), an Assembly appointed committee, has advocated for renewable power and strongly encourages commercial vessels to use local utility power when in port.

The City & Borough of Juneau has a vested interest to coordinate port partners' efforts to ensure competing interests are synchronized and has determined that a Port Master Plan is an appropriate vehicle to achieve this goal.

DOCUMENTS: Request for Proposal (RFP) documents may be obtained from the CBJ Port Director's Office, 76 Egan Drive, Juneau, AK 99801, telephone (907) 586-0292. Documents may also be obtained on-line [here](#). Proposers are encouraged to register as a plan holder to assure notification of addenda or other information regarding this RFP.

QUESTIONS REGARDING THIS RFP: Teena Larson, Administrative Officer, is the sole point of contact for all issues pertaining to this RFP (phone (907) 586-0292, fax (907) 586-0295, e-mail teena.larson@juneau.gov). No oral interpretations concerning the RFP will be made to any person. Requests for interpretation must be made in writing and delivered, sent by fax, or e-mailed to CBJ Docks and Harbor at least four (4) days prior to submittal deadline.

PRE-PROPOSAL CONFERENCE: A non-mandatory pre-proposal conference about the scope and process will be held at 10:00 a.m. Tuesday, February 9th, 2023 in the CBJ Municipal Building Room 224 at 155 South Seward Street, Juneau, Alaska. Persons interested in submitting proposals are encouraged to attend. Conference call capability may be available for the Pre-Proposal Conference. Proposers intending to participate via teleconference shall notify the Port Director's Office, at (907) 586-0292 prior to the meeting.

DEADLINE FOR PROPOSALS: Six (6) copies of the proposal, in a sealed envelope, will be received until 2:00 p.m., Alaska Time on Tuesday, February 28th, 2023, or such later time as the Port Director may announce by addendum to holders of the RFP documents at any time prior to the submittal date. Late proposals will not be accepted and will be returned unopened. Faxed or e-mailed proposals will not be accepted.

Please affix the label below to outer envelope in the lower left hand corner.

IMPORTANT NOTICE TO PROPOSER		
To submit your Proposal: 1. Provide your company name and address on the upper left corner of your envelope. 2. COMPLETE THIS LABEL AND PLACE IT ON THE LOWER LEFT CORNER OF YOUR ENVELOPE.		
S E A L E D	Proposal Number: RFP DH23-040	R F P
	Project: Juneau Port Master Planning	
	DEADLINE DATE:	
	PRIOR TO 2:00PM ALASKA TIME	

Proposal documents delivered in person or by courier service must be delivered to:

PHYSICAL LOCATION:
City and Borough of Juneau
Docks and Harbors – Port Director’s Office
Second Floor – Seadrome Building
76 Egan Drive
Juneau, AK 99801

NOTE: Mailing/delivery times to Alaska may take longer than other areas of the U.S.

Proposal documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:
City and Borough of Juneau
Port Director’s Office
Docks and Harbors
155 South Seward Street
Juneau, AK 99801

The CBJ Docks and Harbors phone number is (907) 586-0292 and fax number is (907) 586-0295.

TABLE OF CONTENTS

1.0 GENERAL INFORMATION

- 1.1 Purpose
- 1.2 Background
- 1.3 Project Description
- 1.4 Scope of Services
- 1.5 Schedule of Work
- 1.6 Questions
- 1.7 Standard Contract Language
- 1.8 Contract Terms

2.0 RULES GOVERNING COMPETITION

- 2.1 Pre-Proposal
- 2.2 Proposal Development

3.0 PROPOSAL CONTENT REQUIREMENTS

- 3.1 Title Page
- 3.2 Table of Contents
- 3.3 Letter of Transmittal
- 3.4 Scope of Services and Work Plan
- 3.5 History and Experience
- 3.6 Proposer's Organization and Personnel Qualifications
- 3.7 Firm's Fee Schedule
- 3.8 Licenses

4.0 EVALUATION OF PROPOSALS

- 4.1 Criteria
- 4.2 Evaluation Process
- 4.3 Evaluation Data

5.0 SELECTION AND AWARD

6.0 INSURANCE REQUIREMENTS

7.0 JUNEAU PROPOSER POINTS

8.0 PROTESTS

9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX

PROPOSAL EVALUATION FORM

ATTACHMENTS

- A. Juneau Harbor – Project Area Boundary
- B. Huna-Totem Corporation Dock Concept
- C. Sample CBJ Professional Services Contract

1.0 GENERAL INFORMATION

CBJ Docks and Harbors (D&H) is requesting proposals for professional design services. This Request for Proposals (RFP) defines the scope of the requested services, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

Late proposals will not be accepted and will be returned unopened. CBJ Docks and Harbors reserve the right to reject any or all proposals.

It must be noted that the City & Borough of Juneau Assembly has not yet approved the construction of a fifth cruise ship dock within the project boundary of this RFP. It is presumed that the information resulting from this effort will assist in the deliberative process from the elected officials.

1.1 PURPOSE

The City and Borough of Juneau is requesting proposals from qualified consultants to provide professional planning and design services for comprehensive port planning efforts enabling CBJ decision makers to expand economic opportunities while balancing local priorities. With the appropriate level of planning and coordination, CBJ wishes to de-conflict anticipated public concerns for a variety of reasons, including but not limited to:

- A. There are potentially competing interests between cruise ship use and that of the US Coast Guard;
- B. It is not the role of Huna-Totem Corporation or the USCG to solve the broader port issues;
- C. CBJ continues to be interested in a contiguous waterfront Seawalk;
- D. The public will be interested in how a cruise ship dock affects a variety of issues including:
 - a. View plane
 - b. Anchoring of other cruise ships
 - c. Harbor navigation of large vessels
- E. CBJ is uniquely situated to weigh competing local interests in Juneau Harbor.

