

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

September 13, 2021 6:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

A. 2020-08-03 Human Resources Committee Minutes-Draft

B. 2020-08-24 Human Resources Committee Minutes-Draft

C. 2020-12-14 Human Resources Committee Minutes-Draft

D. 2021-01-25 Human Resources Committee Minutes-Draft

E. 2021-07-12 Human Resources Committee Minutes-Draft

V. PUBLIC PARTICIPATION

VI. AGENDA TOPICS

A. Aquatics Board - Appointment

Per CBJ 67.10, the Aquatics Board shall generally exercise all powers necessary and incidental to the operation and maintenance of the municipally owned aquatics facilities according to the best interests of the public and in a sound business manner.

The Aquatics Board consists of nine voting members appointed by the Assembly to serve without compensation for staggered three-year terms. No board member who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened however this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly.

One board member shall be from and represent the Juneau School District. One board member shall be from any local aquatics organization that rents a pool facility. To the extent possible, appointments to the remaining seven seats on the Aquatics Board shall include persons having skills relevant to matters concerning the aquatics facilities. No more than two members of the Aquatics Board shall be a member or employee of any local aquatics organization, or the immediate family member of any member or employee of any local aquatics organization.

There are currently 3 seats with terms beginning July 1, 2021 (immediately) and ending June 30, 2024. One boardmember has applied for reappointment, no other applications have been received for the other two vacant seats.

B. Sister Cities Committee Appointment

Per Resolution 2508 Increasing Membership to the Sister Cities Committee (SCC). The SCC is a seven member committee appointed by the Assembly for staggered three-year terms.

There are currently two open seats on the committee, both for full terms beginning immediately and ending January 1, 2024. There is one application in the HRC agenda packet.

C. Community Development Block Grant - Review & Recommendation

VII. NEXT MEETING DATE

A. Monday, November 22, 2021 @ 6:00pm

VIII. 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

ASSEMBLY HUMAN RESOURCES COMMITTEE

August 3, 2020 5:30 PM

Zoom Webinar

MINUTES

I. ROLL CALL

The Assembly Human Resources Committee meeting was called to order at 5:30 p.m.

Members Present: Chair Wade Bryson, Alicia Hughes-Skandijs, Greg Smith and Michelle Hale

Members Absent: None

Others Present: Assemblymember Rob Edwardson, Deputy Clerk, Diane Cathcart, Municipal Clerk, Beth McEwen, Juneau Human Rights Commission (JHRC) Chair Haifa Foroughi and JHRC member Ibn Bailey

II. APPROVAL OF AGENDA

Agenda approved as presented.

III. APPROVAL OF MINUTES

None

IV. PUBLIC PARTICIPATION

None

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

A. Juneau Human Rights Commission on Draft Anti-Racism Resolution

Juneau Human Rights Commission (JHRC) Chair Haifa Foroughi as well as JHRC member Ibn Bailey gave an overview of the draft Anti-Racism Resolution the JHRC has been working on since June, after the Black Lives Matter protests began taking place in Juneau and around the nation.

The JHRC used the Universal Declaration of Human Rights along with the JHRC's charges from Resolution 2738 to create the anti-racism resolution. The questions listed in the resolution were added to open spaces for discussion related to racism. They came out of review and conversations regarding the 10 Demands document from Black Leadership that circulated throughout the community during spring/summer 2020.

Discussion ensued among committee members, noting that CBJ had not made a

statement on racism; however it should become part of the natural discussion and work being done and as ordinances are created. The recommended creation of the Systemic Racism Review Committee would have that very specific focus related to race and the charges set forth by the proposed ordinance creating the committee vs. the JHRC where human rights are the focus.

JHRC Chair Foroughi thanked Assembly members for the engaging discussion and recommendations regarding the draft resolution. The JHRC will continue its work on the resolution, holding a work session, incorporating feedback from the Assembly and public comment received regarding the resolution then bring it back to the HRC for final recommendations to the next HRC meeting.

- B. Ordinance 2020-32(b) An Ordinance Establishing a Systemic Racism Review Committee.

Assemblymember Edwardson outlined draft Ordinance 2020-32(b) creating the Systemic Racism Review Committee that he has brought forward to the Assembly.

Mr. Smith asked if this committee would be expected to review the CBJ budget. Mr. Edwardson said yes, he thought that would be part of the committee's charge.

Ms. Hale appreciated the discussion on creating a common rubric the committee could use for reviewing legislation and asked Mr. Edwardson if he saw this committee as a starting point. Mr. Edwardson said yes and that he did see some cross-over with the Systemic Racism Review Committee and the Juneau Human Rights Committee.

Chair Bryson thanked Mr. Edwardson for bringing this ordinance forward, it will be introduced at the August 3, 2020 regular Assembly meeting.

- C. Other Business

None

VI. STAFF REPORTS

None

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:32pm.

ASSEMBLY HUMAN RESOURCES COMMITTEE

August 24, 2020 5:30 PM

Zoom Webinar

MINUTES

I. ROLL CALL

The Assembly Human Resources Committee meeting was called to order at 5:31 p.m.

Members Present: Chair Wade Bryson, Michelle Hale, Greg Smith and Alicia Hughes-Skandijs

Members Absent: None

Others Present: Mayor Beth Weldon, Assemblymember Loren Jones, Deputy Clerk, Diane Cathcart, City Attorney Rob Palmer, City Clerk Beth McEwen, Jensen-Olson Arboretum Advisory Board Chair Nell McConahey and JOA Manager Merrill Jensen, Youth Activities Board Chair Tom Rutecki, Juneau Human Rights Commission Chair Haifa Foroughi and JHRC members Angel Collins and Britta Tonnessen.

II. APPROVAL OF AGENDA

Agenda approved as presented.

III. APPROVAL OF MINUTES

Minutes approved as presented.

A. 2020-07-01 Special HRC Meeting Minutes - DRAFT

IV. PUBLIC PARTICIPATION

None

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

A. Aquatics Board - Appointments

MOTION: by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the recommendation to reappoint Will Muldoon and Tom Rutecki to the Aquatics Board for terms beginning Immediately and ending June 30, 2023. ***Hearing no objections, motion passed.***

B. Parks & Recreation Advisory Committee (PRAC) - Annual Report

The Parks & Recreation Chair Chris Mertl and Director George Schaaf were unable to attend the HRC meeting; Chair Bryson as the Assembly liaison to PRAC gave a brief rundown of some of the topics the PRAC has been working on this past year, including several meetings the PRAC held related to motorized v. non-motorized use of Montana Creek area and the extensive public comment received. Parks and Recreation has also been updating its website and in the process of updating its online registration process.

MOTION: by Ms. Hale to accept the Parks & Recreation Advisory Committees 2019 Annual Report and asked for unanimous consent. ***Hearing no objections, motion passed.***

C. Jensen Olson Arboretum Advisory Board (JOAAB) - Annual Report

JOAAB Chair McConahey and JOA Manager Jensen gave an overview of the annual report as well as an update on current happenings at the arboretum. One of the main focuses has been around children's educational programs; the arboretum has seen an influx of families visiting multiple times throughout the year. Mr. Jensen is retiring at the end of 2020; Chair McConahey thanked him for his 13 years of service to the arboretum and the foundation of programming he set up being the first manager since the arboretum opened.

MOTION: by Ms. Hughes-Skandijs to accept the Jensen Olson Arboretum Advisory Board's 2019 Annual Report and asked for unanimous consent. ***Hearing no objection, motion passed.***

D. Youth Activities Board (YAB) - Annual Report

Youth Activities Board Chair Tom Rutecki gave an overview of the YAB annual report. the board gave out \$316,000 in grants to 27 youth organizations this fiscal year. For fiscal year 2020 the board received 27 proposals totaling \$517,2010; all programs were able to be partially funded. The board also reviewed and awarded seven contingency grant applications representing: robotics, baseball, softball, jump rope and one youth individual academic request.

MOTION: by Mr. Smith to accept the Youth Activities Board's 2019 Annual Report and asked for unanimous consent. ***Hearing no objections; motion passed.***

E. Juneau Human Rights Commission on Draft Anti-Racism Resolution

Committee members reviewed the draft anti-racism resolution brought back to the HRC from the Juneau Human Rights Commission and thanked the commission for all its thoughtful work on this resolution.

MOTION: by Ms. Hale to forward the Juneau Human Rights Commission Anti-Racism Resolution to the Assembly Committee of the Whole for further discussion and asked for unanimous consent. ***Hearing no objections, motion passed.***

F. Other Business

None

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 6:45 p.m.

ASSEMBLY HUMAN RESOURCES COMMITTEE

December 14, 2020 5:30 PM

Zoom Webinar

MINUTES

I. ROLL CALL

Chair Bryson called the Assembly Human Resources Committee meeting to order at 5:35 p.m.

Members Present: Chair Wade Bryson, Loren Jones, Greg Smith and Christine Woll

Members Absent: None

Others Present: Deputy Clerk, Diane Cathcart, City Clerk Beth McEwen, CBJ Finance Director Jeff Rogers, ISG Inc Attorney Dave Rohlfing, ISG Inc Licensee/Representative Aaron Bean.

II. APPROVAL OF AGENDA

Agenda approved as presented. Assemblymember Jones noted that he will turn off his video/audio for agenda item A under Other Business - Retail Marijuana License Renewal Protest Recommendation since he is the Chair of the State Marijuana Control Board.

III. APPROVAL OF MINUTES

Minutes approved as presented.

A. 2020-11-23 Assembly Human Resources Committee Minutes-DRAFT

IV. PUBLIC PARTICIPATION

None

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

A. Local Emergency Planning Committee (LEPC) - Appointments

MOTION: by Mr. Jones to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission appointments for the corresponding seat and term dates as listed on Clerks Office memo and asked for unanimous consent. ***Hearing no objections, motion passed.***

Seat 1 – Assemblymember Seat [Primary Member] – Gregory Smith start date

10/26/2020, end date 10/19/2021.

