

**ASSEMBLY STANDING COMMITTEE  
PUBLIC WORKS AND FACILITIES COMMITTEE  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

June 27, 2022 12:10 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/91849897300> or 1-253-215-8782 Webinar ID: 918 4989 7300

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**I. CALL TO ORDER**

**II. LAND ACKNOWLEDGEMENT**

**III. ROLL CALL**

**IV. APPROVAL OF MINUTES**

**A. May 2, 2022 - Regular Meeting Minutes**

**B. June 6, 2022 - Regular Meeting Minutes**

**V. ITEMS FOR ACTION**

**A. Memorandum of Agreement with Sealaska Heritage Institute for Installation of Totem Poles and Signs at Overstreet Park and the Seawalk**

**B. Proposal to Apply for Safe Streets for All Grant**

**VI. INFORMATION ITEMS**

**A. Transit Update**

**B. Composting Update**

**C. Juneau Commission on Sustainability Staffing Update**

**D. Juneau North Douglas Crossing Planning and Environmental Linkages Study Update**

**VII. PWFC 2022 ASSEMBLY GOALS**

**A. PWFC Milestones for 2022 Assembly Goals**

**VIII. CONTRACTS DIVISION ACTIVITY REPORT**

**A. June 1, 2022 to June 23, 2022**

**IX. NEXT MEETING DATE**

**A. August 8, 2022 – 12:10 PM**

**X. 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](mailto:city.clerk@juneau.org)

**PUBLIC WORKS & FACILITIES COMMITTEE  
DRAFT MINUTES – REGULAR MEETING  
Assembly Chambers/Zoom Webinar  
May 2, 2022**

**I. CALL TO ORDER**

The meeting was called to order at 12:10 PM.

**II. ROLL CALL**

Members Present: Mr. Bryson, Ms. Woll, and Mr. Smith.

Staff Members Present: Katie Koester, Denise Koch, Rorie Watt, Nate Abbott, Caleb Comas, Cristian Crabtree, Deputy Clerk Di Cathcart, George Schaaf, Jeanne Rynne, John Bohan, Lori Sowa, and Beth Weigel.

**III. APPROVAL OF MINUTES**

**A. April 11, 2022 – Regular Meeting**

No objection, minutes passed.

**IV. ITEMS FOR ACTION**

**A. Proposed Bartlett Regional Hospital “CT’s and MRI Replacements” Appropriation**

Ms. Koester stated that Bartlett Regional Hospital is requesting 2.3 million to install 2 MRI’s and one CT scanner. This funding is for services that the engineering department will be procuring. This includes upgrading the HVAC, electrical and the magnetic shielding required for the MRI. The actual equipment will be purchased by Bartlett Regional Hospital. The appropriation request is from the Bartlett fund balance.

Mr. Smith moved that Public Works and Facilities committee forward to the full assembly for the \$2.3 million from the Bartlett Regional Hospital from a new CIP fund for FY 22 for CT and MRI replacement.

No objections, motion passed.

**B. LEED Certification Centennial Hall Ballroom Renovation**

Ms. Koester stated that CBJ requires any Capital project, renovation or new facility over \$5Million to be LEED Certified. Based on code, points can be obtained by different sustainability elements incorporated into the project. Due to this project being an interior, windowless room, it has been found impossible to meet these LEED requirements, although significant sustainability upgrades have been made as part of the project. The LEED consideration is for the whole facility. JCOS was approached as the first step to request exemption from LEED certification process due to being an interior room and not fitting the process. The work being done under the Ballroom renovation project, would be in support of LEED Certification if and when the City & Borough of Juneau decides to do a full

renovation. A recommendation from JCOS to recommend LEED exemption to the manager and Assembly for the Centennial Hall Ballroom Renovations.

Discussion included and the value LEED certification to encourage sustainability and how the exemption from LEED is a rare occurrence.

Ms. Woll moved that Public Works and Facilities Committee recommend approval of LEED exemption , along with the JCOS recommendation, by the Assembly and City Manager.

No objections, motion passed.

## **V. INFORMATION ITEMS**

### **A. Energy Management and Information System Status Update**

Building Maintenance Supervisor Nate Abbott presenting. Mr. Abbott stated that Facility Maintenance in collaboration with Engineering and the Finance Department have been working to implement an Energy Management Information System(EMIS) software that is used to track energy usage. Over the last year we have used Energy Star Portfolio Manager to track energy usage in about 30 facilities. This is a free program. Ongoing plans include purchasing an EMIS software package. Reports show that on average communities or organizations that implement an EMI see a 2.4% reduction in energy cost. Included in the Facilities Maintenance budget this year is \$15,000.00 for the purchase of an EMI system. This price is at the bottom of the scale for systems and price can depend on how much is automated.

Discussion included whether or not these can be reviewed in monthly data versus yearly data, which it can. Some concerns on resources available to look at the information being gathered in order to save money and conserve resources. Due to collaboration with Facilities, Engineering and Finance there will be the capacity to keep up on the data being collected and keep moving forward.

### **B. Biosolids Solutions Update**

Ms. Koester provided information regarding the problem of cost related to transportation of biosolid “cookies” to Oregon for landfill disposal. The shipping cost have increased significantly in the last few years and expected to climb. Current annual cost is approximately \$1.4 million. Committee wants to maximize volume per shipping container to reduce the amount of empty space by crushing the “cookies”. To achieve this the request from the committee is a motion to forward an appropriation to purchase a crusher for \$2.5 Million from the Wastewater Enterprise Fund.

Discussion included operation cost associated with a crusher and an expectation of increase in Water Rate to offset the cost. Anticipated operational cost would be minimal and no current plan to increase water rates for customers. Is there a plan in place if for any reason states are not allowed to accept solids containing PFAS? We have been looking at different incineration technologies, however, there are too many unknowns to provide elaboration at this time.

Ms. Woll moved to forward an ordinance to purchase the crusher for \$2.5 million from the Wastewater Enterprise fund to Assembly for approval and ask for unanimous consent.

No objections, motion passed.

C. Update on Potential New City Museum Facility

Mr. Watt asked Beth Weigel, Museum Director to provide an update to the committee on this project that was derailed due to Covid.

Ms. Weigel provided a presentation regarding current conditions of the Juneau-Douglas Museum. Due to the age of the historic building, it is in need of improvements to fix an ongoing and growing water leakage that puts the collection at risk. In addition to the water issues, Collection Storage is at capacity even after doing a space saving project. Accessibility and space being a problem there would be benefits of a new City Museum facility on the waterfront. Based on previous space study, the current 5500sqft. would increase to 12,968 to meet Museum needs.

Discussion with Ms. Koester includes plans of a deferred maintenance project to address the moisture and water concerns. Cost estimates for new facility were provided in 2019, which was pre-inflation. First steps to move forward include putting it on the sales tax list.

**VI. UPDATE ON PWFC ACTION ITEMS TO ADVANCE 2022 ASSEMBLY GOALS**

A. PWFC Milestones for 2022 Assembly Goals

Ms. Koester will be presenting to JCOS this week on electric vehicles. This will be update on installations that will be done, which includes some planning.

Junk vehicle round up was a success. We had 50 slots that filled in the first 20 minutes of opening.

**VII. CONTRACTS DIVISION ACTIVITY REPORT**

A. April 6, 2022, to April 27, 2022.

**VIII. NEXT MEETING DATE**

A. Next Regular Meeting will be June 6, 2022, 12:10 PM.

**IX. ADJOURNMENT**

The meeting adjourned at 1:14 PM.

**PUBLIC WORKS & FACILITIES COMMITTEE  
DRAFT MINUTES – REGULAR MEETING  
Assembly Chambers/Zoom Webinar  
June 6, 2022**

**I. CALL TO ORDER**

The meeting was called to order at 12:10 PM.

**II. ROLL CALL**

Members Present: Mr. Bryson, Ms. Treim, Ms. Woll, and Mr. Smith.

Staff Members Present: Katie Koester, Denise Koch, Patti Wahto, Caleb Comas, Di Cathcart, Cristian Crabtree, and Alexandra Pierce.

**III. APPROVAL OF MINUTES**

**A. May 2, 2022 – Regular Meeting**

Ms. Triem moved to postpone approval of minutes with unanimous consent due to the minutes not containing the names of Assembly members who made motions.

No objection, approval postponed.

**IV. ITEMS FOR ACTION**

**A. Bartlett Emergency Department (ED) addition exemption request form Leadership in Environmental Energy and Design (LEED)**

Ms. Koester provided a brief explanation on LEED requirements and purpose behind exemption request. The exemption was approved by JCOS in their May 4, meeting.

Discussion included the need for changes in CBJ code regarding LEED certification requirements to help reduce/prevent exemption request.

Ms. Triem moved that staff work on improvements to LEED certification requirements and bring back to the committee.

No objections, motion passed.

Ms. Triem moved that committee recommend approval of the LEED Certification exemption request along with the JCOS recommendation be forwarded to the Assembly through the city Manager for consent and asked for unanimous consent.

No objections, motion passed.

**B. Bartlett ED addition alternative procurement request**

Ms. Koester provided an explanation of alternative procurement and the benefits of this process as related to the Bartlett ED addition.

Mr. Smith moved that PWFC affirm the BRH Board of Directors recommendation to use the GC/CM alternative procurement for the Emergency Department expansion project and direct staff to draft an ordinance for approval by the full Assembly and ask for unanimous consent.

No objections, motion passed.

- C. Mendenhall Wastewater Treatment Plan (MWWTP) Supervisory Control and Data Acquisition (SCADA) alternative procurement request

Ms. Woll moved that the PWFC committee recommend the use of an alternative procurement for the Mendenhall Wastewater Treatment Plant SCADA and direct staff to draft an ordinance for approval by the full Assembly and ask for unanimous consent.

No objections, motion passed.

- D. Airport Grant Awards

- Phase 2: Construct South Float Pond Access Road improvements \$2.4M
- Design Passenger Boarding Bridge for Gate 5 \$187K
- Design Terminal Area Apron Rehab \$1.64M

Ms. Koester introduced Airport Director Patti Wahto, who is seeking support for three grant appropriations for the projects

Ms. Triem moved that the committee approve the appropriation of \$2.3M of FAA Airport Improvement Dollars for the Float Pond Access Road Improvements, Phase II, approve \$187.5K for Design Consultant for the Passenger Boarding Bridge, Gate 5, approve \$1.64M of FAA Airport Improvement program dollars for Design of the Terminal Area Apron Rehab, and forward all three project request to the Assembly for appropriation and asked for unanimous consent.