There are many benefits to our port partners for CBJ to lead a comprehensive port planning effort, including but not limited to:

- A. The public will get a coordinated effort;
- B. USCG efforts will be accelerated;
- C. Huna-Totem Corp will not have to plan outside of their immediate interests;
- D. Docks & Harbors can advance the Small Cruise Ship Infrastructure efforts beyond conceptual design;
- E. Goldbelt Inc will obtain refined Seawalk and Small Cruise Ship dock development plans;

F. Collaboration with the local power utility to apportion electrical loads and infrastructure on a rational basis.

The desired services would provide engineering and planning consultation, coordinated through CBJ and with the participation of the port partners, to propose and/or validate a broad harmonized Juneau waterfront expanding opportunities and efficiencies for each entity's infrastructure investments. The work may be phased to accommodate time-line dependent tasks contingent upon available CBJ funding. Upon receipt of the final deliverable, D&H may elect to amend the scope of services to include planning, permitting through final design and construction documents of specific elements including Bidding, Construction Administration, Inspection, and other related services.

1.2 **BACKGROUND**

Juneau is Alaska's Capital City. The City and Borough of Juneau (CBJ) municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Port Director's Office is located on the 2nd floor of the Seadrome Building at 76 Egan Drive, Juneau, Alaska 99801.

The Port of Juneau hosts in excess of 1.2 million cruise ship passengers annually from "large" vessels. Cruise ships currently make calls at four permanent berths and one at-anchor position. Two cruise ship berths are owned by the City and Borough of Juneau and managed by Docks & Harbors, which is operated as a municipal enterprise.

	2017	2018	2019	2020	2021	2022
Large Cruise Ships	1,046,587	1,118,897	1,273,741	0	114,114	1,167,194
Small Cruise Ships	8,658	9,729	10,112	36	7,263	8,549
Total	1,055,245	1,128,626	1,283,857	36	121,377	1,175,743

In 2019, Norwegian Cruise Lines (NCL) acquired the 2.9 acre Subport Lot from the Alaska Mental Health Trust Authority through a sealed bid solicitation. NCL intentions were to construct the fifth neo-panamax sized cruise ship berth in Juneau as well as developing uplands in support of excursion bus staging, retail and restaurants. In 2022, NCL deeded the Subport Lot property to Huna-Totem Corporation (HTC), an Alaska Native village corporation. HTC has publicly indicated a desire to replicate the vision of NCL in constructing a cruise ship dock and supporting commercial uplands. The 2.9 acre Subport Lot does not include sufficient submerged lands necessary for development of a cruise ship dock. Approval from the CBJ Assembly will be required to acquire submerged lands lease rights to extend a cruise ship dock into Gastineau Channel. The planning process has not matured to where the Assembly has approved the proposed project through a formal vote.

In 2022, the Alaska Congressional Delegation, in open source documents, indicated their support for homeporting a Coast Guard icebreaker in the state. The Coast Guard currently owns a dock (i.e. wharf) adjacent to the HTC property. It is believed that Juneau is a suitable location for the Coast Guard's future icebreaker homeporting needs in Alaska. The CBJ Assembly approved [Resolution 3013](#) "Supporting the Homeporting of a U.S. Coast Guard Icebreaker in Juneau".

Adjacent to the Coast Guard Dock is the NOAA Dock which includes 2.4 acres of uplands. The condition of the NOAA is generally poor and is not suitable in its current condition for vessel mooring. CBJ Docks & Harbors has been keenly interested in acquiring this property from the federal government for several years. In 2022, there was draft congressional legislation which would have facilitated the conveyance, at fair market value, of the NOAA Dock to CBJ. This resulted in two [CBJ Assembly Resolutions](#) (2987 & 2997) inferring that Alaska Department of Fish & Game and Juneau Heating District would not be harmed in their operational requirements should the NOAA property be conveyed to CBJ. The recently enacted [FY2023 National Defense Authorization Act](#) (NDAA - Section 11710), allows the NOAA Dock to be conveyed to the US Coast Guard.

In 2021, CBJ Docks & Harbors completed the [Small Cruise Ship Infrastructure Master Plan](#). This effort studied opportunities to provide improved mooring facilities for the small cruise ships (< 275 foot in length) with a goal of establishing Juneau as a premiere turn-around port in Southeast Alaska. The preferred site location for infrastructure investment was adjacent to and included tideland portions of the NOAA Dock property.

Partially as a result of the Small Cruise Ship Infrastructure planning efforts, Goldbelt Inc, an Alaska Native urban corporation, expended resources to study the recapitalization of the Seadrome Building at 76 Egan Dr. This building adjoins the proposed small cruise ship facility and future Seawalk development. [Architectural rendering proposed by Goldbelt Inc](#) have been presented to the Docks & Harbors Board which have resulted in plans for a land exchange, which would enable Goldbelt to redevelop the Seadrome Building.

In 2022, Docks & Harbors completed the Juneau [Cruise Ship Dock Electrification Study](#). This report refines the ongoing design effort to bring shore power to the CBJ owned cruise ship docks. The report also discusses limitations to the power generating capability from the existing utility hydropower infrastructure. Planning for and synchronizing power demands along the Juneau waterfront will be addressed as part of this Port Planning study.