Seat 2 – Peace Officer Seat [Primary Member] Lt. Scott Erickson reappointment date 1/1/2021, end date 12/31/2023.

Seat 2a – Peace Officer Seat [Alternate Member] Deputy Chief David Campbell reappointment date 1/1/2021, end date 12/31/2023.

Seat 4 – General Public Seat [Primary Member] Destiny Sargeant reappointment date 1/1/2021, end date 12/31/2023.

Seat 4a – General Public Seat [Alternate Member] Benjamin Murray reappointment date 1/1/2021, end date 12/31/2023.

Seat 5 – Bartlett Regional Hospital Seat [Primary Member] Kim McDowell reappointment date 1/1/2021, end date 12/31/2023.

Seat 5a – Bartlett Regional Hospital Seat [Alternate Member] Tonia Montez reappointment date 1/1/2021, end date 12/31/2023.

Seat 10 – Haz/Mat Transporter Seat [Primary Member] Michael Tunley reappointment date 1/1/2021, end date 12/31/2023.

Seat 10a – Haz/Mat Transporter Seat [Alternate Member] Jonathan Suk start date 1/1/2021, end date 12/31/2023.

B. Other Business

A. Retail Marijuana License Renewal Protest Recommendation

Assemblymember Jones recused himself from this agenda item and turned off his camera and audio in the zoom webinar.

Attorney Dave Rohlfing, representing ISG. Inc current owner Elizabeth Romanoski was on hand to answer questions from the committee and noted that the tax currently due is quite different then originally noted in the recommended protest letter from CBJ to licensee. The business was closed until July 3rd, 2020 due to the pandemic and is willing to work with the Finance Department to come current on taxes due.

Finance Director Jeff Rogers stated that Finance maintains the current protest recommendation.

MOTION: by Mr. Smith that the Human Resources Committee forward to the full Assembly the recommendation to uphold the protest of marijuana license 12313 with the condition that if past due amounts are resolved and paid CBJ will remove the protest and asked for unanimous consent. ***Hearing no objections, motion passed.***

Assemblymember Jones returned to the meeting.

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

The committee discussed the Assembly Goals set forth during the Assembly retreat and agreed the HRC should discuss further and see which goals the HRC should focus on.

Chair Bryson brought forward the thought on holding CBJ advisory board and committee trainings during the spring of 2021; this topic will be place on a future HRC agenda for discussion.

VIII. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 6:35 p.m.

ASSEMBLY HUMAN RESOURCES COMMITTEE

January 25, 2021 5:30 PM

Zoom Webinar

MINUTES

I. ROLL CALL

The Assembly Human Resources Committee meeting was called to order at 5:30 p.m.

Members Present: Chair Wade Bryson, Loren Jones, Greg Smith and Christine Woll

Members Absent: None

Others Present: Deputy Clerk, Diane Cathcart

II. APPROVAL OF AGENDA

Agenda approved as presented.

III. APPROVAL OF MINUTES

None

IV. PUBLIC PARTICIPATION

None

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

A. Local Emergency Planning Committee (LEPC) - Appointment

MOTION: by Mr. Smith to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission appointment of Travis Mead to the Local Emergency Planning Committee Firefighter/EMS Alternate Seat for a term beginning immediately and ending December 31, 2022. **Hearing no objections, motion passed.**

B. Aquatics Board Appointment - Aquatics Organization Seat

MOTION: by Ms. Woll to forward to the full Assembly for approval, the appointment of Glacier Swim Club Head Coach Scott Griffith to the Aquatics Board Organization Seat for a term beginning immediately and ending June 30, 2022 and asked for unanimous consent. **Hearing no objections, motion passed.**

C. Utility Advisory Board Appointments

MOTION: by Mr. Smith to forward to the full Assembly for approval, the appointment of Elizabeth Pederson to the Utility Advisory Board for a term beginning immediately and ending May 31, 2022 and the appointment of Stuart Cohen to the Utility Advisory Board for a term beginning immediately and ending May 31, 2023. **Hearing no objections, motion passed.**

D. CBJ Penal Code Amendment re Zoombombing (oral presentation)

City Attorney Rob Palmer discussed a path forward for both process and a criminal penalty code for "zoom-bombers" of CBJ meetings. Mr. Palmer noted it has been difficult to prosecute anyone for zoom-bombing due to Zoom's requirements. Harassment or disorderly conduct could be a B Misdemeanor charge while being aware of 1st Amendment protections but there are circumstances that CBJ could move forward with charges.

Mr. Smith asked if this ordinance would be just for Assembly meetings or all public meetings. Mr. Palmer stated the ordinance would be broad enough to incorporate all public meetings of the CBJ.

Chair Bryson asked if it was possible to create a delay on zoom to combat potential interrupters. Mr. Palmer noted that technology does exist and staff is trying to figure out how that would work. Delay's work well if everyone is on zoom or virtual however once we move to a hybrid option of in-person/virtual that no longer works. Mr. Palmer asked the committee if they would like him to move forward with this ordinance.

MOTION: by Mr. Smith to ask City Attorney Palmer to draft a zoom-bombing ordinance and asked for unanimous consent. **Hearing no objections, motion passed.**

E. CBJ Marijuana Business License Code Amendments

1. Is the HRC satisfied with this draft or would it like to amend it?
2. When the HRC is ready, does the HRC want to refer this draft directly to the Assembly or route this to the Planning Commission first?

City Attorney wrote the draft ordinance in the HRC packet to address CBJ marijuana licenses within Title 49 and outlined the CBJ process regarding marijuana licenses. Assemblymember Jones who is the current Chair of the State Marijuana Control Board outlined the state process related to marijuana licenses. This draft ordinance would amend section 49.65.1225 Corrective Orders relating to delinquent sales or property tax and interest or utility billings or state or local fire, health or safety code violations and allowing for suspension or revocation of the licensee's CBJ marijuana license.

Ms. Gladyszewski noted that the intent when the original ordinance was written relating to CBJ marijuana licensing was to have options listed in the draft ordinance currently before the HRC. She noted it would be good to have this move forward as that was the original intent of the CBJ marijuana board that was created when recreational marijuana use was first passed by voters during state elections.

MOTION: by Mr. Jones to recommend the Human Resources Committee recommend to the full Assembly that this ordinance be introduced and waive the need for it to go

before the Planning Commission prior to coming before the full Assembly for action and asked for unanimous consent. ***Hearing no objections, motion passed.***

F. Other Business

A. Continuation of Discussion from January 21, 2021 HRC meeting on SRRC Interview Process

The committee decided to hold 2 rounds of interviews and to use some of the questions provided by First Alaskans Institute as well as additional questions posed by Assemblymembers. The first round of interviews will be on Saturday, February 6, 2021 via zoom webinar beginning at 9am with each applicant receiving a 14 minute interview. The second round of interviews will be held on Thursday, February 9, 2021 via zoom webinar beginning at 5:30pm. The second round would be for additional questions the Assembly may wish to ask those applicants who were moved forward to the second round.

Thursday, February 11, 2021 will be held open as an additional meeting night for full Assembly deliberations as needed for final applicant recommendations to the Systemic Racism Review Committee.

Assemblymembers should submit their top 5 First Alaskans Institute questions as well as any additional questions to Chair Bryson and Clerk's Office by Sunday, January 31.

B. Discussion on Advisory Board Training and Possible Dates to Hold Trainings

Discussion on Advisory Board Training and possible dates was moved to the February Human Resources Committee meeting.

VI. STAFF REPORTS

None

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None

VIII. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 6:54 p.m.

ASSEMBLY HUMAN RESOURCES COMMITTEE

July 12, 2021 5:30 PM
Assembly Chambers/Zoom Webinar
MINUTES

I. CALL TO ORDER

Chair Bryson called the Assembly Human Resources Committee meeting to order at 5:32 p.m.

II. ROLL CALL

Members Present: Chair Wade Bryson, Loren Jones, Greg Smith and Christine Woll

Members Absent: None

Others Present: Deputy Clerk, Diane Cathcart

III. APPROVAL OF AGENDA

Agenda approved as presented.

IV. APPROVAL OF MINUTES

Minutes approved as presented

A. 2021-02-08 Assembly Human Resources Committee Minutes-Draft

B. 2021-06-14 Assembly Human Resources Committee Minutes-Draft

C. 2021-06-23 Special Assembly Human Resources Committee Minutes-Draft

V. PUBLIC PARTICIPATION

None

VI. AGENDA TOPICS

A. Historic Resources Advisory Committee Appointments

Per CBJ Code 49.10.410 The Historic Resources Advisory Committee consists of nine members appointed by the Assembly. Members shall be appointed for a term of three years. The Assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers, and the general public.

There are three seats with terms due beginning July 1, 2021 and ending June 30, 2024. Two of the three incumbents have applied for reappointment.

MOTION: by Mr. Smith that the Human Resources Committee recommend to the full Assembly the reappointment of Dorene Lorenz and Shannon Crossley and the appointment of Benjamin Huskinson all to the Historic Resources Advisory Committee for terms beginning July 1, 2021 and ending June 30, 2021. **Hearing no objections, motion passed.**

B. Juneau Human Rights Commission Appointments & Annual Report

Resolution 2946, adopted May 24, 2021 extends the Juneau Human Rights Commission membership from five to seven members.

There are three seats up for appointment. To help with staggering of terms there is one full term seat (June 1, 2021 - May 31, 2024) and the two newly added seats are one year terms (June 1, 2021 - May 31, 2022) that will become full term seats effective May 2022.

Juneau Human Rights Commission Chair Haifa Foroughi was travelling and unable to participate in the meeting for any questions regarding the JHRC annual report. JHRC member Mary Wegner was in attendance via zoom in case committee members had questions regarding the annual report, no questions were posed by the HRC members.