No objections, motion passed.

## **V. INFORMATION ITEMS**

- A. Airport Project Updates: includes review of sustainable elements North Terminal was able to incorporate

Ms. Koester reminded committee that at last Public Works and Facilities meeting the committee asked for updates on sustainable elements incorporated into the North Airport Terminal after the LEED exemption was given.

Ms. Wahto provided a brief project update on North Terminal and what sustainability elements have been incorporated. She noted that the terminal is completely off of the geothermal heat loop system and that parking lot changes to incorporate Electric Vehicle charging station is currently in design process.

Discussion included providing a location for Travel Juneau to put their information. Airport is working with Republic Parking for staffing issues and getting automated payment systems for parking lots.

- B. Update on Circulator Study

Ms. Koester introduced Tourism Manager, Alexandra Pierce, for questions regarding the Circulator study. Ms. Pierce stated that they will be bringing a consultant on board within the next 6 weeks to do an evaluation that includes gathering input from stakeholders and other

relevant groups, including the Forest Service, visitor industry and bus companies, JCOS, Capital Transit, and others.

Discussion included fixed infrastructure being part of the task list for the upcoming RFP and the frequency of a circulator mentioned in City plans.

C. Waste Management Quarterly Update

Mr. Denson provided an update on odor complaints, completed projects, upcoming project plans and safety updates.

Discussion included PSA's for the installation of the new temporary gas wells which cause an increase in odor. Working with Wastewater Treatment on technologies to destroy PFAS.

D. Escalation Mitigation Efforts by CBJ Engineering

Ms. Koester gave an update on what steps are being taken to control rising cost due to supply chain issues, inflation, and workforce shortages.

**VI. PWFC 2022 ASSEMBLY GOALS**

A. PWFC Milestones for 2022 Assembly Goals

Ms. Koester commended Recycle Works efforts with junk vehicles, in conjunction with Streets and Utilities, to remove individual vehicles.

**VII. CONTRACTS DIVISION ACTIVITY REPORT**

A. April 28, 2022, to May 31, 2022.

**VIII. NEXT MEETING DATE**

A. Next Regular Meeting will be June 27, 2022, at 12:10 PM.

**IX. ADJOURNMENT**

The meeting adjourned at 12:58 PM.





**MEMORANDUM**

**DATE:** June 24, 2022

**TO:** Assembly Public Works and Facilities Committee

**FROM:** Alexandra Pierce, Tourism Manager and Michele Elfers, Deputy Director of Parks & Recreation

**SUBJECT:** Kootéeya Deiyei Totem Pole Trail

Sealaska Heritage Institute (SHI) and CBJ are working together to develop the Kootéeya Deiyei Totem Pole Trail along the Downtown Juneau waterfront. SHI obtained grant funding for the carving and installation of 34 totem poles – promising to create an iconic installation that furthers SHI's effort to establish Juneau as the northwest coast arts capital of the world.

The first phase of this project (Study Area C in the attached concept plan) will include 10-11 totem poles in Overstreet Park and along the Seawalk. Each totem will be accompanied by an interpretive storyboard. The attached memorandum of agreement and resolution detail the installation, maintenance, and eventual disposal of the totem poles and assign responsibility for all required tasks to either CBJ or SHI.

Future phases of this project will extend the totem walk into Marine Park and along the cruise ship docks. The plan includes future phases of the Seawalk with the intention that the totem locations may be modified as new Seawalk projects take shape and as a new master plan for Marine Park is developed. CBJ and SHI intend to use the attached resolution and MOA as templates for future agreements as totem locations for future phases are finalized.

**Requested Action:** Move to forward Resolution 2990 v PWFC to the full Assembly for approval.

Presented by:  
Presented:  
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2990 vPWFC**

**A Resolution Authorizing the Installation of Eleven Totem Poles in Overstreet Park and Authorizing the City Manager to Enter into a Memorandum of Agreement with Sealaska Heritage Institute for the Creation, Installation, and Maintenance of the Totem Poles.**

WHEREAS, Southeast Alaska is the ancestral home of the Tlingit, Haida, and Tsimshian peoples; and

WHEREAS, totem poles express Southeast Alaskan Native communities' histories, values, and cultures; and

WHEREAS, the Sealaska Heritage Institute secured a grant from the Andrew W. Mellon Foundation to commission totem poles from Tlingit, Haida, and Tsimshian master artists; and

WHEREAS, the proposed totem poles will comprise part of Kootéeyaa Deiyí, a totem pole trail, along the waterfront in Overstreet Park in Downtown Juneau; and

WHEREAS, each totem pole will be accompanied by an interpretive storyboard identifying the pole's clan and crests, and providing information related to the pole's artwork; and

WHEREAS, the totem poles will support the Juneau Economic Development Plan by enhancing Juneau's presence as a regional arts and culture hub while furthering Juneau's standing as the Northwest Coast arts capital of the world; and

WHEREAS, the totem poles will support the Juneau Economic Development Plan's goal of revitalizing Downtown Juneau by adding celebratory and educational art; and

WHEREAS, the totem poles will support the Comprehensive Plan's objective to preserve and protect the unique cultures of Alaskan Native peoples and promote responsible heritage tourism that accurately represents Juneau's unique history.

1  
2  
3 NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF  
4 JUNEAU, ALASKA:  
5

6 **Section 1.** That the Assembly hereby authorizes the installation of up to twelve  
7 totem poles and accompanying storyboards on the waterfront in Overstreet Park.  
8

9 **Section 2.** That the Assembly hereby authorizes the City Manager to enter into a  
10 Memorandum of Agreement with Sealaska Heritage Institute (Exhibit A), or a substantially  
11 similar agreement, for the installation and maintenance of the totem poles and  
12 accompanying storyboards.  
13

14 **Section 3. Effective Date.** This resolution shall be effective immediately after  
15 its adoption.  
16

17 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
18

19 \_\_\_\_\_  
20 Beth A. Weldon, Mayor

21 Attest:  
22  
23  
24

25 \_\_\_\_\_  
26 Elizabeth J. McEwen, Municipal Clerk  
27  
28  
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**MEMORANDUM OF AGREEMENT  
BETWEEN  
SEALASKA HERITAGE INSTITUTE AND  
THE CITY AND BOROUGH OF JUNEAU**

This Memorandum of Agreement (MOA) is entered into between SEALASKA HERITAGE INSTITUTE (SHI) and the City and Borough of Juneau (CBJ), as follows:

**WHEREAS**, CBJ is interested in having totem poles representing Tlingit, Haida, and Tsimshian clans, along with corresponding interpretive signage, installed along Juneau's waterfront as part of the Kootéeya Deiyi Totem Pole Trail project and wishes to allow SHI access to Overstreet Park, including the Seawalk, for this purpose; and

**WHEREAS**, SHI represents it will provide all funding and SHI will contract with entities licensed to perform the work and insured appropriately to meet CBJ and SHI requirements.

**THEREFORE**, CBJ and SHI agree as follows:

**A. Scope of Service.** SHI shall carry out, in a professional and prudent manner, the installation of the totem poles and signs at Overstreet Park. The conduct and control of the work to install the totem poles and signs will primarily lie with SHI. SHI is not considered to be an agent or employee of CBJ for any purpose, and the members of SHI and the contractors retained to perform the work are not entitled to any benefits that CBJ provides for CBJ employees. CBJ does not agree to use SHI exclusively. SHI does not agree to work for CBJ exclusively

1. In conducting the scope of services under this MOA, SHI shall:

- i. In conjunction with experienced contractors, install the totem poles and signage consistent with the design in Attachment A.
- ii. Readily communicate with CBJ, providing updates on the project within one business day upon request. SHI will schedule a pre-construction meeting prior to starting any mobilization or construction onsite with the contractor and CBJ staff.
- iii. Provide any contract change orders impacting the site or changing built projects to CBJ for review and approval, and provide all submittals in digital form to CBJ in a timely manner.
- iv. Obtain all required local, state, and federal permits for performance of the work.
- v. Verify any underground utilities, including electrical utilities, in project areas and work with trained professionals to remove or decommission utilities prior to beginning work.
- vi. Hire experienced professionals to manage execution of the contract documents, manage construction, and inspect concrete and foundation work.

- vii. Coordinate all construction scheduling with CBJ while recognizing waterfront construction work cannot occur during the cruise ship season.
- viii. Secure all construction areas to prevent public access during construction and reopen upon completion.
- ix. Secure all funding required to perform all work described in this agreement prior to initiating construction.
- x. Donate care of the totem poles and signage to CBJ upon completion of the project.
- xi. Perform maintenance tasks such as occasional repainting, repairing damage from vandalism or natural events as appropriate, and cleaning.
- xii. Remove totem poles at the end of their lives for culturally appropriate disposal.

2. CBJ shall:

- i. Support access to the site as reasonably able, including reasonable use of adjacent areas for mobilization and staging of materials.
- ii. Review and approve SHI requests for use of adjacent areas prior to construction.
- iii. Reasonably limit SHI's access when events are occurring in Overstreet Park or on the Seawalk, and CBJ should provide SHI notice of planned events.
- iv. Communicate regularly with SHI in any way that would mutually improve and benefit both parties in the spirit of this MOA.
- v. Coordinate with SHI to ensure that maintenance tasks such as occasional repainting are performed.
- vi. Per MOA section (A)(1)(x), provide written acceptance of the totem poles and signage and assume basic caretaking responsibilities (e.g. cleaning as necessary) of totem poles and signs during the lives of the totem poles.

**B. Personnel and Licenses.**

- 1. SHI represents that it has or will secure at its own expense all personnel, labor, equipment, and supplies required in performing the services under this agreement.
- 2. All of the services required hereunder will be performed by SHI or under its supervision.
- 3. SHI warrants that it will retain contractors who are fully licensed under all applicable

local, state, and federal laws to perform services to be provided hereunder.