1.3 PROJECT DESCRIPTION

The Consultant shall provide professional services to study, plan, evaluate and provide a port master plan (to a conceptual level with cost estimates) for consideration by CBJ and its port partners. D&H may, at its own discretion, extend the master planning effort to include additional design level efforts, permitting, cost estimating, construction documents, as well as scheduling and construction phasing recommendations for elements which are under its charge.

The scope of services is anticipated will include but not limited to the following milestones/deliverables:

- 1.3.1 Meetings with invited port partners, coordinated by D&H Staff, to include but not limited to:
 - A. Huna-Totem Corporation
 - B. US Coast Guard
 - C. Goldbelt, Inc
 - D. AELP
 - E. NOAA
 - F. ADFG
 - G. Juneau District Heating
- 1.3.2 Presentations to CBJ Staff, Docks & Harbors Board and Assembly
- 1.3.3 Public outreach & informational meetings
- 1.3.4 Comprehensive Port Master Plan Report harmonizing the Juneau Harbor port partners efforts

The product of the consultant's work will be phased and managed as specific milestones/deliverables are achieved. Future design elements, bidding assistance, construction administration, and inspection services may be amended to the contract if desired by the Port Director as result of final deliverables.

1.4 SCOPE OF SERVICES

The proposed project area is located within Juneau Harbor (aka Port of Juneau). Attachment A provides a map of the facilities within the port planning area. It should not be considered as limiting and the consultant is encouraged to evaluate other waterfront locations, as appropriate.

The intent of the project is to advance the holistic benefits to individual partners through an area wide port planning approach. The following task

elements may be negotiated upon consultant selection but should not be considered as a limitation to the goals currently defined by CBJ or during the development of the port master plan:

1.4.1 New Cruise Ship Dock – Adjoining the Huna-Totem Corp owned Subport Property:

- A. Environmental (wind/current/wave) evaluation to ensure suitability for anticipated cruise vessels;
- B. Safety evaluation for suitability within Gastineau Channel, consistent with USCG COTP authorities including impact to vessels at anchor;
- C. Navigational evaluation for design vessel maneuverability to proposed dock approach and unmooring;
- C. Evaluation of dock location with deference to Coast Guard Dock and Standard Oil Dock (AJT Mining);
- D. Evaluation of dock alignment consistent with community values and desires of the upland property owners;
- E. Evaluation of the availability and opportunity for the local utility to provide shore power.

1.4.2 Coast Guard Dock

- A. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate conceptual mooring options and shoreside requirements for a hypothetical 360 foot, 13,000 gross ton vessel with similar restrictions described in 1.4.1;
- B. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate consistent with the 2002 Maritime Transportation Security Act and other DHS security requirements, opportunities to link a contiguous Seawalk along the Juneau Harbor waterfront.
- C. Evaluation of the availability and opportunity for the local utility to provide shore power.

1.4.3 CBJ Small Cruise Ship Infrastructure Project

- A. After consultation with the upland port partners in 1.4.1 and 1.4.2, advance the conceptual design contained in the [2021 Juneau Small Cruise Ship Infrastructure Master Plan](#) to 35% Design Effort;

B. In consultation with the federal government, coordinated through the CBJ Project Manager, evaluate solutions for the Coast Guard small boat moorings as well as operational needs for the ADFG Vessel MEDEIA;

C. Evaluation of the availability and opportunity for the local utility to provide shore power;

D. Evaluate and propose pipeline easement for seawater supply and discharge from/into Gastineau Channel necessary for future Juneau District Heating operations.

1.4.4 CBJ Alaska Steamship Dock – Electrification

A. In consultation with the local utility, develop a rational plan to optimize the use of power, including shared use of infrastructure if appropriate, for all port partners.

B. Consistent with the efforts contained in the [2022 - Juneau Cruise Ship Dock Electrification Study](#) and with consultation with the local utility, develop Design-Build specifications enabling CBJ to solicit proposals.

1.5 **SCHEDULE OF WORK**

The schedule for specific elements of the project will be determined based upon contract award. It is anticipated and desired by D&H to receive the final deliverable within 9 months of Notice to Proceed.

A tentative schedule should be proposed in the RFP that would result in the desired timeline as identified above. The Consultant shall propose a schedule of work that identifies tasks necessary to accomplish the work.

The Consultant should anticipate a notice of selection for professional services not later than March 15th, 2023.

1.6 **QUESTIONS**

Questions regarding this proposal should be directed to:

Teena Larson, Administrative Officer

City and Borough of Juneau

Docks and Harbors

76 Egan Drive, 2nd Floor

Juneau, Alaska 99801

Phone: (907) 586-0292

Fax: (907) 586-0295

E-mail: teena.larson@juneau.gov

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

1.7 STANDARD CONTRACT LANGUAGE

Attached to this RFP is a CBJ standard contract sample (Attachment B) which should be carefully reviewed by proposers, as it is the form of agreement that the CBJ intends the selected consultant to sign in the event of acceptance of its proposal.

1.8 CONTRACT TERMS

It is anticipated that this RFP would result in a contract for professional services. Fees would be negotiated and result in a lump sum and/or a not-to-exceed time and materials contract. The contract fees will be based on the proposed billing rates for the life of the contract, unless adjustments are approved in writing by CBJ.