MOTION: by Mr. Jones that the Human Resources Committee recommend to the full Assembly the appointment of Aidan Key and Summer Christiansen to the Juneau Human Rights Commission for one year terms beginning immediately and ending May 31, 2022 and to appoint Emily Mesch to a full term beginning immediately and ending May 31, 2024 and asked for unanimous consent. **Hearing no objections, motion passed.**

C. Juneau Commission on Sustainability Appointments & Annual Report

Per Resolution 2755 the Juneau Commission on Sustainability is comprised of nine members appointed by the Assembly serving staggered three year terms, plus one Assembly Liaison and on Planning Commission Liaison, the liaisons do not count in establishing quorum nor do they have the power to vote. Membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability.

There are three full term seats up for appointment beginning July 1, 2021 and ending June 30, 2024; all three incumbents have applied for reappointment.

Due to hitting the attendance threshold there is also one unexpired seat up for appointment for a term beginning immediately and ending June 30, 2022.

Juneau Commission on Sustainability Chair Gretchen Keiser attended the meeting via zoom to answer any questions regarding JCOS's annual report. It was at this point staff realized there was technical difficulties regarding zoom and the connectivity with the Assembly Chambers - no sound was connecting the two platforms. the JCOS annual report was moved to the next HRC meeting on August 2, 2021.

MOTION: by Ms. Woll that the Human Resources Committee recommend to the full Assembly the reappointments of Gretchen Keiser, Steve Behnke and Anjuli Grantham to the Juneau Commission on Sustainability to full terms beginning July 1, 2021 and ending June 30, 2024 and the appointment of Colin Peacock to an unexpired term beginning immediately and ending June 30, 2022 and ask for unanimous consent. **Hearing no objection, motion passed.**

VII. NEXT MEETING DATE

A. August 2, 2021 at 6pm

VIII. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 5:52 p.m.

Presented by: The Manager
Introduced: 01/07/2019
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-03(b)

An Ordinance Amending the City and Borough of Juneau Code Related to Aquatics Facilities and Repealing the Associated Sunset Date.

WHEREAS, the Juneau voters approved a proposition in October 2014 amending the Charter to give the Assembly discretion to establish a board to oversee the City and Borough's aquatics facilities; and

WHEREAS, Ordinance 2015-23(b) amended the City and Borough code to create a new chapter, Chapter 67.10 Aquatics Facilities, with an automatic sunset date of May 28, 2018; and

WHEREAS, Ordinance 2018-19 extended the sunset date to June 30, 2019.

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

Section 1. Classification. Except for Section 2, which is a non-code ordinance, this ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Repeal of Sunset Date. The sunset date created by Ordinance 2015-23(b) and extended by Ordinance 2018-19 is repealed. Chapter 67.10 no longer has a sunset date.

Section 3. Amendment of Section. CBJ 67.10.010 Board of directors, is amended to read:

67.10.010 Board of directors.

(a) The aquatics board shall consist of nine voting members appointed by the assembly to serve without compensation for staggered three-year terms. Members of the board shall serve at the pleasure of the assembly. Terms shall commence on July 1. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six 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. No board member who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly.

- (b) One board member shall be from and represent the Juneau School District. One board member shall be from any local aquatics organization that rents a pool facility. To the extent possible, appointments to the remaining seven seats on the aquatics board shall include persons having skills relevant to matters concerning the aquatics facilities. No more than two members of the aquatics board shall be a member or employee of any local aquatics organization, or the immediate family member of any member or employee of any local aquatics organization.
- (c) The parks and recreation department director may participate in any board proceedings like a member but shall not have the power to vote and shall not be counted in determining whether a quorum of the board is present.

Section 4. Amendment of Section. CBJ 67.10.020 General powers, is amended to read:

67.10.020 General powers.

- (a) Subject to state laws and City and Borough ordinances, the aquatics board shall make policy decisions and generally direct the operation and maintenance of the municipally-owned aquatics facilities according to the best interests of the public and in a sound business manner. The aquatics board:
 - (1) Shall be responsible for generally directing the operation, maintenance, development and marketing of the municipally owned and operated aquatics facilities, except as otherwise provided by the assembly by resolution.
 - (2) Shall prescribe the terms under which persons and groups may use the aquatics facilities under the board's management and establish and enforce standards of operation.
 - (3) May adopt regulations pursuant to CBJ 01.60 necessary for the administration of the aquatics facilities under the board's management.
 - (4) Shall facilitate and receive citizen input on the management and operations of the aquatics program.
- (b) Shall ensure all legal services for the aquatics board and aquatics facilities are provided by or under the supervision of the municipal attorney.
- (c) Shall annually provide to the assembly a written review of the aquatics program. The review shall include public usage, financial trends, facility maintenance needs, capital needs, and the efficiency of the program operation.
- (d) Shall annually provide a personnel evaluation to the parks and recreation department director of the aquatics manager's performance in supporting the board and implementing board direction. The aquatics manager personnel evaluation and the board's deliberation of it shall be confidential unless the aquatics manager requests a public discussion.

(e) Shall participate in the selection process for the hiring of the aquatics manager. In the event the board does not support the hiring recommendation of the parks and recreation department director, the board chair shall timely notify the city manager. The city manager shall then make the hiring decision.

Section 5. Amendment of Section. CBJ 67.10.050 Meetings, is amended to read:

67.10.050 Meetings.

(a) The aquatics board shall meet at least once each month at an accessible location and time to be designated by the board. The board chair may cancel a monthly meeting when a quorum will not be present. Subject to public notice requirements, any three board members may call for a special meeting.

(b) Every meeting of the board, including its committees, shall have an agenda. The agenda shall be prepared by the board or committee chair in consultation with the aquatics manager.

Section 6. Amendment of Section. CBJ 67.10.070 Manager designated, is amended to read:

67.10.070 Aquatics manager designated.

The aquatics manager shall provide staff support to the board but is supervised by the parks and recreation department director.

Section 7. Amendment of Section. CBJ 67.10.080 Director; duties and responsibilities, is amended to read:

67.10.080 Aquatics manager; duties and responsibilities.

The aquatics manager is responsible for the overall supervision of the municipally-owned aquatics facilities under the aquatics board's policy direction. The aquatics manager's authority and duties shall include, but are not limited by, the following:

- (1) To be responsible for carrying out all applicable laws, ordinances and regulations.
- (2) To be responsible for carrying out policies established by the aquatics board not in conflict with policies established or adopted by the assembly or manager.
- (3) To prepare an annual budget as required by City and Borough ordinance.
- (4) To attend all meetings of the aquatics board and its standing committees except as otherwise directed by the board and not otherwise conflicting with other duties of the position of aquatics manager.

- (5) Direct and supervise the maintenance and operation of the municipal pools.
- (6) Keep the aquatics board fully advised on the financial circumstances of the program budget, the physical condition, and the maintenance needs of the aquatics facilities.
- (7) At the direction of the aquatics board, prepare draft regulations and draft fee changes for consideration.
- (8) Assist the aquatics board in all matters, including the preparation of the annual report to the assembly.

Section 8. Amendment of Section. CBJ 67.10.100 Preparation and submission of budget, is amended to read:

67.10.100 Preparation and submission of budget.

The aquatics manager shall prepare the budget in accordance with approved City and Borough procedure and shall submit it to the aquatics board for approval. The aquatics manager shall submit to the board the draft Capital Improvement Plan no later than December 1 and the draft operating budget no later than February 1.

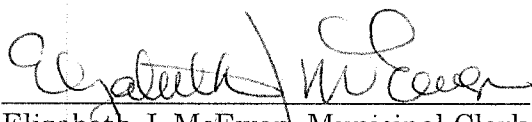
The operating portion of the budget submitted by the aquatics board shall, to the extent practical given safety concerns and maximizing operating hours of the pools, minimize its general fund subsidy. The aquatics board shall make its recommendations and submit the budget to the city manager for transmittal to the assembly in the same manner as general government departments.

Section 9. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 28th day of January, 2019.


Beth A. Weldon, Mayor

Attest:


Elizabeth J. McEwen, Municipal Clerk



City and Borough of Juneau,
AK

Aquatics Board

Board Roster



Lena Merrell

1st Term Jul 17, 2019 - Jun 30, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



Scott Griffith

1st Term Jan 25, 2021 - Jun 30, 2022

Appointing Authority Assembly

Position Voting Member

Category Aquatics Organization Representative



Molly K McCormick

1st Term Jul 17, 2019 - Jun 30, 2022

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 7



Tracy L Morrison

1st Term Jul 17, 2019 - Jun 30, 2022

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 4



Will Muldoon

2nd Term Jul 01, 2020 - Jun 30, 2023

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



Tom L Rutecki

3rd Term Jul 01, 2020 - Jun 30, 2023

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 5



Kristin Bartlett

1st Term Jul 01, 2019 - N/A

Appointing Authority Assembly

Position Voting Member

Category School District Representative



Carole Triem

No Term

No Recruitment

Appointing Authority Assembly

Position Ex-Officio

Office/Role Assemblymember

Category Assembly Liaison

Dais Seat 9



Vacancy July 1, 2021 - June 30, 2024

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 6



Vacancy July 1, 2021 - June 30, 2024

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Lena

First Name

Merrell

Middle Initial

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Southeast Dental Group

Employer

Registered Dental Hygienist,
Office Manager

Job Title

Suite or Apt

State

Postal Code

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Covid put a pause on many of the projects I was excited about and goals I had in mind for improving the Juneau pools, so I feel my work is not done!

Secondary Email Address (if any)

[REDACTED]

Which Boards would you like to apply for?

Aquatics Board: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV*]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I joined the Glacier Swim Club when I moved to Juneau in 1991 and swam for 9 years on both GSC and JDHS highschool teams. I worked at the Augustus Brown Pool as a swim instructor for a few years at the end of highschool and in college. I now have 2 young children and have been through the 'lunch bunch' and swim lessons routines and I feel like now is the time to give back and to be a voice for the community.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Solely Southeast Dental Group

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

I was on my Student Government Association all throughout college at the University of Vermont, chairing the Committee on Legislative Action for 2 of the 4 years.