- C. **Ownership of Improvements.** Improvements placed by SHI on CBJ land at the direction or with the approval of CBJ shall become property of CBJ. These improvements are subject to the same regulations and administration of CBJ as would other improvements of a similar nature. No part of this agreement entitles SHI to any interest in the improvements other than the right to use them applicable to CBJ regulations and policies.
- D. **Time of Performance.** SHI may be granted access to CBJ property in locations approved by CBJ for purposes of constructing the totem poles and signage upon signing of this agreement. The parties agree that SHI will work diligently to complete the project as allowed.
- E. **Reporting.** CBJ's primary representative for this agreement shall be CBJ Parks & Recreation Deputy Director Michele Elfers. CBJ tourism Manager Alexandra (Alix) Pierce shall be an alternate representative. The CBJ shall not be liable for SHI expenses incurred in reliance on directions received from any other municipal officer or employee. The SHI primary representative for this agreement shall be SHI Chief of Operations Lee Kadinger. SHI Art Director Kari Groven is an alternate representative. Reliance by the CBJ on representations by any other person shall be at the CBJ's own risk.
- F. **Compensation.** SHI will not receive compensation from CBJ.
- G. **Termination for Convenience.** The CBJ may, by prior written notice, terminate this agreement at any time, in whole or in part, when it is in the best interest of the CBJ.
- H. **Agreement.** All parties mutually agree to the terms of this MOA. The MOA should not be construed in favor of or against any party. This MOA contains the entire agreement between the parties; there are no other promises, terms, conditions, or obligations other than those contained therein; and this agreement and yearly work plans shall supersede all previous communications, representations or agreement, either oral or written, between the parties.
- I. **Modification or Changes.** This MOA may be modified upon mutual written agreement of the parties. No claim for additional services, not specifically provided in this agreement, performed or furnished by SHI, will be allowed, nor may SHI do any work or furnish any material not covered by the agreement unless the work or material is mutually agreed to in writing by the parties.
- J. **Equal Employment Opportunity.** SHI will not discriminate because of race, religion, color, sex, age, disability, familial status, sexual orientation, gender identity, gender expression, or national origin. SHI will include these provisions in any agreement relating to work performed under this agreement.
- K. **Conflicts of Interest.** SHI warrants that no employee or officer of the CBJ has violated the conflict of interest provisions of CBJ code regarding this agreement. SHI also warrants that it has not solicited or received any prohibited action, favor or benefit from any employee or office of the CBJ, and that it will not do so as a condition of this agreement. If SHI learns of any such conflict of interest, it shall without delay inform the Borough Attorney or CBJ's representative for this contract.
- L. **Assignability.** SHI shall not assign any interest in this agreement and shall not transfer any interest in the same without prior written consent of the CBJ.
- M. **Inspection and Retention of Records.** The CBJ may inspect, in the manner and at reasonable

times it considers appropriate, all of SHI's facilities, records, and activities having any relevance to this agreement. SHI shall retain financial and other records relating to the performance of this agreement for a period of six (6) years, or until the resolution of any audit findings, claims, or litigation related to the contract.

- N. **Insurance Requirements.** SHI and any entity that SHI contracts with for completion of this project or for ongoing maintenance shall maintain the following insurance coverage. SHI must provide (and maintain) proof of SHI's and any contractor's certification of proper insurance coverage or binder, along with amendatory endorsements, to the CBJ. Proof of the following insurance is required:

1. Commercial General Liability Insurance. Commercial General Liability Insurance in an amount SHI deems reasonably sufficient to cover any suit that may be brought against SHI or its contractor(s). This amount must be at least \$1,000,000 per occurrence, and \$2,000,000 aggregate. **This insurance policy is to contain, or be endorsed to contain, additional insured status for the CBJ, its officers, officials, employees, and volunteers.**

2. Workers' Compensation Insurance. If required by Alaska Statute (*see* AS 23.30), SHI shall ensure that each contractor maintain Workers' Compensation Insurance to protect the contractors from any claims or damages for any bodily or personal injury or death that may arise from services performed under this contract. This requirement applies to the contractor's firm, the contractor's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The contractor must notify the CBJ as well as the State Division of Workers Compensation immediately when changes in the contractor's business operation affect the contractor's insurance status. Statutory limits apply to Workers' Compensation Insurance. The policy must include employer's liability coverage of \$100,000 per injury and illness, and \$500,000 policy limits. If the contractor is exempt from Alaska Statutory Requirements, the contractor must provide written confirmation of this status in order for the CBJ to waive this requirement.

3. Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar (\$1,000,000.00) combined single limit coverage. *Note:* This coverage will only be required for any contractors working for SHI for this project.

- O. **Volunteers.** Any unpaid volunteers assisting under SHI or its contractor will sign the provided Release Waiver. Any volunteers working on the site to maintain the garden will be required to sign the release waiver.
- P. **Indemnification.** SHI agrees to defend, indemnify, and hold harmless CBJ, its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of or related to the SHI's performance of this agreement, without limitation as to the amount of fees, and without limitation as to any damages, cost or expense resulting from settlement, judgment, or verdict, and includes the award of any attorneys' fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies to the fullest extent permitted by law and is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this contract. The obligations of SHI arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify SHI in a timely manner of the need for indemnification, but such notice is not a condition precedent to SHI's obligations and is

waived where SHI has actual notice.

- Q. Choice of Law, Jurisdiction.** The Superior Court for the State of Alaska, First Judicial District at Juneau, Alaska shall be the exclusive jurisdiction for any action of any kind and any nature arising out of or related to this Agreement. Venue for trial in any action shall be in Juneau, Alaska. The laws of the State of Alaska shall govern the rights and obligations of the parties. SHI specifically waives any right or opportunity to request a change of venue for trial pursuant to AS 22.10.040.
- R. Applicability of Alaska Public Records Act.** SHI acknowledges and understands that the CBJ is subject to the Alaska Public Records Act (AS 40.25.120) and that all documents received, owned or controlled by the CBJ in relation to this agreement must be made available for the public to inspect upon request, unless an exception applies. It is SHI's sole responsibility to clearly identify any documents SHI believes are exempt from disclosure under the Public Records Act by clearly marking such documents "Confidential." Should the CBJ receive a request for records under the Public Records Act applicable to any document marked "Confidential" by SHI, the CBJ will notify SHI as soon as practicable prior to making any disclosure. SHI acknowledges it has five (5) calendar days after receipt of notice to notify the CBJ of its objection to any disclosure, and to file any action with any competent court SHI deems necessary in order to protect its interests. Should SHI fail to notify the CBJ of its objection or to file suit, SHI shall hold the CBJ harmless of any damages incurred by SHI as a result of the CBJ disclosing any of SHI's documents in the CBJ's possession. Additionally, SHI may not promise confidentiality to any third party on behalf of the CBJ, without first obtaining express written approval by the CBJ.
- S. Severability.** If a court of competent jurisdiction renders any part of this agreement invalid or unenforceable, that part will be severed and the remainder of this agreement will continue in full force and effect.
- T. Waiver.** Failure or delay by the CBJ to exercise a right or power under this agreement will not be a waiver of the right or power. For a waiver of a right or power to be effective, it must be in a writing signed by the CBJ. An effective waiver of a right or power will not be construed as either a future or continuing waiver of that same right or power, or the waiver of any other right or power.

**V. Contacts:**

1. The contacts for the CBJ are: CBJ Parks & Recreation Deputy Director Michele Elfers, 364-2390. Alternate contact is CBJ Tourism Manager Alexandra (Alix) Pierce, 586-5340 ext. 4172.
2. The contacts for SHI are: SHI Chief of Operations Lee Kadinger, 586-9266. Alternate contact is SHI Art Director Kari Groven, 586-9265.

This MOA is entered into as of the date signed by the CBJ below:

CITY & BOROUGH OF JUNEAU:

SEALASKA HERITAGE INSTITUTE:

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

Duncan Rorie Watt  
City Manager

BY: \_\_\_\_\_

Lee Kadinger  
Chief of Operations

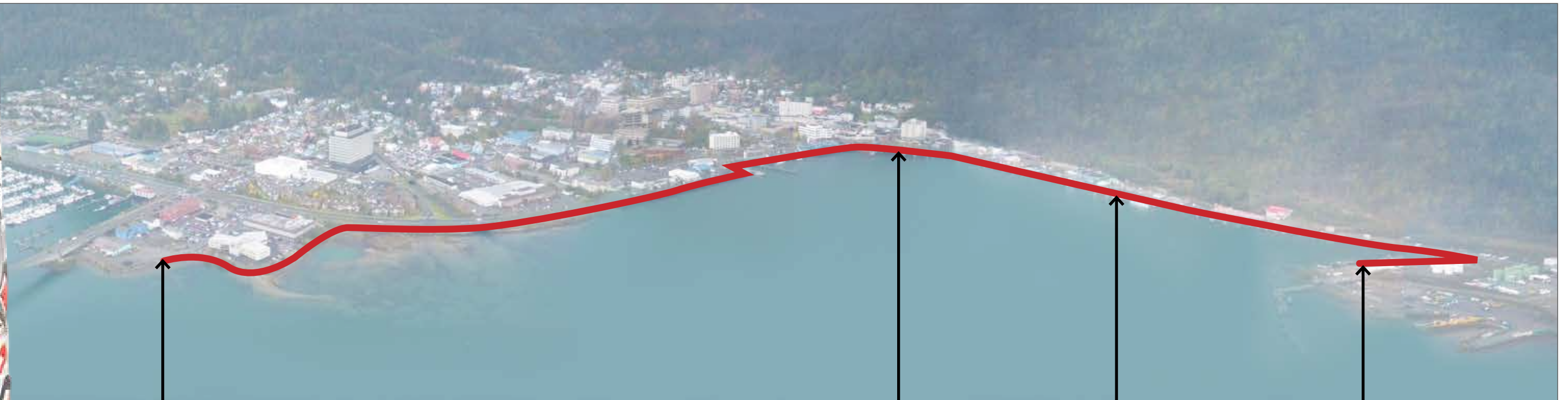


# KOOTÉEYA DEIYI

## Totem Pole Trail



September, 2019



Study Area C



Study Area A



Study Area B



Study Area D



# KOOTÉEYA DEIYI

## Totem Pole Trail - Concept Plan



September, 2019



**PROJECT OVERVIEW:**  
The The Kootéeya Deiyi project calls for a series of totem poles to be carved and erected along the Juneau waterfront from the AJ Dock to Overstreet Park (2 miles). The project is part of SHI's goal to make Juneau the Northwest Coast arts capital of the world and to designate Northwest Coast art a national treasure. The project will also complement the city's collective effort to make Juneau a major destination for visitors interested in exploring the region's unique Native art forms.