2.0 RULES GOVERNING COMPETITION

2.1 PRE-PROPOSAL

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services. It is the sole responsibility of the proposer to assure they are in receipt of any and all addenda.

2.2 PROPOSAL DEVELOPMENT

2.2.1 General

The content of proposals will be kept confidential until the selection of the Consultant is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ Docks and Harbors. One copy will be retained for the official files of the CBJ Docks and Harbors and will become public record after signing a contract with the successful Proposer. CBJ Docks and Harbors will not return proposals to the Proposer. CBJ Docks and Harbors reserves the right to reject any or all proposals.

2.2.2 Proposal Submission Process

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ Docks and Harbors to select any Consultant(s) for the requested services. All costs associated with the respondents' preparations, submission and oral presentations (if applicable) shall be the responsibility of the Proposer.

All proposals must be signed. Proposals must be received in the number of copies stated in the RFP no later than the date and time specified in the cover sheet or issued addenda. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover sheet will not be considered.

3.0 PROPOSAL CONTENT REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below:

3.1 TITLE PAGE

Show the RFP subject and contract number; the name of the firm; address; telephone numbers; name of contact person; and date of submission.

3.2 TABLE OF CONTENTS

Clearly identify the materials by section and page number.

3.3 LETTER OF TRANSMITTAL

Limit to one (1) or two (2) printed pages.

- 3.3.1 Briefly state your firm's understanding of the proposal requirements and summarize your capability to meet same.
- 3.3.2 Give names of the person(s) who will be authorized to represent your firm, their title(s), address (es) and telephone number(s).
- 3.3.3 The transmittal letter must be signed by a corporate officer who has authority to bind the firm. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.
- 3.3.4 Acknowledge receipt of all addenda. Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.

3.4 SCOPE OF SERVICES AND WORK PLAN

- 3.4.1 Discuss the Scope of Services and how the firm will provide the desired services. Include a statement of approach and methodology for accomplishing the requested services.

- 3.4.2 Provide a work plan, which includes a proposed project schedule. This schedule should identify major tasks and critical components of the project. If the Consultant's team anticipates delays or problems with the design schedule, describe these issues in detail.
- 3.4.3 Discuss the incorporation of this project into the firm's current workload and the ability of the Consultant's team to meet the project schedule. Provide a staff schedule, identifying primary personnel and sub-consultants and their proposed work schedule during different phases of the project. How much priority can/will this project be given?

3.5 HISTORY AND EXPERIENCE

- 3.5.1 Provide company names, individual contacts, and telephone numbers of references for at least three recent projects similar in scope and scale to the project subject of this RFP.
- 3.5.2 Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field. This should include information outlining the firm's experience in the specific professional services requested. Provide examples of projects that demonstrate unique, well planned, and executed solutions to program, budget, and design challenges.
- 3.5.3 Provide information to establish a high level of client satisfaction for the firm's previous work with CBJ, other government agencies, and private clients.
- 3.5.4 Provide information that demonstrates the ability of the firm to deliver design services that result in project construction within established budget and on schedule.
- 3.5.5 Provide information that demonstrates ability of firm to negotiate and secure federal, state, and local permits for projects of the scope and scale of the subject project.

3.6 PROPOSER'S ORGANIZATION AND PERSONNEL QUALIFICATIONS

- 3.6.1 Describe the organizational structure of the Consultant team for this project with an organizational chart or other diagrammatic explanation.
- 3.6.2 Specify the project manager and other key personnel who will be directly providing services for CBJ Docks and Harbors in various areas of the described project and state their position, role, and responsibility. The names, titles and resumes of listed personnel should be provided. Please indicate the experience of each member specifically as it applies to this type of project.
- 3.6.3 Describe quality control and quality assurance measures that the firm would use in the development of design documents for this project.

3.7 FIRM'S FEE SCHEDULE

- 3.7.1 Include a fee schedule of hourly rates of pay for firm principals; project managers; and other key personnel who will be directly providing services on this project relative to the proposed tasks to accomplish the Scope of Services. For clarity the fee schedules shall identify the key personnel proposed for the project, their role and their pay rate. Include mark-up rates for sub-consultant work and list typical reimbursable expenses including mark-ups. Hourly rates shall include all markups and multipliers. Hourly rates shall remain in effect for the life of the contract with no increase unless agreed to by CBJ. Rates will not be evaluated but will be the basis for contract negotiation.

3.8 LICENSES

- 3.8.1 Professional registration (Engineer/Architect) in the State of Alaska at the time of proposal submission is required (Alaska Statute 08.48.281).

If a corporate license is held, the professional licensed in the state of Alaska (in order to obtain a corporate license), as well as the professional stamping the work, must be in responsible charge of this project.

All survey work involving property or boundary surveys must be stamped by a Professional Land Surveyor licensed in the State of Alaska.

All reports prepared by a registered professional licensed in the State of Alaska must be stamped by the registered professional.

The proposal must include a statement indicating that all required business, corporate, professional occupational, and any other necessary licenses/certificates are currently held. License/certificate numbers must be provided.

4.0 EVALUATION OF PROPOSALS

4.1 CRITERIA

Proposals will be evaluated and scored, using the criteria on the Proposal Evaluation Form, found at the end of this document, in order to ascertain which proposal best meets the needs of CBJ Docks and Harbors. The items to be considered during the evaluation are explained below at Section 4.3 Evaluation Data. The associated point values are included on the Proposal Evaluation Form.