Education/Training: Please list both formal and informal education & training experiences:

I have a Bachelors degree in Political Science from the University of Vermont, an Associates degree in Dental Hygiene. My Dental Hygiene License requires continuing education courses. I have had continued CPR training and underwent the Red Cross Swim Instructor training years ago.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Demographics

The following ***optional*** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Presented by: HRC
Introduced: 11/23/2009
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2508

A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2420(c).

WHEREAS, the Sister Cities Committee has requested that its membership be increased from three to five members in order to better facilitate the committee's work on its various activities and projects; and

WHEREAS, at its meeting of November 2, 2009, the Human Resources Committee recommended approval of this request and directed that this resolution be prepared for presentation to the Assembly for adoption.

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

Section 1. Sister Cities Committee.

- (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.
- (b) Purposes of Committee. The purposes of the committee shall be:
 - 1. To focus on nurturing the City and Borough's relationships with each of the cities the Assembly has designated as a Sister City, including improving and maintaining the City and Borough's communications with each of its sister cities;
 - 2. To promote and foster mutually beneficial cultural exchanges, international municipal cooperation, and bonds of friendship and understanding between the City and Borough and its sister cities;

3. To provide planning and coordination of activities in relation to the sister cities, including official visits by sister city guests to the City and Borough and hosting of events for the visiting sister city; the committee may establish subcommittees and ad hoc volunteer groups to assist the committee in these efforts;
 4. To make recommendations to the Assembly regarding official visits by the City and Borough to its sister cities;
 5. To make recommendations to the Assembly regarding the establishment of additional sister city relationships;
 6. To periodically evaluate whether existing sister city relationships are achieving their purpose, and advise the Assembly accordingly; and
 7. To perform such other functions and advise the Assembly on such other matters regarding the City and Borough's sister cities as the Assembly may request.
- (c) Procedures. The committee's procedures shall be governed by the Rules of Procedure for Assembly Advisory Boards, as such may be amended from time to time.

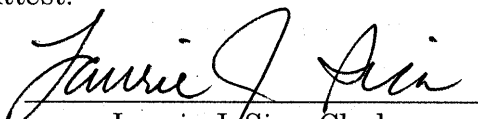
Section 2. Repeal of Resolution. Resolution 2420(c) is hereby repealed.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 23rd day of November, 2009.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk



City and Borough of Juneau, AK
Sister Cities Committee

Board Roster



Maria Gladziszewski

1st Term Oct 26, 2020 - Oct 04, 2021

No Recruitment

Appointing Authority Assembly

Position Assembly Liaison

Category Assembly Liaison



Junnie Chup

1st Term Mar 01, 2021 - Jan 01, 2022

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Public

Dais Seat 7



Allan Alcancia

1st Term Feb 11, 2019 - Jan 01, 2022

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 6



Dashiell Hillgartner

1st Term Nov 23, 2020 - Jan 01, 2023

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



Matthew Maixner

1st Term Nov 23, 2020 - Jan 01, 2023

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



Kelsey B Aho

1st Term Nov 23, 2020 - Jan 01, 2024

Appointing Authority Assembly

Position Voting Member

Office/Role Public

Category Public

Dais Seat 3



Vacancy

Position Voting Member

Office/Role Public

Category Public



Vacancy

Position Voting Member

Category Public

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Samantha

First Name

K

Middle Initial

Brown

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

State of Alaska - DHH, OCS

Employer

Social Service Associate

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

I was working on a cruise ship (Norwegian Cruise Line) for the past 15 years. Then Covid- 19 happened. Got kicked out of Japan and came back home to Juneau, AK. I have grown quite a bit since I went to JDHS and want to have more of an activate role to help the community. Not really too sure what else you want to know about me. Very friendly and detailed oriented.

Samantha K Brown

Secondary Email Address (if any)

Which Boards would you like to apply for?

Sister Cities Committee: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 3

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV*]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I was born in Hawaii and moved to AK when I was a year and a half old. There is a rich culture that resides here in Juneau. I am great with people and want to be there to assist if we are help fellow communities or guest traveling here to visit. I have a warm and sunny disposition and have worked as a tour guide is several of the business around town. Plus who could say no to a little Aloha in there life!

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

I work in the Office of Children Services as a social service associate in the ICPC branch.

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

I grew up apart of the rainbow girls organization (branch off the master masons & Eastern stars), volunteering with several organizations around town. More info as needed. More recently before I started working for the state I was volunteering for meals on wheels for several months in 2020.

Education/Training: Please list both formal and informal education & training experiences:

Have experience with public speaking (crew meetings/ training were 5-245 people). Lots of experience meeting and directing large groups of people (new people on a cruise ship). Food & Wine training..

Samantha K Brown

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Valid TWIC card holder (Transportation, Workers Identification card) Active MMC holder (Merchant Mariner Credential) Lifeboat/ rescuer boat certified (Coast guard Endorsed) Current TIPPS Training holder (Beverage/ Alcohol service)

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Asian or Pacific islander

Gender

☒ Female



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

DATE: September 9, 2021

TO: Assembly Human Resources Committee

FROM: Beth McKibben, Senior Planner, AICP
Community Development Department

SUBJECT: FFY 2021 Community Development Block Grant Project Proposal Recommendation

RECOMMENDATION

HRC adopt staff findings and forward a recommendation that AWARE to be selected as the Community Development Block Grant partner for the 2021 application. HRC directs staff to draft a resolution stating such.

Note that printed grant applications, with original signatures and a resolution of support, must be received in Fairbanks by 4:30 p.m. on December 3, 2021.

INTRODUCTION

Community Development staff recommend AWARE for a co-applicant for the FFY 2021 Community Development Block Grant (CDBG). Their proposed project would address mass-wasting impacts to their lot with a retaining structure, and includes engineered design and estimates. Estimated total cost is \$541,036.

Through CDBG, a project may be eligible for a grant up to \$850,000. AWARE is requesting \$368,351.

Grant applications must be sponsored by CBJ and sent to Division of Community and Regional Affairs, Department of Commerce, Community, and Economic Development (DCCED) by December 3, 2021.

PROCESS

The Community Development Department (CDD) uses a standardized process for soliciting project proposals, review, selection, and timelines. The purpose is to create an equal opportunity for all co-

September 9, 2021
Community Development Block Grant
Page 2 of 4

applicant proposals. This process was developed by CDD staff and has been endorsed by the Human Resources Committee (HRC).

An informational meeting was held on August 16, 2021 to discuss CDBG guidelines, as well as CDD's standardized process. This meeting was advertised in the "Your Municipality" section of the Juneau Empire ten (10) and one (1) day prior, and was also promoted by Information Officer Lisa Phu on social media and Newsroom. Additionally, letters of invitation were sent to 33 social service agencies throughout the community. Twelve (12) people attended the informational meeting. The deadline to submit project proposals was August 20, 2021; five proposals were submitted for review.

Two CDD staff and one CBJ Housing Program staff reviewed applications. The Planning Manager reviewed the top two projects because the scores for two of the proposals were so close.

BACKGROUND

Eligible Alaska municipal governments may apply for the CDBG. At least fifty-one percent (51%) of beneficiaries must meet low- to moderate-income standards defined by the federal Department of Housing and Urban Development (HUD). Alternately, the project must benefit a HUD-identified special population.

CDBG Program goals are:

- Benefit low- and moderate-income persons
- Address public facility problems to encourage community self-sufficiency, improve health and safety, and reduce costs of essential community services
- Create or retain jobs that primarily benefit low- and moderate-income persons

Past successful projects that CBJ has funded through the CDBG program include:

- Catholic Community Services Juneau Adult Daycare Center
- St. Vincent de Paul's family oriented homeless shelter
- Renovations and energy improvements for AWARE, St. Vincent de Paul, Glory Hole, and Gastineau Human Services.

The most recent funded project was the AWARE shelter; however, the grant funds were not used and returned due to unexpected and prohibitive project costs.

PROJECT PROPOSALS

This year, the CDD received five proposals: 1) AWARE, 2) Catholic Community Services (CCS), 3) Juneau Mountain Rescue (JMR), 4) Little Moon Childcare and 5) Tlingit and Haida Regional Housing Authority (THRHA).

Proponent	Project	Total Cost	CDBG Request
AWARE	Retaining wall for shelter	\$541,036	\$368,351
CCS	Facility assessment and planning	\$50,000	
JMR	Training facility	\$750K-\$1.7M	
Little Moon	Childcare facility	\$850,000	
THRHA	New roof for youth shelter (CBJ asset)	\$1,326,762	\$617,500

EVALUATION OF PROJECT PROPOSALS

The CDD has created an evaluation matrix to determine which proposal will compete well at the state level, while meeting local needs.

	AVERAGE
AWARE	92
THRHA	89
CCS	40
JMR	29
Little Moon	34

Scoring considered:

- Project description and selection/Citizen participation Plan
- Project plan/readiness
- Project impact
- Budget/match/in-kind contribution
- Administrative capabilities

The staff review committee recommends that CBJ co-apply with AWARE for a FFY 2021 CDBG. The AWARE project:

- Wholly benefits a HUD-identified special population
 - Ready to start immediately.
 - Consistent with CDBG goals and objectives.
 - Requests less funding from CDBG, which may increase competitiveness.
 - Has the most complete project proposal, including engineer's estimates and committed match.
 - The threat to public health and safety from future landslides in the area is significant, and impacts would be sudden and potentially life threatening.
-

September 9, 2021
Community Development Block Grant
Page 4 of 4

RECOMMENDATION

HRC adopt staff findings and forward a recommendation that AWARE to be selected as the Community Development Block Grant partner for the 2021 application. HRC directs staff to draft a resolution stating such.

Note that printed grant applications, with original signatures and a resolution of support, must be received in Fairbanks by 4:30 p.m. on December 3, 2021.