The poles will represent Tlingit, Haida, and Tsimshian clans and provide an introduction to the cultures, histories, and major events of the first peoples of Southeast Alaska. Sealaska Heritage will seek guidance from its Council of Traditional Scholars on which clans to include, and the final selection will be approved by its Board of Trustees.

- KEY**
- Seawalk
  - ... Future Seawalk
  - ... On Street Pedestrian Connection

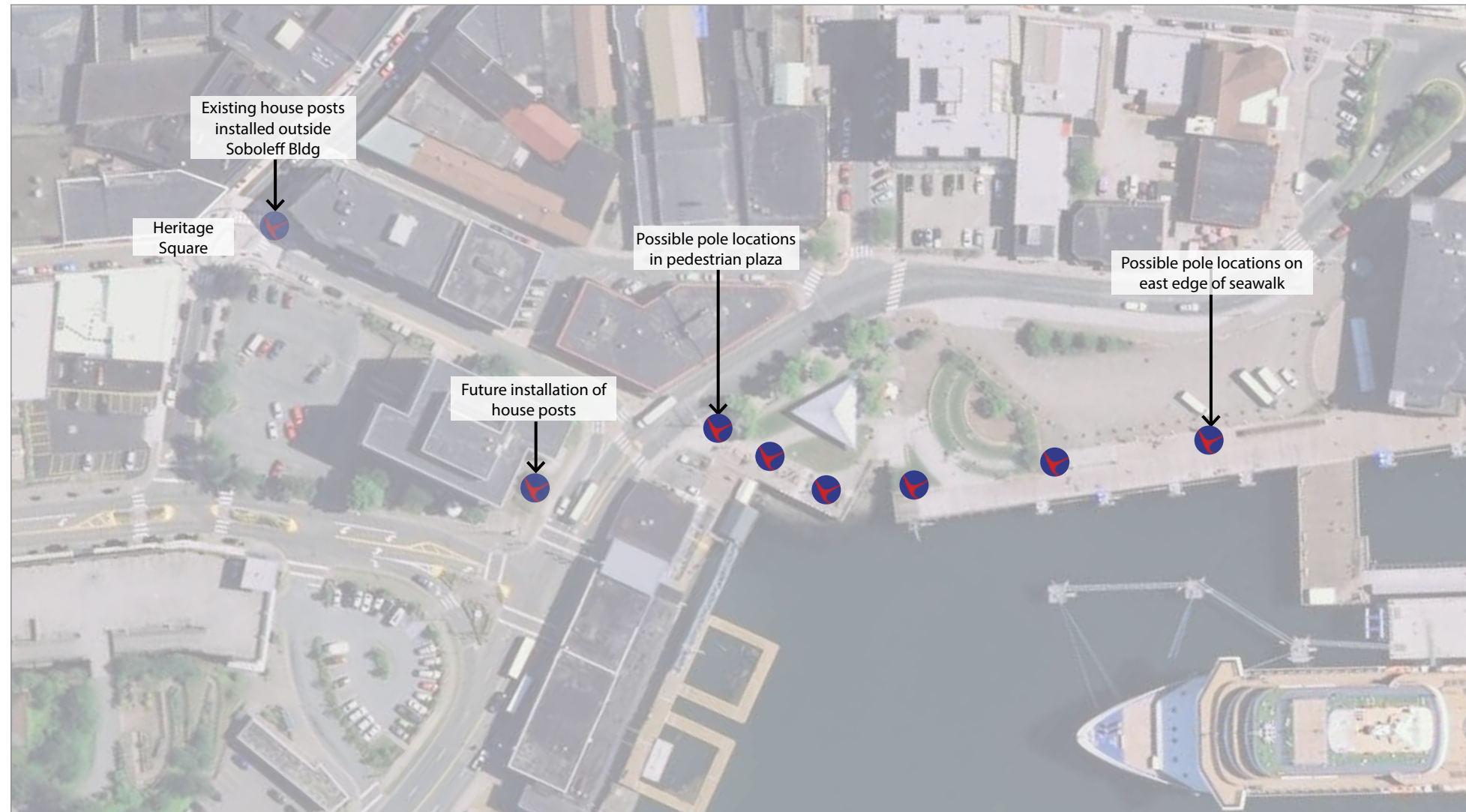


# KOOTÉEYA DEIYI

## Study Area A



September, 2019



Study area A is comprised of areas in and around Marine Park and portions of the Juneau seawalk adjacent to the Downtown Juneau Public Library. This area has a high influx of tourists coming and going from the security check point onto the seawalk in the summer, and is also heavily used by locals throughout the year.

These areas are under study for future planning and design changes that will reinforce Marine Park's role as an informal "town square" and gathering place for locals and visitors. The intention is to include Kootéeya Deiyl in the planning phase and allocate placeholders for future totem poles.

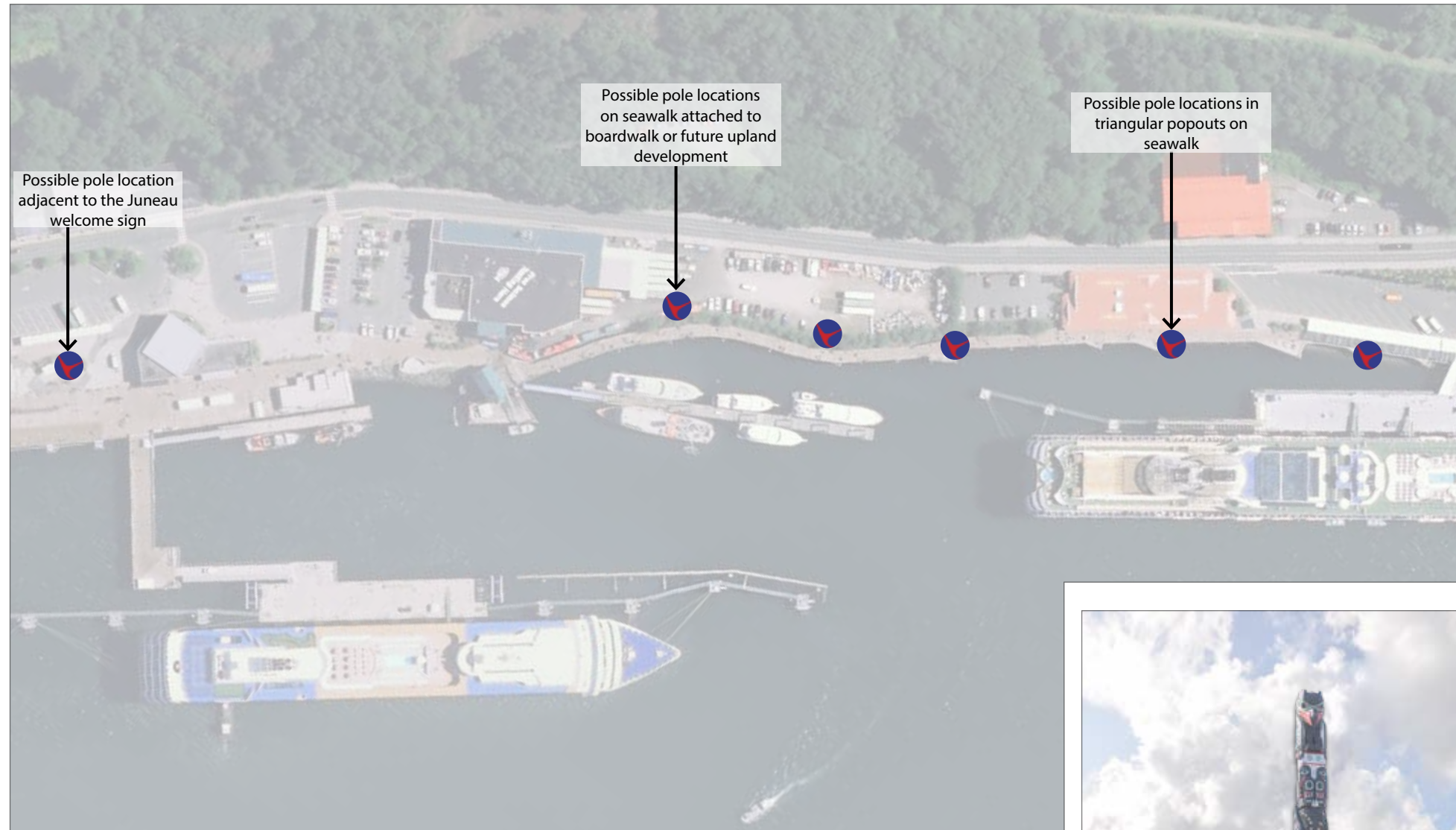
The potential pole locations could be embedded in foundations within Marine Park and directly attached to the seawalk deck.





# KOOTÉEYA DEIYI

## Study Area B



Study area B is comprised of the three general locations: the “Welcome to Juneau” sign area, the east side of the seawalk from the Juneau Visitor Center to the end of the Franklin Dock, and popout locations on the west side of the seawalk. This area has a high volume of pedestrian traffic coming and going between the docked cruise ships and downtown. The design intent for placing the totem poles is to have a line of sight from one pole to the next as pedestrians move along the seawalk.

The “Welcome to Juneau” sign area has a lower volume of people and is considered a destination point for people taking pictures documenting their visit. Potential totem poles in this location will be short, pedestrian scale, and similar to the bronze house posts located at the Walter Soboleff Building.

Potential locations along the east side of the seawalk are intended to be adjacent to the flow of pedestrian traffic. These poles would be larger with the intention of being viewed from a distance and also as a way to draw people down the seawalk and into town. There are two concepts: the first is to attach the poles to the seawalk deck within the seawalk easement, and the second is to explore potential upland locations with adjacent property owners as the uplands are being developed.

The third location within study area B is in popouts on the west side of the seawalk. The design intent is for this to be an interactive space where people can take pictures and learn about Tlingit, Haida, and Tsimshian cultures. Poles on the west side of the seawalk would be designed to be viewed from all sides, so that they would be visible from the ships as well as from points along the dock.



# KOOTÉEYA DEIYI

## Study Area C



September, 2019



Study area C is comprised of three general locations: the Overstreet Park plaza, sections of the seawalk adjacent to the plaza, and “habitat” island. This area has a lower volume of pedestrian traffic with pedestrians arriving on foot from the street or smaller vehicles visiting the park. The design intent is to have a sequence of poles originating from the plaza and expanding out along the seawalk, providing a continuous line that extends to the AJ Dock.

Overstreet Park has a large concrete plaza that can accommodate groups of people. The intent of placing totem poles here is to orient the totems to complement the plaza and teach visitors about the Tlingit, Haida, and Tsimshian cultures.