4.2 EVALUATION PROCESS

Evaluation of the written proposals will be performed by a committee selected by the Port Director. Written proposals will be the primary basis for selection of the consultant team, unless the selection committee determines that oral interviews are necessary.

If oral interviews are used, the selection committee will prepare a “short list” of at least two finalists, who will then be invited to attend oral interviews in Juneau. Finalists will be notified and informed of specific interview requirements and procedures prior to the oral interview. Proposers will be allowed a maximum of three team members to participate in the interview process.

Oral interviews, if used, will be scored and ranked independently of the written proposal and will determine the outcome of the RFP process.

4.3 EVALUATION DATA

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. The information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in Section 3.0 of this RFP.

4.3.1 Proposed Method to Accomplish the Project

Work Schedule and methodology will be evaluated according to completeness and pertinence of the tasks submitted by the Proposer, as well as the logic of the overall approach. The proposal should show interest and insight about the specific project.

4.3.2 Capacity of the Firm

Evaluation will be made on the Proposer’s ability to perform the desired services within the established schedule.

4.3.3 Past Record of Performance

Evaluation of the Proposer’s experience with the CBJ, other governmental agencies and private industry will be made. Detailed references including companies, specific contact persons and their phone numbers and locations should be provided.

Specific attention will be paid to the following items:

- a. Monitors and maintains project schedules.

- b. Establishes overall project success through close coordination with all parties.
- c. Controls construction budgets, maintaining best interests of Owner.
- d. Delivers high quality services within established budgets.
- e. Ability to negotiate and secure federal, state, and local permits.

4.3.4 **Firm's Experience with Similar Projects**

Evaluation will include assessment of experience with projects of similar scale and scope. The proposal should succinctly describe these projects.

4.3.5 **Firm's Representation**

The proposal should specify readily available personnel to accomplish the desired services. The level of involvement should be displayed in a way which is consistent with the scale of the project.

Consideration will be given to the following:

- a. Schedule of availability of personnel who will work on the project.
- b. Scale of involvement is appropriate to the project.

4.3.6 **Proposer's Organization and Personnel Qualifications**

Evaluation will be made of the Proposer's organization and the ability of the personnel who will provide the equipment, technical, and supervisory assistance requested.

4.3.7 **Quality of Proposal**

Evaluation will include the clarity and professional quality of the document(s) submitted. Consideration will be given to the following:

- a. Is the proposal clear and concise?
- b. Is the proposal responsive to the needs of the project?

4.3.8 **Juneau Proposer According to Section 7.0**

Juneau proposer points will be given if the Prime Consultant meets Juneau Proposer requirements as stipulated in Section 7.0 - Juneau Proposer Points.

5.0 SELECTION AND AWARD

An evaluation committee will review, evaluate, score, and rank proposals in accordance with criteria identified in Section 3 and the Evaluation Form. Each member of the Selection Committee will independently score the proposals. Each member's scores, as they relate to the group of proposals, are then ranked. The proposal receiving the highest score is given a ranking value of "one", the second

highest scored proposal receives a ranking of "two", and so on. The scores and rankings of each evaluation committee member will be checked for accuracy and combined to form a composite ranking.

The Proposer with the lowest composite numerical rank will be declared the apparent successful proposer. In the event of a tie in the ranking totals, the raw scores of the Proposers who are tied will be totaled to determine the successful Proposer. If oral interviews are used, the successful proposer will be chosen as provided in Section 4.2 of this RFP.

After the protest period, the successful Proposer will be invited to enter into contract negotiations with the CBJ. If negotiations are unsuccessful, discussions with the lowest ranked Proposer will be terminated and the second lowest ranked Proposer may be contacted for negotiations.

Award of contract, if made, will be to the responsible Proposer selected in accordance with the criteria described in Section 4 of this RFP, and whose final proposal and fee is accepted by the CBJ. The CBJ reserves the right to award the contract to the successful firm without further discussion.

6.0 INSURANCE REQUIREMENTS

The insurance requirements for this project are specified in Sample Contract (Attachment E).

7.0 JUNEAU PROPOSER POINTS

Juneau Proposer points shall be awarded if the Proposer is determined to be a "Juneau proposer" meeting the criteria of [53.50.010](#). A paper copy of the CBJ Purchasing Ordinance is available upon request from CBJ Docks and Harbors.

8.0 PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the Port Director's Office, and expires at the close of the next business day.

Protests shall be executed in accordance with CBJ Ordinance [53.50.062 PROTESTS](#) and [53.50.080 ADMINISTRATION OF PROTEST](#). Copies of the ordinances describing protest procedures and procurement processes are available from CBJ Docks and Harbors or can be viewed electronically at: [53.50 CBJ Purchasing of Supplies and Services](#).

9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX

Vendors/merchants conducting business within the CBJ are required by law to register with, and periodically report to, the CBJ regarding sales and property

taxes. Vendors/Merchants must be in good standing for all amounts owed to the CBJ prior to award and prior to any contract renewal and, in any event, no later than five business days following notification by the CBJ of intent to award or renew.

Good standing means all amounts owed to the CBJ are paid in full, including any Confession of Judgments, and the proposer is current in reporting sales tax filings and business personal property declarations. Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department, Sales Tax Division, at (907) 586-5265 concerning sales tax and the Treasury Division at (907) 586-5268 concerning business personal property and real property tax.