ATTACHMENTS

- | | |
|---------------|--|
| Attachment A: | List of eligible activities from the DCCED Rating Criteria in Detail (from the 2021 CDBG Grant Application Handbook) |
| Attachment B: | AWARE Proposal |
| Attachment C: | Catholic Community Services Proposal |
| Attachment D: | Juneau Mountain Rescue Proposal |
| Attachment E: | Little Moon Child Care Proposal |
| Attachment F: | Tlingit Haida Regional Housing Authority Proposal |

F. ELIGIBLE PROJECT CATEGORIES & ACTIVITIES

The State of Alaska CDBG Program may be used to fund projects in three categories: **Community Development, Planning, and Special Economic Development**. The following summary, identifying the common types of eligible activities in each category, is for general reference only. A complete list of eligible and ineligible activities can be found in Title I of the Housing and Community Development Act of 1974, as amended.

Each applicant is expected to consult with CDBG Program staff about project eligibility prior to submission of an application. It is important that applications be submitted under the appropriate category.

Community Development

Under Section 105(a)(2),(4),(5),(14)&(15), CDBG grant funds may be used for:

Public Facilities

- | | |
|-----------------------------------|-----------------------------------|
| ✓ Health Clinics | ✓ Acquisition |
| ✓ Daycare Centers | ✓ Construction |
| ✓ Homeless Shelters | ✓ Reconstruction |
| ✓ Water & Sewer Systems | ✓ Installation |
| ✓ Solid Waste Disposal Facilities | ✓ Improvements |
| ✓ Flood & Drainage Facilities | ✓ Electrical Distribution Lines |
| ✓ Docks & Harbors | ✓ Fuel & Gas Distribution Systems |

Transportation Improvements

- | | |
|-----------------------|--------------------|
| ✓ Local Service Roads | ✓ Barge Facilities |
| ✓ Boardwalks | ✓ Airports |

Access to Public Facilities & Structures

- | | |
|---|--|
| ✓ Removal of architectural barriers in conjunction with current renovations | ✓ Improve access for handicapped & elderly persons |
|---|--|

Real Property

- | | |
|--------------------|--------------|
| ✓ Acquisition | ✓ Clearance |
| ✓ Building Removal | ✓ Demolition |
| ✓ Improvements | |

Fire Protection Facilities & Equipment

- | | |
|----------------|------------------|
| ✓ Acquisition | ✓ Rehabilitation |
| ✓ Design | ✓ Purchase |
| ✓ Construction | |

Note: Community Development activities do not include the purchase of any personal property or any equipment unless it is attached to a facility or building and considered an "integral structural feature." Fire protection equipment is the only exception.

Attachment A

Planning

Under Section 105(a)(12), CDBG grant funds may be used for:

- ✓ Data Collection
- ✓ Analysis
- ✓ Plan Preparation
- ✓ Marketing Studies
- ✓ Feasibility Studies
- ✓ Community Economic Development Plans
- ✓ Community Land Use Plans
- ✓ Capital Improvement Plans
- ✓ Plan Updates

Note: *Planning activities do not include engineering, architectural, and design costs related to a specific project activity. These activities may be eligible under the Community Development category.*

Special Economic Development

“Special Economic Development,” as used in the CDBG Program, must meet the criteria below. See “Unique Requirements of Special Economic Development Projects” on page 9 for more information about the specific requirements for projects under this funding category.

Under Section 105(a)(14) CDBG grant funds may be used for:

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Commercial or Industrial Improvements ✓ Carried out by Grantee or Non-Profit Recipient ✓ Involving Commercial or Industrial Buildings, Structures, and Other Real Property Equipment & Improvements | <p>Includes:</p> <ul style="list-style-type: none"> ✓ Acquisition ✓ Construction ✓ Reconstruction ✓ Rehabilitation ✓ Installation |
|---|--|

Under Section 105(a)(17), CDBG funds may be used for:

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Assistance (through eligible applicant) to an identified private, for-profit entity or entities | <p>The project must:</p> <ul style="list-style-type: none"> ✓ Create and maintain jobs for low or moderate income persons ✓ Assist businesses that provide goods or services needed by and affordable to low and moderate income residents |
|---|--|

Special Economic Development Projects must fit under one of those two categories.

If your project is not for the purpose of acquisition, construction, reconstruction, rehabilitation, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, OR it is not for the purpose of providing assistance to an identified private for-profit entity **IT IS NOT** appropriate to submit it under the Special Economic Development category.

Note: *The examples provided under each of the three funding categories are for general information only and are not intended to be all-inclusive. Each community is encouraged to consult with CDBG Program staff about project eligibility and structure.*



Community Development Dept.
City and Borough of Juneau
155 S. Franklin St.
Juneau, AK 99801

Aug. 20, 2021

Dear Ms. McKibben,

Please accept the following proposal from AWARE for the upcoming CDBG opportunity. AWARE would like to submit our proposal to construct a cast-in-place retaining wall on the slope of our property below Glacier Hwy.

Please find our summary proposal, PND Engineering report, and photos of the event attached.

We appreciate this opportunity, and welcome questions or feedback. Feel free to contact me at 586-6623 or mandyoc@awareak.org.

Kindly,

A handwritten signature in blue ink, appearing to read 'Mandy Cole'.

Mandy Cole

Attachment B



**AWARE Shelter Retaining Wall Project
Executive Summary
August 20, 2021**

Project description:

AWARE is proposing to construct a retaining wall on our existing site to mitigate the potential effects of flood, landslide and other weather-related events on our 32 bed emergency shelter.

On Dec. 2, 2020, AWARE experienced a landslide that caused damage to our driveway and some minor flooding in the shelter. We have been working with FEMA and the Small Business Administration to obtain funding to reinforce the uphill slope above our shelter facility, unfortunately, the proposed retaining wall is outside of the scope of FEMA activities. We have contracted with PND, a civil engineering firm, and are confident the retaining wall would improve the AWARE site and safeguard against further erosion into our parking area and shelter facility.

How is the project serving those of low income?

100% of survivors and families currently utilizing AWARE's emergency safe shelter are of low income. A further 35% identified as low or no income and experiencing a disability that limited activities of daily living. AWARE's safe emergency shelter serves as a transition point for survivors of abuse to separate from abusive partners and/or access services needed to achieve greater independence. Shelter provides a safe place to sleep, eat and gain information needed to plan for their future. Most of our participants have experienced poverty as children and adults, and have few models of financial independence available to them. In our shelter, we are able to provide for basic necessities of living, granting survivors the opportunity to think about more than then the desperate need for immediate safety, food and shelter. From a stable base, participants can access public assistance, employment opportunities, and housing resources.

Citizen Participation:

This project is on existing AWARE property and will have minimal/no impact on neighbors. AWARE received a flurry of public support and donations post-landslide, and anticipates no opposition to the construction of the retaining wall, which will be properly noticed to neighbors.

Anticipated Total Project Cost:

See Budget detail.

Matching Funds Available:

Funds for design and project management have been secured via CDVSA (\$19,000 in FY21). A loan for the scope of work authorized by FEMA, has been secured in the amount of \$124,000 from the Small Business Association to repair and replace the driveway.

Project Readiness:

Considerable preparation has occurred in advance of this request, including a civil engineering report (attached). As soon as funding is available, and weather permits, the project is ready for construction bids.

We anticipate full funding in the next 12 months, during which time we will issue an RFP for construction.

Project Impact:

AWARE recognizes the need for safe spaces for survivors, particularly those experiencing poverty. AWARE serves as a safe space, and our operation ensures food, shelter and support for those who need it most. The infrastructure, including our 32 bed shelter space and administrative facilities, is critical to providing safety. As the hillside erodes, the impact of weather events intrudes further into our facility, creating emergency and insecurity for our residents.

Budget Detail

Match in green, CDBG request in red:

Driveway Repair and Replacement – Secured via FEMA and SBA: \$124,000

Preliminary Civil Engineering Report (PND)- Secured via Council on DV/SA: \$19,000

Final Design (PND)- Secured via AWARE cash: \$27,885

AWARE IN-KIND Admin support: 50hrs x \$36/hr= \$1800

CIP Wall (Construction estimate attached)- Unsecured, requested from CDBG: \$368,351