Potential locations near the plaza along the side of the seawalk are intended to be adjacent to the flow of pedestrian traffic. These poles would be larger with the intention of being viewed from a distance and as a way to draw people down the seawalk and into the park. There are two concepts: the first is to attach the poles to the seawalk deck and the second is to embed the poles in ground. This depends on the pole locations and ease of construction.

The poles located on the island continue the story of the poles from the seawalk and the park, and draw attention to the importance of the area as the site of an Aak’w summer camp along Dzantik’i Heeni (Gold Creek), and later the main Tlingit village. Seating areas could be a possible location for additional poles.





# KOOTÉEYA DEIYI

## Study Area D



September, 2019



Study area D is comprised of two general locations: adjacent to a future extension of the seawalk and future upland development. This area is anticipated to have a high volume of pedestrian traffic starting at the existing AJ dock and ending at the existing Franklin Dock. The design intent for locating the totem poles is to have a sequence of poles originating from a future parkland area and extending along a proposed seawalk. The park area at the AJ Dock will serve as one end of the totem pole trail, with the other end at Overstreet Park two miles away.

Potential locations along the side of the seawalk are intended to be adjacent to the flow of pedestrian traffic. These poles would be larger with the intention of being viewed from a distance and as a way to draw people down the seawalk and toward Franklin Dock and further into Study Area B. There are two concepts: the first is to attach the poles to the seawalk deck and the second to embed the poles in the ground. This depends on the pole locations and ease of construction.



# MEMORANDUM

**DATE:** June 23, 2022  
**TO:** Chair Bryson and Public Works and Facilities Committee  
**FROM:** Katie Koester, Engineering and Public Works Director  
**SUBJECT:** Request for Support for Safe Streets and Roads for All Grant Application

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The purpose of this memo is to request PWFC support to apply for a Safe Streets and Roads for All (SS4A) Planning Grant. More information on the grant and the application process can be found [here](#).

## **What is an SS4A Planning Grant?**

The goal of SS4A is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries. This is achieved first by developing a safety action plan for the surface transportation network in the community (state and local) for all users including pedestrians, bicyclists, public transit users, motorists and commercial vehicle operators. After a community has developed a plan, they are eligible for implementation grants that promote safety and align with USDOT priorities such as equity, climate and sustainability, job creation, and economic strength.

## **What does a Safety Action Plan entail?**

The first step is for the governing body to pass a resolution committing to zero fatalities. If successful with the grant, CBJ would hire a consultant to develop the plan under the oversight of a task force that could include staff, elected officials, state government, and stakeholders. Plan development starts with an analysis of safety trends, public and stakeholder engagement, equity considerations and a review of current transportation policies, guidelines and standards. The end product would include a comprehensive list of projects and strategies to increase roadway safety in Juneau, including infrastructure projects. Because of the broad scope of the plan, I expect the effort to take around \$500,000 (with a 20% local match) and 12-18 months.

## **Why is it in CBJ's interest to devote the time and resources to this planning process?**

We all can get behind zero fatalities and serious injuries in our community. This plan will lay out a strategy to get there with low cost and innovate techniques, policy changes, and projects. It also provides us with tools to work with our major transportation partner – ADOT on safety measures that are beyond our control. Many of the Assembly priorities, such as Lemon Creek Multimodal path and Juneau North Douglas Crossing would increase roadway safety and documenting that in an established plan will help these projects succeed with future funding opportunities. The SS4A program is a USDOT priority; they plan on awarding hundreds of planning grants to municipalities, transit agencies and tribes (states are not eligible) and I feel good about our chances of success.

## **Request:**

Move to request a resolution supporting an application for a Safe Streets and Roads for All Planning grant and committing to a goal of zero roadway fatalities and serious injuries by 2050.





DATE: June 27, 2021

TO: Wade Bryson, Chair Public Works and Facilities Committee

THROUGH: Katie Koester, Director of Engineering and Public Works

FROM: Denise Koch, Deputy Director of Engineering and Public Works & Rich Ross, Superintendent, Capital Transit

SUBJECT: Transit Update

### **Driver Shortages**

Capital Transit has been experiencing a bus driver shortage for the last year. In July, six (6) out of 30 driver positions (20%) will be vacant. Three (3) more bus drivers are eligible and likely to retire. In addition to vacancies, Capital Transit has been strained by COVID-related staffing shortages. Capital Transit attended the Juneau Job Center job fair in April, but that didn't yield any candidates. Our last two recruitments, did not yield any qualified candidates. The bus driver shortage in Juneau is part of a nationwide shortage. In addition, federal changes that went into effect in February 2022 made it more time consuming and expensive to receive a commercial driver's license.

The bus driver shortage and complications of staff catching COVID meant that Capital Transit had to cut routes starting in November 2021. Capital Transit has maintained our core service (Routes 1, 3, & 4) but has had to suspend routes based upon considerations such as the level of ridership and whether there are other Transit routes to get to the location. For example, Capital Transit suspended Route 5 (University Express) and Route 11 (Douglas to Valley Express). Passengers can still get to the University on the Routes 3, 4, and 15 and can still get from Douglas to the Valley by transferring at the Federal Building.

We will continue to try to recruit, attend job fairs, and get creative. However, it is likely that Capital Transit will need to temporarily cut more routes in July. The options include temporarily making changes to:

- Route 12 – Eliminating the commuter service to North Douglas based upon low ridership.
- Route 6 – Eliminating or reducing service on the Riverside Express, which serves the Airport, Social Service Campus, and public facilities on Riverside Drive. Riders can walk to Glacier Highway or Mendenhall Loop Road for bus service.
- Route 1 - Moving from half hourly to hourly service on Douglas. This may increase the number of missed transfers.

### **Valley Transit Center – General Construction**

VTC is located along the Mendenhall Mall Road between Asiana Garden and Glacier Auto Parts/NAPA. The work includes constructing a driver break room and restroom, a public restroom, bus shelters for passengers, a substantial parking lot for park and ride, bicycle lockers, and electrical vehicle charging stations.



The completion of the VTC has been impacted by labor and supply chain issues that have plagued the overall construction industry. Substantial completion of the concrete, sidewalks, signage, site lighting, and asphalt is expected by mid-July. Buses will be able to pull through the VTC after that point. However, the building and bus shelters are not expected to be complete until mid-October.

### **Bus Route Adjustments**

Capital Transit is working on modifications to the bus routing to have the VTC replace the Nugget Mall stop as the Valley bus transfer location. In April, Capital Transit solicited public feedback through two Open Houses – one in the Valley and one Downtown – and surveys. A total of 625 people in Juneau took the online survey. Extensive efforts were made to solicit comment from bus riders, including advertising on the buses and at the bus stops and riding the bus to hand out paper surveys. As a result 363 of the 625 responses were from bus riders. Bus users indicated a resounding preference (76%) for a simpler network with fewer routes but more consistent service. There was also a preference for a new super express service between VTC and the downtown transit center (DTC) with a stop at Fred Meyer. Capital Transit is currently drafting schedules that can accommodate those desires as well as increase the reliability of transfers. We will communicate with bus riders and social service providers about route changes.



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

TO: Chair Bryson and Assembly PWFC  
FROM: Rorie Watt, City Manager  
RE: Composting – Scaling the Operation Up

DATE: June 22, 202

Juneau is fortunate to have a private sector business that is trying to help accomplish our municipal goals around solid waste. Juneau Composts! is ahead of the curve and is doing an admirable job of serving the public with a difficult to provide public service – while competing in the private market. We are lucky to have such a visionary and hard-working leader.

There are many benefits to food waste composting, including:

- A. Extends life of the landfill
- B. Reduces odor production at the landfill
- C. Part of a zero waste strategy
- D. Creates reusable topsoil
- E. Provides another path for organics (not the wastewater system via garbage disposals)

For many reasons, we should want Juneau Composts! to be successful, and to be able to scale up to meet the needs of more residential customers and large commercial operations (grocery stores, restaurants). Additionally, we were recently advised by Ms. Daugherty that:

**Washington state recently passed [E2SHB 1799](#), which prohibits the landfilling of organics** (food, manure, wood, and yard debris). It will be rolled out incrementally from 2024-2027. If Juneau does not intend to have a new landfill once the current one reaches capacity, **the garbage barged south will need the organics sorted out first.**

It is not really a question of whether we scale up composting, but when and how. To scale up, many costly items are necessary – bigger, more specialized equipment, more hard surfacing (pavement), improvements to storm water management, larger covered areas, improved public access. None of these items are inexpensive and a private operator has to contend with a simple dynamic – landfilling is the cheapest means of disposing of solid waste.

As we move forward, I have encouraged Juneau Composts! to consider the concept of converting the business into a non-profit agency; the operator is cautiously interested. In practice, a new non-profit would require start-up funding to purchase the assets of the current business. While tricky, this conversion would allow for any number of the following to occur. A non-profit:

1. Is better be able to receive governmental funding in the form of State and Federal grants.
2. Can lease municipal at below market rate.
3. Can receive municipal funding for equipment and facility improvements.
4. Can scale up faster.

CBJ is making some progress on zero waste planning, including:

- A. In the CIP, the Assembly approved \$100k for Zero Waste planning.
- B. The Assembly will consider 1% sales tax ideas, including the "Zero Waste Subdivision" and "Waste Reduction/Diversion Projects."
- C. Senator Murkowski has short listed Juneau for Congressionally Directed Spending for \$2.5M for a commercial scale composting facility (funding uncertain).
- D. EPW will be hiring an Environmental Project Specialist to help with composting and zero waste initiatives

**Recommendation:** No action is necessary by the Assembly at this time on this topic.



**Office of the City Manager**

155 S. Seward Street

Juneau, Alaska 99801

PHONE: (907) 586-5240

FAX: (907) 586-5385

[Rorie.watt@juneau.org](mailto:Rorie.watt@juneau.org)

DATE: July 6, 2022

TO: Juneau Commission on Sustainability

FROM: Rorie Watt, City Manager 

RE: Staff Liaison Assignment

The Assembly created the Juneau Commission on Sustainability (JCOS) in 2007 in Resolution 2718 and reestablished JCOS in 2016 by Resolution 2755.