PROPOSAL EVALUATION FORM**PROPOSER:** _____**SCORED BY:** _____ **DATE:** _____

	Points Possible	<u>Score</u>
4.3.1. Proposed Method to Accomplish the Work	0 – 30	_____
4.3.2. Capacity of Firm	0 – 20	_____
4.3.3. Past Record of Performance		
a. Monitors and maintains project schedules.	0 – 10	_____
b. Establishes overall project success through close coordination with all parties.	0 – 10	_____
c. Controls construction budgets, maintaining best interests of Owner.	0 – 10	_____
d. Delivers high quality services within established budgets.	0 – 10	_____
e. Ability of firm to secure federal, state, and local permits	0 – 10	_____
4.3.4. Firm's Experience with Similar Projects	0 – 20	_____
4.3.5. Firm's Representation		
a. Schedule of availability of personnel.	0 – 20	_____
b. Scale of involvement is appropriate to the project.	0 – 20	_____
4.3.6. Proposer's Organization and Personnel Qualifications	0 – 20	_____
4.3.7. Quality of Proposal		
a. Is proposal clear and concise?	0 – 10	_____
b. Is proposal responsive to the needs of the projects?	0 – 10	_____
	Subtotal (Max 200)	_____
The Port Director will assign points for criterion 4.3.9. below.		
4.3.8. Juneau Proposer (according to SECTION 7.0).	0 or 10	_____
	TOTAL POINTS (Max 210)	_____
	INDIVIDUAL RANKING	_____

Attachment A Juneau Harbor Project Area Boundaries



Attachment B

Huna-Totem Corporation Dock Concept



Aak'w Landing
Huna Totem Corporation

Overhead View



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Deputy Mayor Gladziszewski and Assembly PWFC

FROM: Rorie Watt, City Manager

RE: Port Planning

DATE: December 15, 2022

I have asked Port Director Uchytel to submit a passenger fee request for FY 24 for the purposes of advancing cruise ship dock planning on the waterfront, specifically at the downtown subport (Huna Totem property, formerly owned by Norwegian Cruise Lines). That request will come to the Assembly in January/February, but the issue is more pressing that we begin this work now, so I also ask for an appropriation now.

There are several reasons for this request:

- A. There are potentially competing interests between cruise ship use and that of the US Coast Guard.
- B. It is unlikely that either Huna Totem or the USCG will solve the broader port issues.
- C. CBJ continues to be interested in a continuous waterfront seawalk
- D. The public will be interested in how a cruise ship dock affects a variety of issues including:
 - a. View plane
 - b. Anchoring of other cruise ships
 - c. Harbor navigation of large vessels
- E. CBJ is the only entity situated to weigh competing interests in our Port

Additionally, it is in CBJ's interest to ensure that if a cruise ship dock is built at the subport, that it be built in a manner that allows the largest window of use during high winds. Cruise ship vessels are large "sails" and docking or undocking during high winds at this location is likely to be much more difficult than at our other more protected cruise ship docks. It is not in the industry or public's interest to have a cruise ship dock that is unnecessarily wind limited. Determining design criteria will entail complicated engineering analysis, this is not a simple issue.

Benefits of CBJ doing this work:

- 1. The public will get a coordinated effort
- 2. USCG efforts will be accelerated
- 3. Huna Totem will not have to plan outside of their immediate interests

As a reminder, the Cruise Lines industry supported CBJ's attempted purchase of the subport property in 2019. Please see attached information from that time-period. The industry collectively agreed that CBJ should lead the planning effort and then fractured with four separate industry bids submitted for the property. For the last three years Norwegian Cruise Lines led the planning effort for the property, advising CBJ that a deal with the USCG was imminent. Subsequently, NCL has gone through several [staffing changes](#) and [reorganizations](#) and subsequently conveyed the property to Huna Totem Corporation. All the players have changed (at least once) since the 2019 proposal by CBJ to purchase the property.

I encourage all interested parties to read the attached CLIA letter from 2019.

Recommendation:

I recommend that the PWFC forward an appropriation of \$200,000 of Port Development Fee to the Port Development Assembly for the purpose of planning the optimal location of a cruise ship dock at the subport. I firmly believe that CBJ taking the planning lead is in the best interests of the port, Juneau and the cruise ship industry.



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

DATE: June 10, 2019

TO: Chair Becker and Lands Committee

FROM: Rorie Watt, City Manager

RE: Recommendation for CBJ to Bid on Subport Lot C1

As we discussed at the Lands Committee meeting on 4/29, the Subport parcel Lot C1 is for sale. The parcel under discussion is here:



And the Trust Land Office's website for the sale of this parcel is here:

<https://alaskamentalthrust.org/trust-land-office/juneau-waterfront-parcel/>

Along with numerous Assembly members, persons in the business community and staff, I have worked on implementing the Long Range Waterfront Plan (LRWP) since its adoption in 2004. We all have many successes to be proud of that stem from the adoption of that plan. The LRWP can be found here:

http://www.juneau.org/cddftp/documents/CBJ_Waterfront_Plan_FINAL_112204.pdf

In furtherance of implementing the LRWP, I believe that it is in the public interest to acquire the parcel. The waterfront development and management opportunities are significant for Juneau, and the Borough Assembly is best situated to make those community decisions. A well-managed downtown waterfront, managed in alignment with community values, is critical for supporting Juneau's economy and the cruise ship industry.

I understand there may be interest from the private sector for acquiring the parcel as a foothold for a potential 5th large cruise ship berth. A fifth berth at this location was carefully considered in the early 2000's during the extensive public process that lead to the adoption of the LRWP *and was rejected*. If Juneau is ever ready for additional large berths, the Assembly is the body that should make that decision; the community should not be put in the position of reacting to a speculative investor.