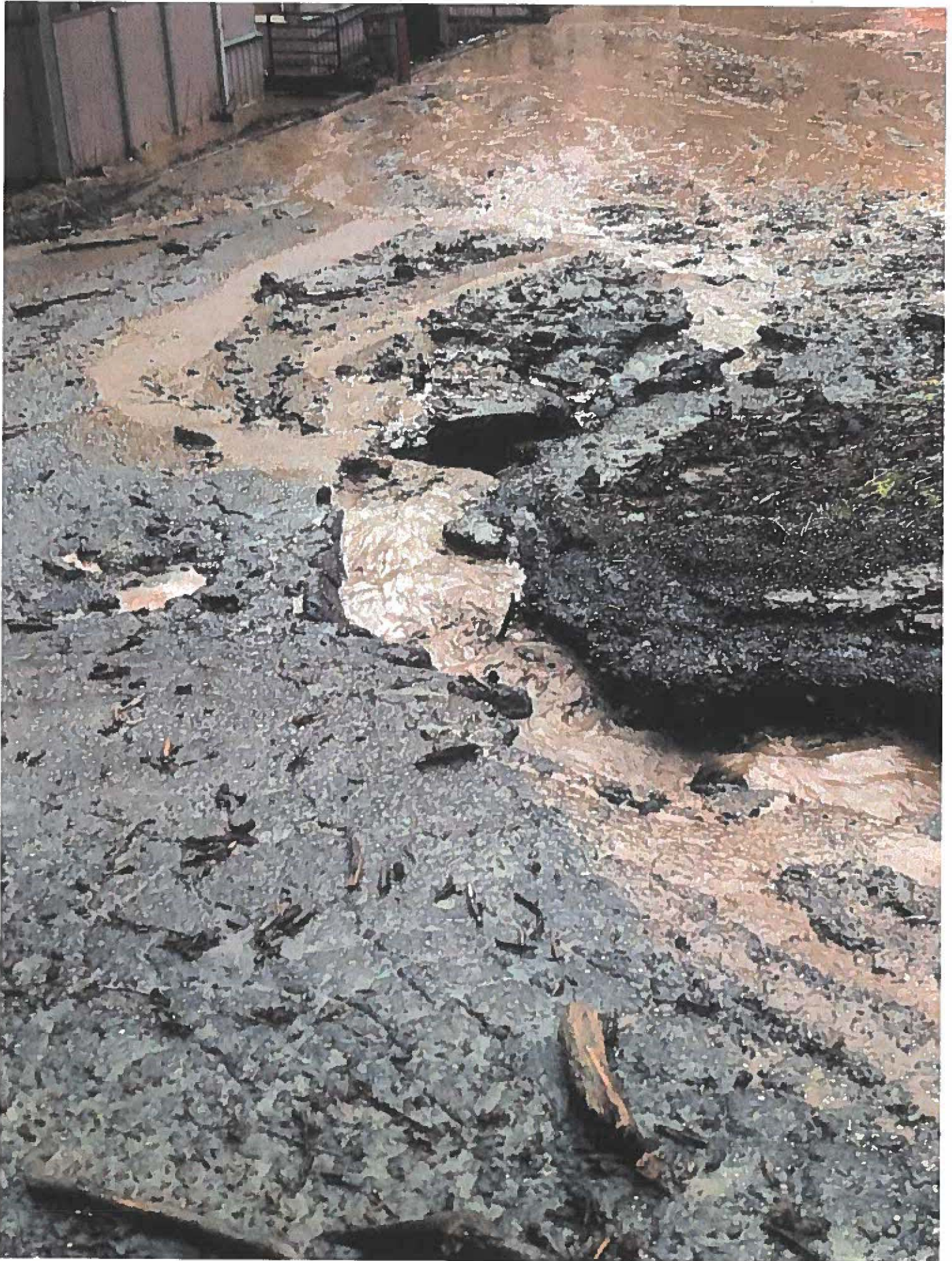
TOTAL PROJECT COST: \$541,036

Match (includes driveway, engineering report, final design, in-kind): **\$172,685** of \$541,036 or 32%

Admin Capacity:

AWARE has site control, preliminary designs, and hours of contact with FEMA to document need. Administrative staff includes both Business Director and Executive Director hours to review contracts, manage finance and project implementation. AWARE has been awarded CDBG funds in the past for construction projects, one successfully implemented, and one returned due to project site location challenges. That project included 6 units of transitional housing and was re-worked due to cost overruns associated with physical site limitation. The project was ultimately realized a year later, delivered 12 units of transitional housing in Juneau for under \$3M, and is currently fully occupied.









June 12, 2021

PND 212024

Mandy Cole
Executive Director
AWARE, Inc.
1547 Glacier Highway
Juneau, AK 99801

Re: AWARE Slope Stabilization and Site Improvements
Concept Design Submittal

Dear Mandy Cole:

PND Engineers, Inc. (PND) is pleased to present this Concept Design Submittal for the AWARE Slope Stabilization and Site Improvements project. Included in this submittal are a design narrative describing the improvements considered, rough order of magnitude (ROM) cost estimates of the improvements, and drawings depicting the improvements.

BACKGROUND

The AWARE facility experienced flooding, erosion, and debris flow impacts during a significant storm event in December 2020. A mudslide originating on the east side of Glacier Highway crossed the highway and into the AWARE parking lot, plugging storm drains and causing the parking lot and basement level to flood. Prior to the storm event, erosion on the slope separating Glacier Highway from the lower parking lot has been historically observed.



Mudslide and flooding at AWARE facility (Photo from <http://www.ktoo.org>)

We understand that the Federal Emergency Management Agency (FEMA) has committed funds to help AWARE perform repairs resulting from this storm event. Funds can also be used to employ mitigation measures to prevent repeat damages in the event of another similar disaster. Other funding sources may also be available to construct desired site improvements.

SITE CONDITIONS

The AWARE facility is located at 1547 Glacier Highway. The building and main parking area sit approximately 10 feet below the elevation of Glacier Highway. Site access is through two driveways, one at the north end and one at the south end of the facility. The north driveway has grades in excess of 30% while the south driveway grade ranges from about 11-13%. The south driveway splits, with one leg connecting to the main parking area and the other leg leading to a loading bay on the basement level of the building. There is an informal on-street parking area above the main parking area, at the elevation of Glacier Highway. A wood staircase allows access to the facility from the upper parking area. The two parking areas are separated by a vegetated slope ranging in steepness from 1:1 to 1.5:1 (horizontal:vertical).

The onsite drainage system collects runoff generated onsite and from Glacier Highway due to a superelevation in the road grading towards the AWARE facility. No drainage collection features exist in the right-of-way to intercept runoff generated on the highway. Additionally, stormwater generated from the east side of Glacier Highway is conveyed to AWARE's storm drain system via three culverts crossing Glacier Highway. Two crossing culverts discharge into structures on the west side of Glacier Highway (one of which is on AWARE

property), and the third culvert discharges into a wooded area north of the AWARE building but on AWARE property. It is believed that this drainage conveyance is allowed through easements with the Alaska Department of Transportation (AKDOT), however PND was not able to locate any formal documents.

PND performed a topographic survey of the site in April 2021. The existing site conditions based on this survey and record property documents is attached to this report.

METHODOLOGY

AWARE expressed the following desired improvements during the initial project scoping:

- Stabilize the slope between Glacier Highway and the main lower parking area;
- Resolve site drainage issues;
- Repair pavement damaged by erosion;
- Modify north driveway alignment to reduce grade;
- Enhance parking at the upper parking area.

Resolving site drainage issues is complicated by the fact that the majority of the runoff received by the site is generated offsite, either within the AKDOT Glacier Highway right-of-way or on privately-owned property on the east side of Glacier Highway. We have had several meetings with AKDOT and have learned that FEMA has committed to assisting AKDOT with repairs and mitigation measures related to the aforementioned disaster as well. A joint site visit with AKDOT was held to discuss how each entity would approach employing repairs and mitigation measures. PND made several suggestions to AKDOT to re-route runoff away from AWARE's facility, although the runoff would still ultimately discharge onto AWARE's undeveloped property north of the facility. AKDOT was receptive to the suggestions further described as:

- abandoning in place or decommissioning the two culverts crossing Glacier Highway that connect and discharge into structures on or adjacent to AWARE's facility;
- re-route the storm water conveyance system such that runoff generated east of Glacier Highway would remain on the east side of the highway and travel north to a culvert crossing Glacier Highway. This runoff would still discharge into the wooded area north of the AWARE facility;
- construct debris flow mitigation measures on the east side of Glacier Highway, such as a large debris catch;
- construct a gutter on the west side of Glacier Highway to collect runoff generated on the highway;

We are of the opinion that these modifications by AKDOT would result in an improved stormwater collection and conveyance system for both parties. Employing them would also result in reduced cost and complexity of improvements for AWARE by eliminating many of the storm drain system modifications we have included in this concept submittal. We have not, however, assumed that any of these measures would be addressed by AKDOT because there has been no commitment made. The proposed improvements in this submittal are intended to accommodate the existing storm drain system in Glacier Highway as is.

The most critical element in this list of recommendations to AKDOT is the debris flow mitigation. Should AWARE elect to construct debris flow mitigation on AWARE property it would likely consist of a diversion structure that would obstruct the south driveway. Such a structure would significantly alter the site traffic flow and parking scheme, at significant financial cost. We understand that AWARE is not interested in a diversion structure and it has not been included in this submittal.

SITE IMPROVEMENTS

This section will summarize the improvements evaluated, rough order of magnitude (ROM) costs for each, and a comparison of benefits and drawbacks for design elements with multiple alternatives. Plans and typical sections for the described improvements are attached to this report.

Site Restoration

Site Restoration consists of returning exterior elements of the site to pre-disaster condition, with no enhancements or mitigation measures. Work items include re-paving the driveways and parking areas (with the exception of the driveway to the basement loading area), cleaning all storm drain structures and pipes, and miscellaneous grading where erosion has occurred. This task is intended to assist AWARE with completing the Damage Inventory required by FEMA.

All subsequent options, with the exception of the North Driveway Realignment, assume that the Site Restoration task will be performed prior to or concurrently with that option.

Slope Stabilization Option A: Cast-In-Place Retaining Wall

A cast-in-place (CIP) wall could be constructed near the toe of the existing slope. The wall would replace the slope and eliminate future erosion that the slope might experience. The vertical wall also expands the footprint of the upper parking area, allowing vehicles to park further away from the road. Light poles located at the toe of the slope would be relocated to the top of the wall. The storm drain system would be modified to accommodate the wall, and storm drain pipes would be upsized as necessary to match the pipe sizes upstream in Glacier Highway. The lower parking area would remain unchanged in terms of vehicle capacity.

This stabilization option is the most expensive of the three options. This wall could likely be constructed entirely on AWARE property thus minimizing coordination with AKDOT.

Slope Stabilization Option B: Mechanically-Stabilized Earth Wall

A mechanically-stabilized earth (MSE) wall consists of precast concrete blocks stacked atop one another in one or more courses. Between each course is a sheet of geotextile or geogrid reinforcement which extends into the retained earth behind the wall face. These walls are frequently lower in cost than CIP walls, and can be constructed quickly, although they can require a larger footprint to construct. In this case, the geotextile or geogrid reinforcement may extend into the AKDOT right of way. Other site modifications and improvements are similar to those described for the CIP wall option.

This option achieves the same end result as the CIP wall option, but at a lower cost. It would likely require more involvement with AKDOT and permitting effort because the geotextile elements of the wall will likely extend into the right of way. The magnitude of encroachment would be defined during final design, but our experience suggests that AKDOT may allow placement of geotextile in the right of way.

Slope Stabilization Option C: Riprap Overlay

A riprap overlay would consist of clearing vegetation off the existing slope, placing a layer of geotextile for stabilization, and finally a layer of 6-inch to 1-foot diameter angular stones (riprap) over the geotextile. This option achieves the basic goal of stabilizing the existing slope, however all other existing aspects of the site (parking, storm drain system, luminaires) remain unchanged. It is by far the least expensive of the three stabilization options but accommodates the fewest of AWARE's desires.