The City and Borough of Juneau (CBJ) appreciates the hard work that (JCOS) does to promote the economic, social, and environmental well-being of the community now and for the long term. During most of its history, the staff liaison to JCOS has been a member of the CBJ Community Development Department (CDD). CDD was the correct department to provide that staff support, especially while JCOS assisted with the creation of various plans that address sustainability goals. More recently, many of the projects of most interest to JCOS are implemented by the Engineering & Public Works Department. Therefore, it is a good time to transition the staff liaison role to that department. CDD, like all CBJ Departments, can continue to be called to assist in JCOS related projects.

In accordance with the Rules of Procedure for Assembly Advisory Boards (Res. 2686), I am providing this memo outlining the duties of the staff liaison assignment. The role of the staff liaison is to:

1. Serve as a link between JCOS and CBJ staff of various departments. JCOS shall direct inquiries to CBJ staff through the liaison. JCOS is not to direct the work of CBJ staff. The liaison shall work to provide information requested by JCOS in a timely manner.
2. Serve as the link between JCOS and the Assembly. For example, the staff liaison may provide an update to the Public Works and Facilities Committee or other Assembly committees, as necessary.
3. Support JCOS meetings including coordinating packet preparation, lining up CBJ staff presenters (when warranted), working with the Municipal Clerk to schedule and public notice meetings and associated materials, and ensuring the JCOS website is updated. JCOS will be responsible for items such as establishing meeting agendas, taking minutes, and drafting their annual report.

Attachments:

Resolution Reestablishing the Juneau Commission on Sustainability, and Repealing Resolution 2718, Res. 2755

Resolution Repealing Resolution 2662 and Reestablishing the Rules of Procedure for Assembly Advisory Boards, Res. 2686

Presented by: The Manager  
Introduced: 05/02/2016  
Drafted by: A. G. Mead

## RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2755

### **A Resolution Reestablishing the Juneau Commission on Sustainability, and Repealing Resolution 2718.**

WHEREAS, the City and Borough of Juneau is committed to a sustainable future that meets today's needs without compromising the ability of future generations to do the same, and that:

- Supports a stable, diverse, and equitable economy;
- Protects the quality of the air, water, land and other natural resources;
- Conserves native vegetation, fish, wildlife habitat, and ecosystems;
- Minimizes human impacts on local and worldwide ecosystems; and
- Minimizes energy usage and the release of greenhouse gases; and

WHEREAS, the CBJ Comprehensive Plan provides that it is the policy of the CBJ to build a sustainable community that endures over generations and that is sufficiently far-seeing and flexible to maintain the vital and robust nature of its economic, social, and environmental support systems; and

WHEREAS, communities throughout the nation, both large and small, have promoted sustainability through focusing on such issues as reducing dependence on fossil fuels; promoting fuel-efficient technologies; investing in the local economy for the long-term; adopting and enforcing land-use policies that reduce sprawl, promote infill, preserve open space, and create compact, walkable urban communities; promoting transportation options such as bicycle trails, incentives for car pooling and public transit; making energy efficiency a priority through building code improvements, retrofitting municipal facilities with energy efficient technologies, and urging employees to conserve energy and save money; practicing and promoting sustainable building practices; increasing the fuel efficiency of municipal fleet vehicles and reducing the number of vehicles; increasing recycling rates in municipal operations and in the community; and educating the public, business, and government about sustainability; and

WHEREAS, by Resolution 2397(b), the CBJ joined the International Council for Local Environmental Initiatives (ICLEI) and committed itself to complete the five milestones of the Cities for Climate Protection Campaign to reduce greenhouse gas and air pollution emissions; and

WHEREAS, the Assembly finds that it is in the public interest to create a panel to research and advise the Assembly on community sustainability, including but not limited to the items listed above; and

WHEREAS, the Juneau Commission on Sustainability has requested that the Assembly revise the Commission's governing legislation to specify that the Planning Commission and Assembly members be non-voting members and not be counted in determining whether a quorum of the Commission is present.

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

**Section 1. Establishment.** There is established a Juneau Commission on Sustainability.

**Section 2. Composition.** The Commission shall be comprised of nine members appointed by the Assembly, plus one liaison from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is present. Commission membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability. Commission members serving three year staggered terms at the time of adoption of this resolution shall serve out their terms.

**Section 3. Duration.** The Commission shall have an indefinite duration.

**Section 4. Public policy and purpose.** A sustainable community seeks to advance the economic social, environmental and governmental well-being of the community without compromising the quality of life of future generations. The mission of the CBJ Commission on Sustainability is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

**Section 5. Powers and Duties.**

1. To coordinate, propose, and promote sustainability initiatives among residents, businesses, government, and non-governmental agencies and educational organizations through education and outreach programs.
2. To make recommendations to the Juneau Assembly and CBJ Boards and Commissions on policies and programs that promote sustainability.
3. To research and apply for grants or other funds or gifts from public or private agencies for the purpose of carrying out any of the provisions or purposes of this resolution.
4. To serve as an advisory group to the CBJ in reducing greenhouse gas emissions to target levels as adopted by the CBJ Assembly.

5. To act as liaison between the public and the CBJ Assembly on sustainability related issues.

**Section 6. Staff Liaison.** The Manager shall designate a staff liaison to the Commission.

**Section 7. Procedure.** The Commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure as they may be amended from time to time.

**Section 8. Repeal.** Resolution 2718 is repealed.

**Section 9. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 2<sup>nd</sup> day of May, 2016.

  
\_\_\_\_\_  
Kendell D. Koelsch, Mayor

Attest:

  
for Laurie J. Sica, Municipal Clerk

Presented by: The Manager  
Introduced: 06/09/2014  
Drafted by: A. G. Mead

## **RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2686**

### **A Resolution Repealing Resolution 2662 and Reestablishing the Rules of Procedure for Assembly Advisory Boards.**

WHEREAS, citizen advisory boards are an important community resource for the Assembly; and

WHEREAS, "Advisory Board" is a general term and includes those boards, commissions, and committees that only have the authority to advise or make recommendations to the Assembly, but that do not have the authority to establish policies or make decisions for the Assembly; and

WHEREAS, it is necessary for the orderly conduct of board business that policies and rules of procedure are adopted.

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

#### **SECTION 1. RULES OF PROCEDURE. The following rules of procedure are adopted:**

##### **Rule 1. Membership.**

**A. Residence.** Members of Boards, Commissions or Committees shall be residents of the City and Borough of Juneau with special consideration to be made in certain instances to provide for necessary expertise as the need arises.

**B. Non-discrimination.** Unless otherwise required by federal or state programs, nominations to boards, commissions, or committees shall be made with due regard to talent, interest or requirements of code or ordinance, and without regard to race, creed, color, age, religion, national origin, sex, marital status, political ideology, sexual orientation, or sensory, mental or physical handicap.

**C. Diversity.** Committee appointments shall reflect a membership appropriate for accomplishing the goals of the committee, and should include cultural, social, political, technical and economic viewpoints sufficient to ensure wide-ranging and active debate.



**D. Board Vacancies.** Candidates for nomination to vacancies on advisory boards shall be solicited from residents through appropriate public announcement of vacancies. Vacancies shall be announced for a period of at least ten days between the public announcement of a vacancy and the date on which nominations take place, unless the Assembly has determined that a lesser time is appropriate under the circumstances of a particular appointment. During such periods, residents may convey recommendations of candidates for nomination to vacancies to members of the Assembly or the Clerk's office.

**1. Definitions:**

**a.** "Advisory Board" is a general term and includes those bodies entitled "board," "committee," "commission," "council," or the like, and comprise a governmental body of the City and Borough of Juneau having authority only to advise the Assembly rather than to establish policies or make decisions for the Assembly.

**b.** "Vacancies" include vacancies in positions which have never been filled; vacancies caused by the vacation of a position by an incumbent for any reason prior to expiration of term of office; and vacancies which will occur at the expiration of an incumbent's term whether or not the incumbent has signified a desire to succeed himself or herself.

**c.** A vacancy on a City and Borough advisory board shall exist under the following conditions:

- (i) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
- (ii) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
- (iii) If a member submits his or her resignation to the Assembly;
- (iv) If a member is physically unable to attend board meetings for a period of more than 90 days; or
- (v) If a member misses more than 40 percent of the board meetings in a 12-month period.

The chair of the advisory board shall notify the Clerk's office of any vacancy on the board. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in this section.

## **Rule 2. Appointment Process.**

**A. Applications.** All new applications are kept on file with the Municipal Clerk's office for one year. In the event a vacancy occurs in the interim, the applicants will be contacted by the Clerk's office to determine if the applicant would like his or her application submitted for the vacant seat. Applications, except those of appointed board members, are purged after the one-year period has expired and applicants will need to reapply for future vacancies.

**B. Reappointment Of Committee Members.** Incumbent committee members may seek reappointment at the end of their term of office. Incumbent members will need to submit new applications to be considered in the same manner as all other applications. Factors considered in re-appointing incumbents are the enthusiasm of the individual, need for continuity, and the attendance record of the individual. Appointments and reappointments are based on merit, and incumbent members are not automatically reappointed.

**C. Terms.** Members of advisory boards shall be appointed for a term of three years unless otherwise specified in their governing legislation. The Assembly shall endeavor to make appointments during the month in which the terms expire, provided that a board member shall continue to serve until a successor is appointed and takes office. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has 6 months or less remaining to the unexpired term, the Assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. The members of the boards who are serving at the time of adoption of this resolution shall continue to serve the duration of their terms of office.

**Rule 3. Officers.** Officers of each board shall consist of a Chairperson, Secretary, Treasurer, and any other officers as the board may from time to time deem necessary. Officers shall be elected at the first regular meeting after which the regular annual appointments of board members are made by the Assembly. Each officer shall serve for a one-year term or until such time as offices become vacant. The advisory board shall elect one of its members as a Secretary to record, keep, and file with the Clerk minutes of all committee meetings.

**Rule 4. Staff Liaisons.** The Manager may appoint a staff member or members as appropriate or as requested by the Assembly to serve as a liaison to an advisory board. The Manager, at the time of appointment, will provide the staff liaison with a memo outlining the duties of the assignment. The role of the staff liaison is to serve as a link between the board and the City's departmental staff and the Assembly. Boards shall not direct the work of staff liaisons in their advisory role to the Assembly. Liaisons shall not have the power to vote on the board or commission, and are not to be counted in determining whether a quorum of the board or commission is present.