Uses for the parcel include continuation of the waterfront seawalk, access to tidelands and marine facilities necessary for ships and passengers (including lightering and small cruise ship berthing), and associated uplands area to support those marine enterprise functions. Given the growth in cruise ship passenger visitation we must become more dynamic in our management of the transportation of our visitors. This property could serve as a transportation hub, reducing pressure on the downtown roads. As is indicated in the LRWP, the time has come to seriously consider a water taxi/harbor shuttle. This parcel is key to such a system.

The minimum required bid for the property is \$3,643,000. Bidders must submit a bid deposit of \$100,000 and bids will only be accepted between August 15th and September 6th of this year. If the two highest bidders (meeting the minimum) are within 5% of each other, there will be a subsequent auction process in which all bidders may participate. Closing on the sale must take place within 12 months.

As a public institution, we are inherently less nimble than other potential bidders and we must plan accordingly. I recommend the following process:

- Lands Committee Consideration: 6/10/19
- Assembly Consideration: No Later Than 8/19/19
- Assembly Executive Session to give Direction on Bid: No Later Than 8/19/19
- Second Assembly Executive Session, as Needed: Schedule Special Meeting

Adjacent Land Ownership:

CBJ owns the adjacent tidelands to the west and south of the property. AVISTA owns the historic fuel dock. I have communicated with AVISTA/AELP and they are very supportive of coordinating sale/development of the dock parcel in coordination with CBJ’s waterfront plans and goals. AVISTA/AELP expects to work cooperatively with any party which acquires the Mental Health Trust property. The US Coast Guard and NOAA own the historic wharf to the east. NOAA also coordinates usage of its portion of the old wharf with Alaska Fish & Game. In order for Lot C1 to be developed to maximum best use, development coordination between this parcel, the CBJ, the State and the Federal agencies is necessary. The CBJ is ideally and uniquely suited to coordinate and maximize the development potential.

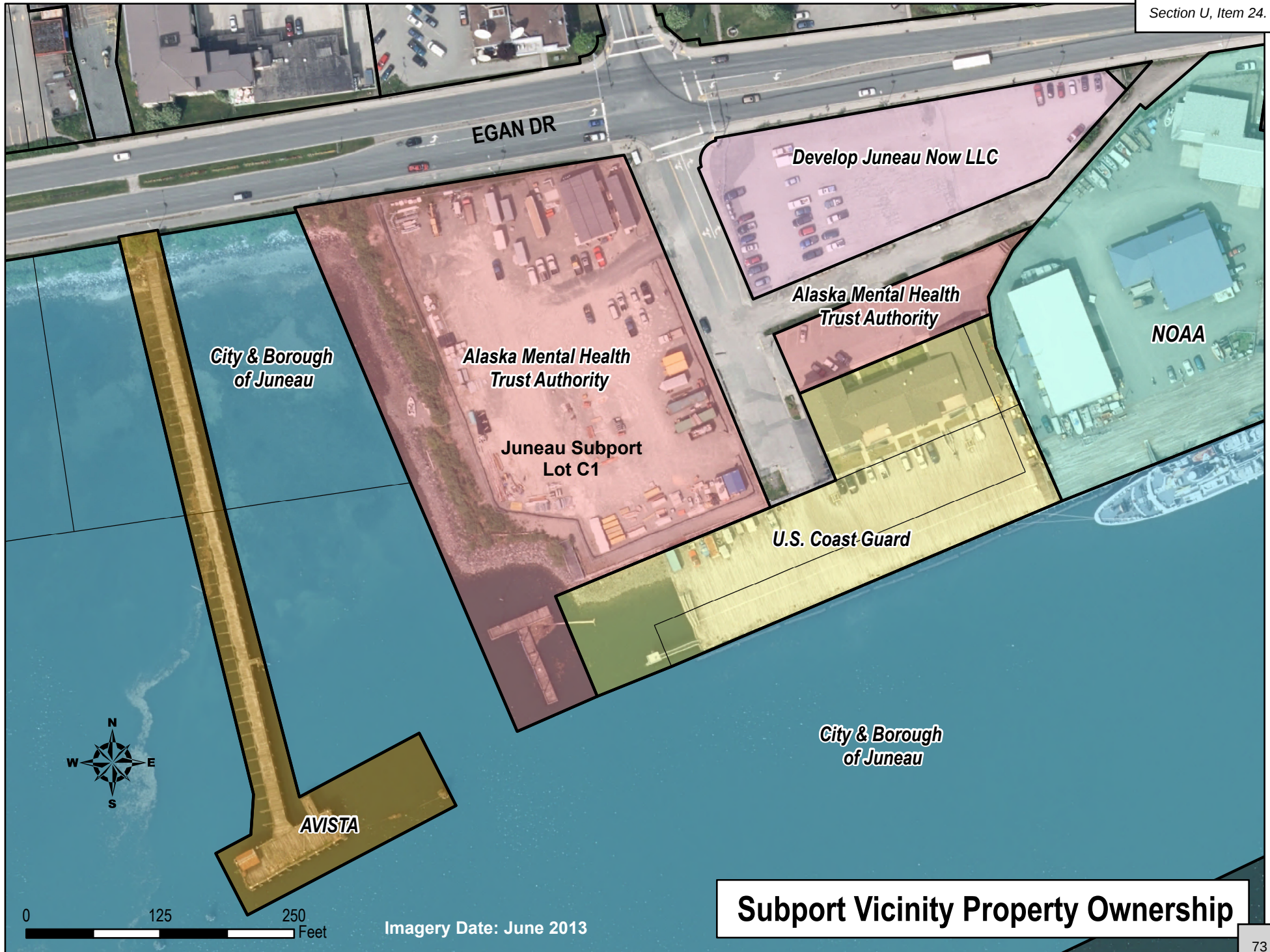
Fund Source:

I recommend that we pursue acquisition with passenger fees from the port development fee fund balance and/or the FY21 budget of CBJ Marine Passenger Fees and/or the State Commercial Passenger Vessel fees. Use of these fees is consistent with the intent of the recently settled CLIA litigation. The land is within the geographic and programmatic scope of the settlement agreement.