North Driveway Realignment

The north access driveway to the AWARE facility and lower parking area is steep, with localized grades in excess of 30%. This has led to vehicle accidents, particularly during icy road conditions. We have created an alternate driveway alignment, extending the driveway entrance north. This alignment results in grades between 7% and 18%, a drastic improvement from existing. This realignment will require a culvert extension, sanitary sewer manhole adjustment, and relocated luminaire. The new driveway will also receive curb, gutter and guardrail on the west side. Signage will be installed designating the north driveway as an entrance only and the south driveway as an exit only. While not currently designated as such, it appears that this is how the driveways

June 12, 2021

are utilized and is likely the only way proper traffic flow is achieved. It is probable that a proper traffic flow designation as described will be required to obtain approval from AKDOT to construct the realigned driveway.

COST ESTIMATES

Rough order of magnitude (ROM) cost estimates have been prepared for each work item described herein, and are presented in the table below. The estimates are inclusive of anticipated construction bid prices, 15% contingency on the construction cost, and future professional services appropriate for each work item. The scope of professional services vary for the different work items. For example, a geotechnical investigation is recommended for only the CIP wall and MSE wall. Permitting efforts will be greater for work items with more effort in the AKDOT right of way. Funds expended on profession services rendered to complete this submittal are not included.

Work Item	ROM Cost Estimate
Site Restoration	\$85,000
Slope Stabilization Option 1 – CIP Wall	\$400,000
Slope Stabilization Option 2 – MSE Wall	\$300,000
Slope Stabilization Option 3 – Riprap Overlay	\$40,000
North Driveway Realignment	\$110,000

A detailed breakdown of the ROM cost for each work item is attached to this report.

It should be noted that some cost alterations could result if certain work items are combined or omitted. For example, the cost of both the CIP wall and MSE wall assumes that Site Restoration will also be pursued. If Site Restoration is not pursued, there would be additional cost for the wall construction to account for localized asphalt concrete pavement removal and replacement.

CLOSING

PND appreciates the opportunity to provide this Concept Design Submittal to AWARE on this important project. Please review these documents at your earliest convenience; we are available to discuss upon request. We look forward to assisting AWARE further in implementing the selected improvements in the next phase.

Sincerely,
 PND Engineers, Inc. | Juneau Office

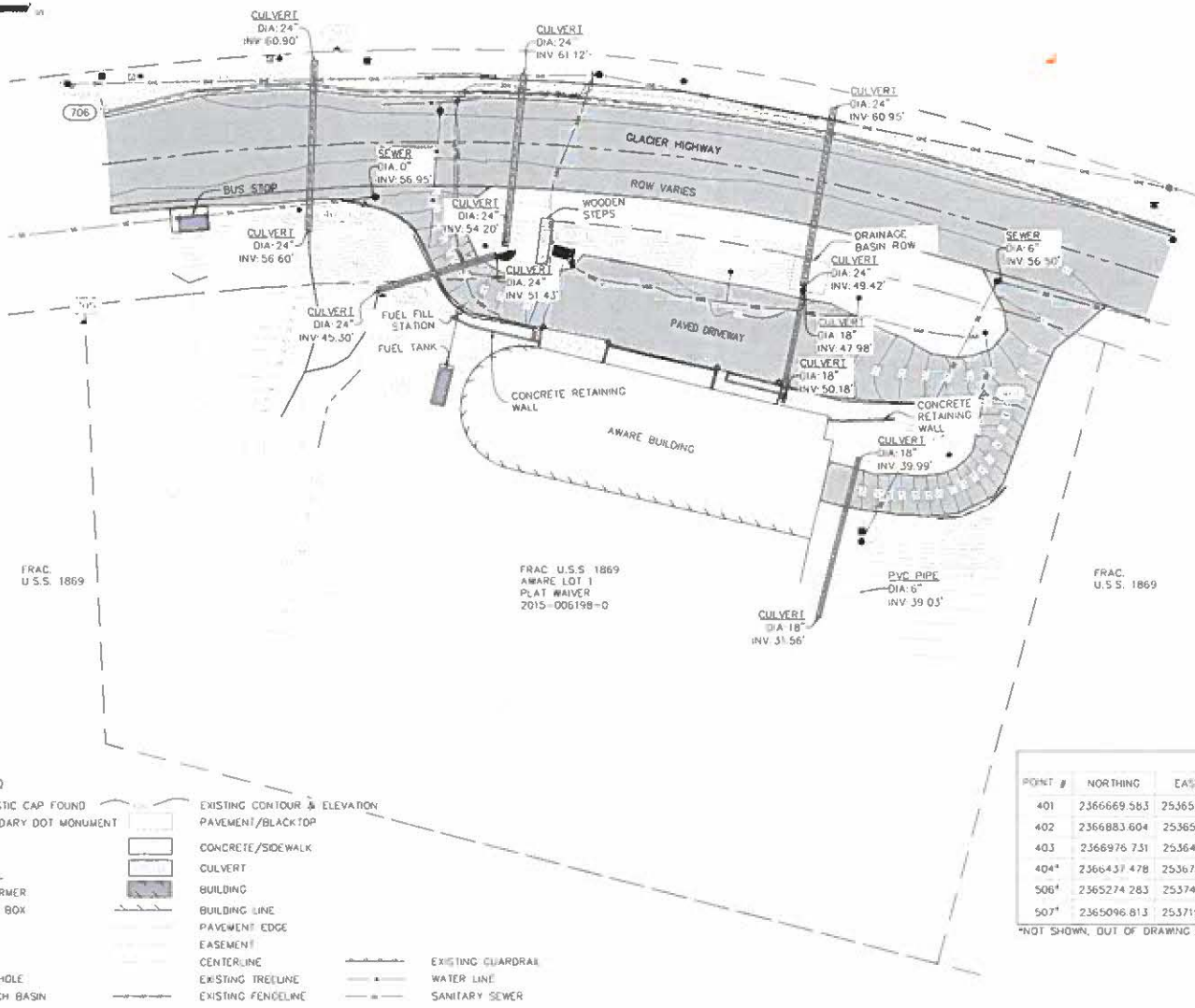


Sean Sjostedt, P.E.
 Senior Engineer



Dick Somerville, P.E.
 Vice President / Principal Engineer

Attachments: Concept Drawings
 ROM Cost Estimates



NOTES

1. BASIS OF COORDINATES FOR THIS SURVEY ARE NAD 83, ALASKA STATE PLANE, ZONE 1 IN U.S. SURVEY FEET, DERIVED FROM AND HOLDING VALUES PROVIDED ON THE U.S. ARMY CORPS OF ENGINEERS, ALASKA DISTRICT, "AURORA HARBOR PROJECT CONDITION SURVEY" DATED MARCH 18-24, 2018. COORDINATES OF "AH-E," (POINT 507 THIS SURVEY) HELD FOR THIS PROJECT ARE:
N=2365096.813
E=2537193.758
2. THE VERTICAL CONTROL FOR THIS SURVEY IS MEAN LOWER LOW WATER (MLLW=0) IN U.S. SURVEY FEET, DERIVED FROM AND HOLDING VALUES PROVIDED ON THE U.S. ARMY CORPS OF ENGINEERS, ALASKA DISTRICT, "AURORA HARBOR PROJECT CONDITION SURVEY" DATED MARCH 18-24, 2018. ELEVATION OF "AH-E," (POINT 507 THIS SURVEY) HELD FOR THIS PROJECT ARE:
EL=26.52
3. THE FIELD SURVEY WAS PERFORMED APRIL 12-13, 2021, BY PND ENGINEERS.
4. ALL DIMENSIONS AND COORDINATES ARE IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
5. THIS SURVEY WAS COMPLETED USING GNSS SURVEY TECHNIQUES. REAL TIME KINEMATIC (RTK) OBSERVATIONS WERE STORED USING TRIMBLE R10 MODEL 2, GNSS RECEIVERS.
6. UTILITY LOCATES WERE SURVEYED WHERE MARKED BY LOCATE COMPANIES.
7. CONTOURS ARE IN FEET, WITH ONE FOOT INTERVALS.
8. NO TITLE SEARCH WAS PREPARED FOR THIS SURVEY. EASEMENTS AND ENCUMBRANCES SHOWN HEREON ARE FROM PLATS OF RECORD. OTHER EASEMENTS AND ENCUMBRANCES MAY EXIST.

RECOVERED MONUMENTATION			
POINT #	NORTHING	EASTING	DESCRIPTION
701	2366822.439	2536527.595	FRBR
702	2366861.294	2536480.499	FRBR
703	2366920.245	2536543.723	FRBR
704	2367136.032	2536365.802	FRBR
705	2366943.090	2536417.779	FRBR
706	2366976.653	2536483.946	FBC

SURVEY CONTROL			
POINT #	NORTHING	EASTING	ELEVATION
401	2366669.583	2536563.444	59.78
402	2366883.604	2536504.341	63.53
403	2366976.731	2536483.921	64.94
404	2366437.478	2536719.807	64.08
506	2365274.283	2537468.119	23.98
507	2365096.813	2537193.758	26.52

*NOT SHOWN, OUT OF DRAWING AREA

- LEGEND
- 1" REBAR OR PLASTIC CAP FOUND
 - RECOVERED SECONDARY DOT MONUMENT
 - MISC. REBAR
 - POWER POLE
 - ELECTRIC PEDESTAL
 - ELECTRIC TRANSFORMER
 - LIGHTING JUNCTION BOX
 - BOLLARD
 - FIRE HYDRANT
 - WATER VALVE
 - STORM DRAIN MANHOLE
 - STORM DRAIN CATCH BASIN
 - EXISTING CONTOUR & ELEVATION
 - PAVEMENT/BLACKTOP
 - CONCRETE/SIDEWALK
 - CULVERT
 - BUILDING
 - BUILDING LINE
 - PAVEMENT EDGE
 - EASEMENT
 - CENTERLINE
 - EXISTING TREELINE
 - EXISTING FENCELINE
 - EXISTING GUARDRAIL
 - WATER LINE
 - SANITARY SEWER