**Rule 5. Ad-Hoc Committees/Task Forces.** Ad-Hoc Committees shall be appointed by the Mayor to develop recommendations on a single issue. The appointment of members shall be accompanied by a memorandum outlining the committee's charge, defining the deliverables, and giving the sunset date of no more than two years from the date of appointment.

**Rule 6. Reports.** Advisory Boards shall report to the Assembly at least annually. Reports to the Assembly shall be approved by a majority vote of the board. Minority reports may accompany the report approved by the Majority. Each board shall submit to the Assembly a brief annual report setting forth the activities and accomplishments of the committee and the attendance record of each committee member during the preceding twelve months. The Assembly will strive to review each board's annual report at the same time it takes up the annual appointments of members. A representative of the board should be present at any Assembly or Assembly committee meeting at which the report is to be considered.

**Rule 7. Evaluation.** The Assembly may periodically evaluate each advisory board. Such evaluation shall consider the board's mandate, its goals and objectives, its success at reaching its goals and objectives, its activities, the extent to which it has attracted citizen participation, and suggestions for methods of improving the disposition of board business. A report of the evaluation shall be made and returned to the advisory board and shall include recommendations for future functions of the board.

**Rule 8. Removal.** Unless otherwise specifically provided, members of boards, committees and commissions which are created by non-code ordinances, resolutions or motion and are appointed by the assembly serve at the pleasure of the assembly and may be removed at any time by an affirmative vote of six members of the assembly.

**Rule 9. Procedure.** Advisory committee procedure shall be governed by Robert's Rules of Order except where superseded by the Assembly Rules of Procedure, as such may be amended from time to time.

**SECTION 2. REPEAL OF RESOLUTION.** Resolution 2662 is hereby repealed.

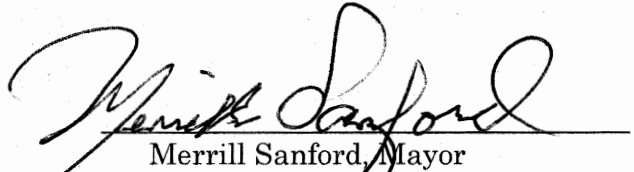
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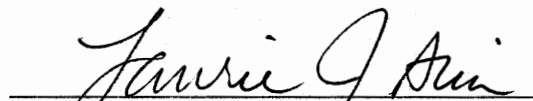
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**SECTION 3. EFFECTIVE DATE.** This resolution shall be effective immediately upon adoption.

Adopted this 9<sup>th</sup> day of June, 2014.

  
Merrill Sanford, Mayor

Attest:

  
Laurie J. Sica, Municipal Clerk



# MEMORANDUM

**DATE:** June 23, 2022  
**TO:** Chair Bryson and Public Works and Facilities Committee  
**FROM:** Katie Koester, Engineering and Public Works Director  
**SUBJECT:** Update on Juneau North Douglas Crossing Planning and Environmental Linkages Study

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The purpose of this memo is to update the committee on the status of the Planning and Environmental Linkages (PEL) study for Juneau North Douglas Crossing (JNDC). DOWL Engineering, who has been contracted by ADOT to perform the study, has held a series of stakeholder meetings and public presentations on the topic. Project website can be found [here](#).

## **Douglas Land Use Research and Data Analysis Study**

Through the process of the PEL, it became apparent that CBJ lacks an analysis of the potential development of Douglas that could occur with a second crossing that provides transportation redundancy and opens up new land for development. CBJ has independently contracted with DOWL to work on a Douglas Land Use Research and Data Analysis Study to define and conceptualize opportunities for surface-based shipping, housing, and economic development. This will allow us to move beyond what we 'think' might happen and have a more informed vision for the possibilities in the area. The study falls far short of an area plan, but will include stakeholder engagement and public outreach.

## **Purpose and Need Statement**

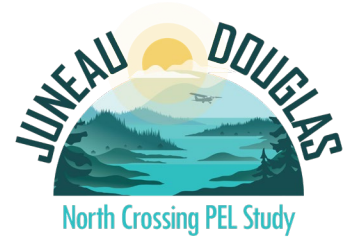
The purpose and need is a foundational statement that will shape how the study moves forward and potential outcomes. As such, it deserves careful thought and public process. A "working draft" is attached that will be circulated to the project's stakeholder and technical committees before being finalized in the fall where it will be shared at public meetings along with the preliminary alternatives.

Staff has compiled a list of points we feel like could be included in the current draft. Please provide committee input on the purpose and need, including additions below, so we can share that with DOWL.

### Additional elements to include/highlight in the JNDC Purpose and Need Statement:

- Reduce greenhouse gas emissions through more efficient public transit, more practical bike and pedestrian use, increased viability of electric vehicles and shorter barge shipping routes
- Increase equity through housing and economic development, including facilitating access to low-income and workforce housing on government land.
- Access to subsistence and cultural resources
- Enhance access to the natural environment

**Recommendation:** Provide feedback on draft purpose and need statement attached.



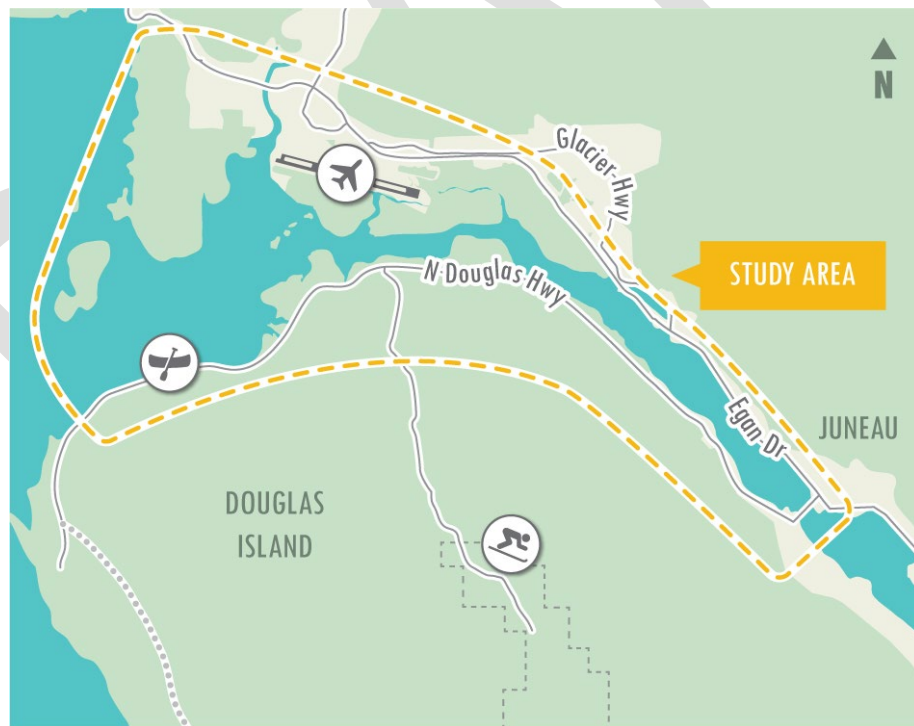
# Juneau Douglas North Crossing PEL Study Purpose & Need Statement

## Introduction

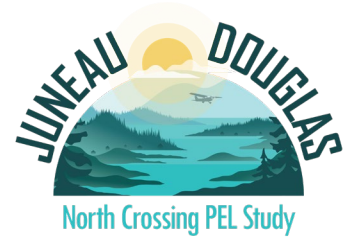
The City and Borough of Juneau (CBJ) has partnered with the State of Alaska Department of Transportation and Public Facilities (DOT&PF) to study a possible transportation corridor to connect Juneau with the north end of Douglas Island. A connection has been studied since the 1980s but has not progressed beyond identification and recommendation of preliminary alternative alignments.

DOT&PF has chosen the Planning and Environmental Linkages (PEL) process to identify and evaluate a purpose and need for connecting Juneau with Douglas Island. The PEL process will provide opportunities for public input and involvement. The analyses conducted may be incorporated into a future National Environmental Policy Act (NEPA) process.

The study area considers potential crossing locations between Douglas Island and mainland Juneau in the channel area north of the existing Douglas Island Bridge.



**Figure 1: Study Area**



This document presents a draft purpose and need for the Juneau Douglas North Crossing PEL Study. Contributions by project participants, including the Technical Advisory and Stakeholder Advisory Committees and the public, helped identify the study purpose and need themes, and problems to be solved. The purpose and need statement leverages the themes discussed and baseline social, environmental, and economic data into a clear statement of what the study is intended to do, and why the study of a second crossing is needed. After the PEL study is complete, one or more projects may advance for more environmental review and engineering design through the NEPA process.

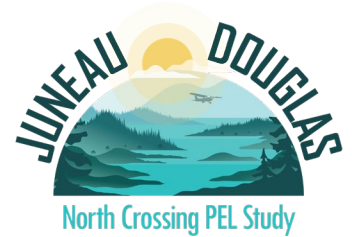
## What is a Purpose and Need Statement?

One of the first steps in the PEL process is to develop a purpose and need statement, which is a vision for the future project(s) and supplies the basis for developing criteria for comparing and evaluating alternatives, developing a range of alternatives, and selecting a recommended alternative(s). The purpose and need statement must clearly and concisely describe the transportation problem(s) and other needs without offering a specific solution. Instead, it supplies information to will help identify solutions to identified problem(s). The “purpose” states why DOT&PF is proposing the study and outlines the positive outcomes they hope to achieve by proposing solutions through the PEL process. The “need” describes the key problem(s) the PEL process is addressing and explains the underlying causes of those problems.

The project’s Purpose and Need Statement was developed using guidance provided in the following:

- Alaska Environmental Procedures Manual (Section 5.3.1)
- Alaska Highway Preconstruction Manual (Section 430.3)
- Federal Highway Administration (FHWA) Technical Advisory T6640.8A
- American Association of State Highway and Transportation Officials (AASHTO) Practitioner’s Handbook – Defining the Purpose and Need and Determining the Range of Alternatives for Transportation Projects

When transitioning to a NEPA review process, the purpose and need statement must also meet the requirements of 23 CFR 1502.13 for Environmental Impact Statements. These requirements include consultation of appropriate federal and state resource agencies, tribes, and the public during the development of the purpose and need statement, so it can be used to inform the development of alternatives and the PEL study recommendations. The purpose and need statement is dynamic and may evolve as new information is obtained during the project development process, including ongoing input from project stakeholders and the public.