It is possible that full use of the parcel may not be necessary for the provision of services to vessels and/or passengers. In that event, if acquisition is successful and if excess land is available for private sector commercial use, then portions of the land could be disposed. In that case, it would be appropriate to remit proceeds of any disposals back into passenger fee fund balances. It is also appropriate to use passenger fees for acquisition as we would not attempt to acquire this parcel but for the need to provide support and services to passengers and/or vessels.

Recommendation:

Forward an appropriation Ordinance of \$100,000 from the port development fee fund balance directly to the Assembly (or Finance or COW for further consideration) for introduction no later than the July 22nd and public hearing no later than the August 19th Assembly meetings. Anticipate an executive session on August 19th to give direction on price to submit.





June 10, 2019

Rorie Watt
City Manager
City and Borough of Juneau
155 South Seward Street
Juneau, AK 99801

Dear Rorie:

CLIA Alaska appreciates the opportunity to submit comments in support of your memo dated June 10, 2019. We agree with the recommendation for the City & Borough of Juneau (CBJ) to submit a bid for the Subport parcel Lot C1 and encourage the CBJ Assembly to move forward.

The CBJ has provided critical leadership in the development of Juneau's waterfront. Through many hearings, public comments, and varied opinions, the CBJ has appropriately and effectively developed a plan for Juneau's waterfront that first and foremost serves the best interest of the community, as well as has provided a great service to the industry. The current Archipelago project is a prime example of this and illustrates how CBJ leadership worked thoroughly to evaluate the uses of that property and through a public private partnership, is now working to bring that plan to reality.

The Subport lot provides an opportunity for the CBJ to implement that process again by evaluating the many options and potential uses of the parcel and deciding how it could be successfully utilized. Given the historical effort and achievement in developing the Long Range Waterfront Plan, we believe the CBJ is the appropriate entity to determine the use of the property.

Thank you for your efforts on this matter.

Sincerely,

Mike Tibbles
CLIA Alaska

FY2024 DRAFT Legislative Capital Priorities

Assembly Scoring (1 - 23)	Project Name:	Amount Requested:	Total Project Cost:	Funding Already Secured:
1	Pederson Hill Development	\$3M	\$10M	\$2.3M
2	Juneau North Douglas Crossing	TBD	\$100-\$200M	\$2M for PEL; \$250,000 CBJ; \$7M CDS
3	North State Office Building Parking	\$30M	\$40M	\$5M in FY2023 State Capital Budget; \$5M request in 1%
4	Telephone Hill	\$2M	TBD	\$100,000
5	CBJ Radio System Replacement	\$12M	\$14.5M	\$500,000; \$2M, 1 % Sales Tax
6	JSD Wide HVAC and Heating Control System Upgrades	\$6.4M	\$6.4M	\$0.00
7	Mendenhall Wastewater Treat. Plant Compliance: Fats, Oil, and Grease & Grit Removal	\$5.75M	\$5.75M	\$0.00
8	Lemon Creek Multimodal Path	\$8M	\$10M	\$250,000; \$1.5M, 1 % Sales Tax
9	New City Hall	\$5M	\$43.2M	\$6.3M
10	Capital Civic Center	\$10M, State of Alaska; \$35M Federal Delegation	\$65M	CBJ- \$2M design; \$8M upgrades to centennial hall; \$10M commitment from CLIA for MPFs
11	Mendenhall Wastewater Treatment Plant Compliance Upgrade – Solids Removal	\$9.5M	\$9.5M	\$0.00
12	JSD – Wide Security and Safety Upgrades	\$2M	\$2M	\$0.00

13	Municipal Composting Facility Design and Construction & <u>Zero Waste Planning</u>	\$4M	TBD	\$2.5M - CDS
14	Aurora Harbor Rebuild – Ph. IV (Continuation of Rank #13 Project Aurora Harbor Phase III)	\$1M	\$7M	\$0
15	Auke Bay New Breakwater	\$5M	TBD	\$0
16	Waterfront Juneau Douglas City Museum	\$2M	12M	\$2M in 1%
17	Small Cruise Ship Infrastructure	\$30M	\$30M	\$0.00
18	North Douglas Boat Ramp Expansion	\$250K	\$20M	\$0
19	Off-Highway Vehicle (OHV) Park Development	\$5.7M	\$6M	\$300,000
20	West Douglas Extension	\$4M	\$5M	\$0
21	Auke Bay Seawalk/Baywalk	\$250K	\$30M	\$0,00
22	Jackie Renninger Park Development & Pipeline Skatepark Improvements	\$4M	\$4,075,000	\$75,000
23	Bartlett Aurora Behavioral Health Center	\$4M	\$10.13M	\$17.75M