## Public and Agency Involvement

Public and agency involvement is critical to developing a successful purpose and need statement. This includes involving the PEL study's technical and stakeholder advisory committees, as well as the public, tribes, businesses, services, non-profit, and community organizations. Public and agency involvement for the purpose and need, as well as other aspects of the study, follows relevant planning regulations<sup>1</sup> and includes:

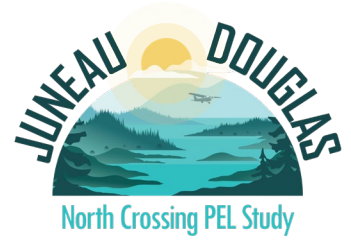
- Establishing early and continuous public and agency involvement opportunities throughout the process that provide timely information about issues and decision making processes
- Providing opportunities for public review and comment at key decision making points
- Holding advisory and public meetings that give reasonable access to information and adequate time for review and comment
- Considering and responding to comments and input received
- Periodically reviewing the effectiveness of procedures and strategies to ensure a full and open process
- Considering the opinions, actions, and relevant information from other parties
- Cooperating with stakeholders and involved parties to work together to achieve a common goal
- Supplying timely public notices

Virtual Technical Advisory and Stakeholder Advisory Committee meetings and a Virtual Public Open House meeting introduced the PEL process, shared background information and gave committee members and the public opportunities to comment on existing conditions. All meetings also sought input on issues and concerns, and emerging themes to be captured in the study's purpose and need statement. The themes stated the key problems experienced by residents and observations on issues within the study area. The emerging themes are:

- |                                                   |                    |
|---------------------------------------------------|--------------------|
| • Economic Impact                                 | • Developable Land |
| • Emergency Response                              | • Redundancy       |
| • Travel Time and Congestion                      | • Population       |
| • Active Transportation Facilities and Recreation | • Utilities        |

<sup>1</sup> 23 CFR 450.210 and 450.316; DOT&PF 2021 (Section 303 Public and Agency Involvement Requirements)





## Purpose

The purpose of the Juneau Douglas North Crossing Planning and Environmental Linkages (PEL) study is to improve access and connectivity to North Douglas Island from Juneau by identifying a north crossing corridor that will enhance travel efficiency, provide redundant access for emergency response and public safety in the event of the closure of the Douglas Island Bridge, and provide improved access to planned growth areas on North and West Douglas.

## Need

The successful solution should address the following needs:

- Improve access and connection to North Douglas from Juneau for all travel modes
- Add roadway capacity to provide redundancy for public safety and emergency response in the event of closure of the Douglas Island Bridge
- Add roadway capacity and utility infrastructure to support the development of planned growth areas on North and West Douglas Island

The identified alternative(s) should also meet these additional goals:

- Improve the efficiency and capacity of the local transportation system for all users
- Enhance and protect the public health and safety of travelers and the communities that transportation facilities traverse and serve
- Improve existing natural environmental conditions when possible and avoid/minimize/mitigate adverse impacts to the natural environment
- Contribute to the improvement of the quality of life and economy of Juneau
- Satisfy applicable federal, state, and local plans, policies, and regulations

## PWFC Action Items to Advance 2022 Assembly Goals 6.27.2022 Progress Report

### Assembly Goal 3. Sustainable Budget and Organization – Assure that CBJ is able to deliver services in a cost efficient and effective manner that meets the needs of the community.

Implementing Action Item	PWFC Action	6.27.22 Progress Report
<u>3c. Long term strategic planning for CIPs</u>	Committee work to engage in Big Picture Capital Project Planning; build on Legislative Priority List process.	4.11.22 Review of 8 appropriating ordinances as part of big picture capital project planning.
<u>3f. Maintain Assembly focus on deferred maintenance including BRH and JSD;</u>	Do committee work so that Assembly can increase funding for deferred maintenance.	2.14.22 overview of maintenance spending. \$5M in deferred maintenance request passed by Assembly.

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

Implementing Action	PWFC Action	
<u>5a. Develop a zero waste or waste reduction plan</u>	Establish framework for stakeholder engagement; Define goals for composting and level of municipal involvement	<b>6.27.22</b> EPW will be hiring an Environmental Project Specialist to help with composting and zero waste initiatives. Manager proposed working with local compost organization to upscale. Earmark for \$2.5M municipal composting facility gaining traction.
<u>5b. Develop strategy to measure, track and reduce CBJ energy consumption.</u>	Support and follow efforts of Facilities Maintenance to implement an Energy Management and Information System (EMIS)	5.02.22 Presentation from Building Maintenance
<u>5c. Implement projects and strategies that advance the goal of reliance on 80% renewable energy sources by 2045</u>	Do committee work on Green House Gas (GHG) Emissions data collection/ measuring initiative to ensure a useful metric the Assembly can support	4.11.22 Staff working on contract with Dynamhex that would estimate community wide GHG emissions and have a GHG planning component.
	Define CBJ's role in providing EV charging infrastructure and electricity to the community. Support efforts to continue building the EV charging network to provide convenient and affordable EV charging for the public and to lay the groundwork for applying for grants.	<b>6.27.22.</b> Installing chargers at Tiwn Lakes; Eagle Crest; Harris Harbor; Eagle Valley Center and Basin Road lot. Submitting comments on statewide EV plan due out 8.1.22
<u>5d. Develop climate change adaptation plan</u>	Review "Juneau's Changing Environment: Predictions and Responses to Climate Change."	6.27.22 "Juneau Changing Climate and Community Response report due to be introduced to the Assembly" on 7.11.22.
<u>5e. Develop strategy to reduce abandoned/junked vehicles.</u>	Do committee work to support the Assembly in increasing funding for junk vehicle disposal, including possible incentives.	<b>6.06.22.</b> 94 vehicles signed up for round up, we were able to get 50 (at a cost of \$22,750). Reycleworks has taken a targeted approach to removing junk vehicles and managed to remove 11 of the worst offenders thus far.



## MEMORANDUM

TO: Katie Koester  
Engineering & Public Works Director

FROM: Caleb Comas  
Contract Administrator

Date: June 24, 2022

SUBJECT: Contracts Division Activity  
June 1, to June 23, 2022

### ***Current Bids – Construction Projects >\$50,000***

BE22-195	Harris Street Reconstruction	Notice of Intent to Award issued to Coogan Construction on 6/4/22. Project cost \$1,727,081.
BE22-184	JNU SREB Pump Replacement	NTP issued to Harri Heating & Plumbing for \$156,181 on 06/07/22.
BE22-312	BRH Campus Transient Voltage Surge Suppression Upgrades	NTP issued to Anderson Brothers Electric LLC for \$297,000 on 6/22/22.
BE22-233	BRH Fuel System Upgrades	Bids due 6/28/22, estimate range \$400,000 to \$450,000.
BE21-203	Marine Park Deckover	NTP issued to Trucano Construction on 06/21/22, for \$2,504,284. Estimate \$1,800,000.
BE22-306	JNU Bagwell Mechanical Upgrades	One bid received on 6/16/22, Award in progress to Schmolck Mechanical for \$195,400. Estimate between \$100,000 and \$125,000.
BE22-272	Treadwell, PW Streets & Douglas FS/Library – HVAC Control Upgrades	Three bids received on 06/15/22, award in progress to Meridian Systems for \$547,812. Estimate \$773,000.
BE22-306	AB Pool Mechanical and Electrical Upgrades	Bids due 7/6/22, estimate between \$2.5 and 2.8 Million.
BE23-028	2022 Area Wide Paving	Bids due 7/13/22, estimate between \$600,000 and \$800,000.

### ***Current RFPs – Services***

RFP E22-276	Douglas Area Utilities Evaluation and Project Scoping	NTP issued to proHNS LLC, on 6/10/22 for \$106,540.
RFP E22-310	Design for JNU Main Terminal Ramp & RON Parking Ramp	Awarded to DOWL on 6/13/22, contract negotiation in progress.
RFP E22-296	Design and CA for the Capital Civic Center	NTP issued to NorthWind Architects, LLC, on 6/17/22 for \$49,996 for pre-design services.
RFP E22-330	Design Services for Teal Street Reconstruction	Awarded to Homeshore Engineering, LLC, contract negotiations in progress.
RFP E22-331	Term Contract for Downtown Stair Rehabilitation.	Term Contracts Awarded to Silverbow Construction and Carver Construction on 6/23/22.
RFP E22-333	Design Engineering for Pulse Gondola at Eaglecrest Ski Area	NorthWind Architects, LLC, was the sole proposer, contract negotiations in progress.
RFP E23-034	JPD Drug Enforcement Addition Design	Proposals due 7/12/22.
RFP E23-033	Design Services for Cedar Drive Improvements	Proposals due 7/12/22.
RFP E23-026	Maintenance and Emergency SCADA Services	Proposals due 6/29/22.

Contracts Division Activity  
June 1, 2022, to June 23, 2022

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***Other Projects – Professional Services – Contracts, Amendments & MR's >\$20,000***

Am 2 to E21-084	CBJ Transit System Electric Bus Charging System- Design and Construction Administration	NTP issued to Morris Engineering Group Inc. on 6/21/22 for \$38,960.
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***Construction Change Orders (>\$20,000)***

CO 1 to BE20-268	Capital Transit Valley Transfer Station	Bonding letter issued on 6/21/22, \$45,085.46.
CO 2 to BE20-268	Capital Transit Valley Transfer Station	Bonding letter issued on 6/21/22, \$84,000.

***Term Contracts for Small Civil & Utility Construction Services (>\$20,000)***

PA 1 to E22-308(N)	5622 Glacier Highway Sewer Extension	NTP issued to North40 Construction on 6/15/22, \$61,325.
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MR E20-139 – Term Contract for Professional Services. This solicitation is open for a three-year period. Consultants continue to submit proposals. Contracts are in progress and underway.

***Key for Abbreviations and Acronyms***

<b>Am</b>	Amendment to PA or Professional Services Contract
<b>CA&amp;I</b>	Contract Administration & Inspection
<b>CO</b>	Change Order to construction contract or RFQ
<b>MR</b>	Modification Request – for exceptions to competitive procurement procedures
<b>NTE</b>	Not-to-exceed
<b>NTP</b>	Notice to Proceed
<b>PA</b>	Project Agreement - to either term contracts or utility agreements
<b>RFP</b>	Request for Proposals, solicitation for professional services
<b>RFQ</b>	Request for Quotes (for construction projects <\$50,000)
<b>RSA</b>	Reimbursable Services Agreement
<b>SA</b>	Supplemental Agreement