DESIGN: MS
CHECKED: MS
DATE: 08/08/2019

SCALE: 1" = 40 FT

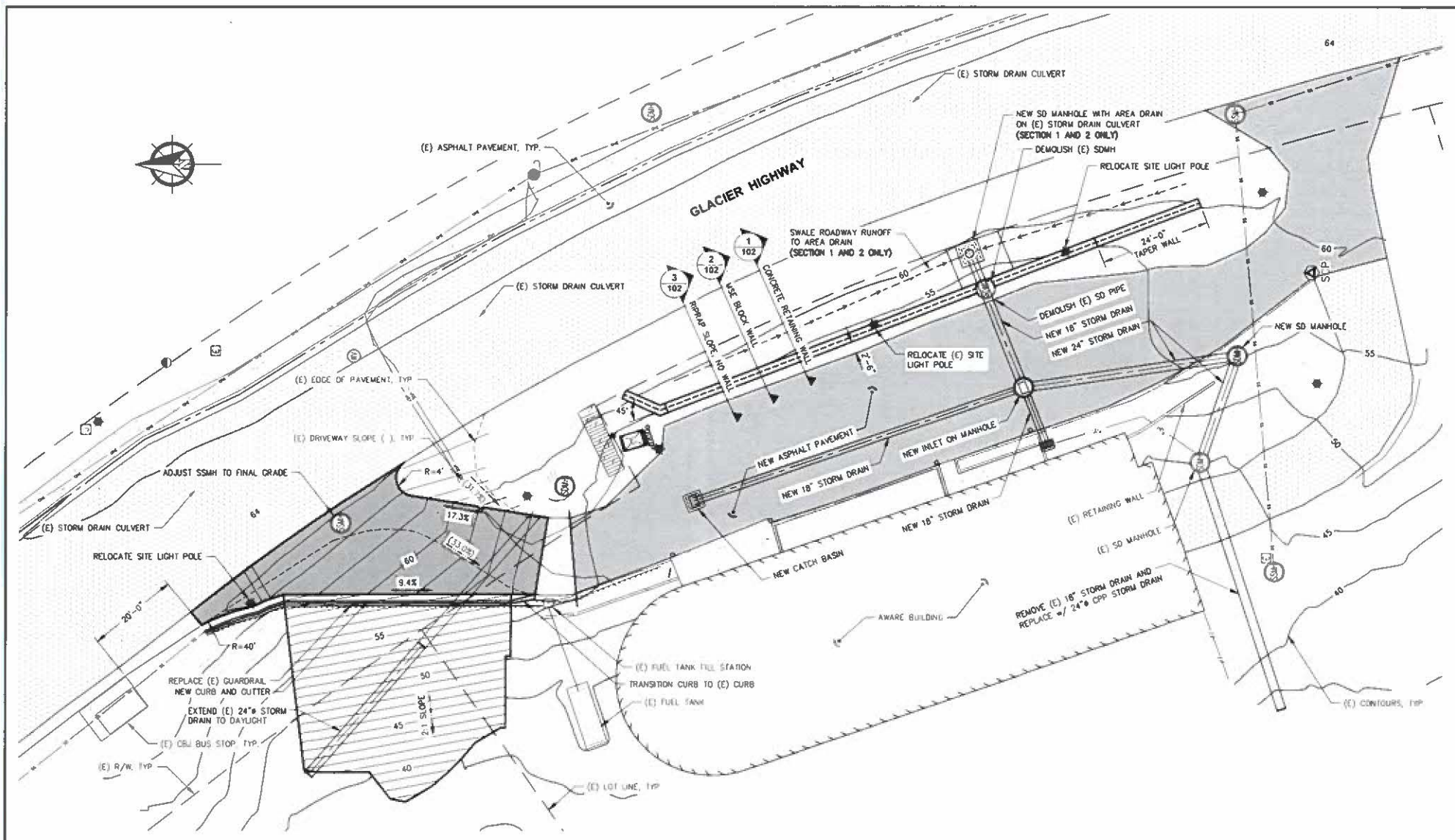
CONCEPTUAL

PND
ENGINEERS, INC.
1540 Glacier Highway, Ste. 100
Juneau, Alaska 99801
Phone: (907) 586-2000
Fax: (907) 586-2000
www.pndengineers.com

AWARE - JUNEAU, ALASKA
SLOPE STABILIZATION AND
SITE IMPROVEMENTS

SHEET TITLE:
EXISTING CONDITIONS & SURVEY CONTROL

C100



REV.	DATE	DESCRIPTION	DWN	CKD	APP.

PND
ENGINEERS, INC.

9500 Glacier Highway, Ste. 200
Juneau, Alaska 99801
Phone: (907) 586-2005
Fax: (907) 586-2009
www.pndengineers.com

DESIGN: SCS CHECKED: CRS SCALE: SCALE IN FEET
DRAWN: WRB APPROVED: 0' 10' 20' FT.

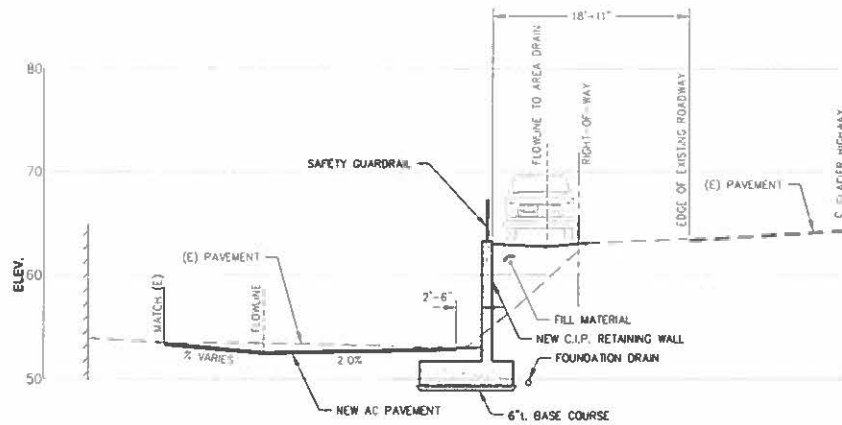
CONCEPTUAL

**AWARE - JUNEAU, ALASKA
SLOPE STABILIZATION AND
SITE IMPROVEMENTS**

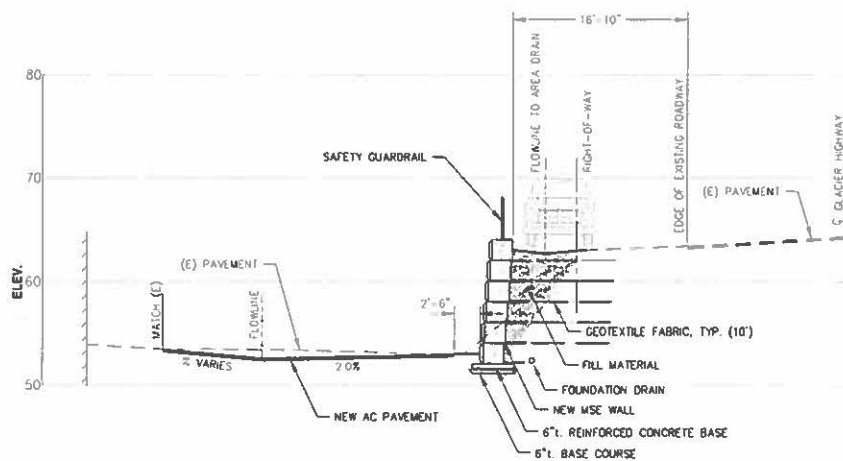
SHEET TITLE: **CONCEPTUAL
SITE PLAN WITH GRADING**

PND PROJECT NO: 212024 C.A.K. AECC250

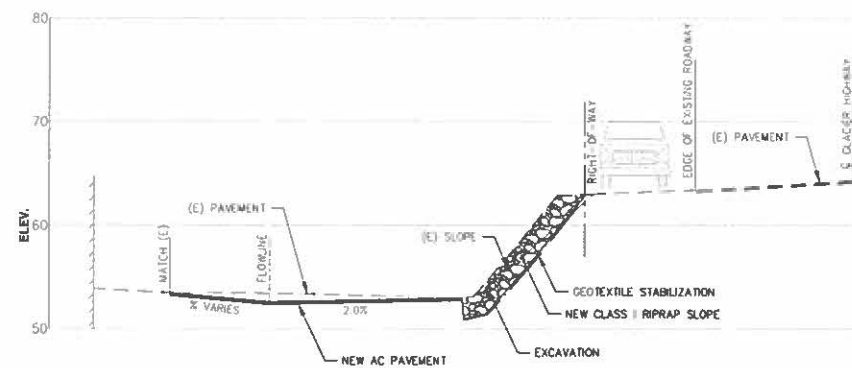
C101



1 C.I.P. RETAINING WALL SECTION
C101



2 MSE BLOCK WALL SECTION
C101



3 RIPRAP SLOPE SECTION
C101

REVISIONS				
REV.	DATE	DESCRIPTION	OWN	CKD

P N D
ENGINEERS, INC.

9500 Glacier Highway, Ste. 100
Juneau, Alaska 99801
Phone 907.586.2005
Fax 907.586.2099
www.pndengineers.com

DESIGN: SCS EXPLAINED: CRS SCALE: NOT TO SCALE
DRAWN: WRB APPROVED:

CONCEPTUAL

**AWARE - JUNEAU, ALASKA
SLOPE STABILIZATION AND
SITE IMPROVEMENTS**

SHEET TITLE:
**CONCEPTUAL
SITE SECTIONS**

PROJECT NO. 212024 C.A.N. AECC250

C102



AWARE, Inc.
Site and Drainage Improvements
Concept Engineer's Estimate
Prepared By PND Engineers on June 12, 2021



SITE RESTORATION

Item	Item Description	Units	Quantity	Unit Cost	Amount
1	Mobilization	LS	All Req'd	\$5,500	\$5,500
2	Demolition and Disposal	LS	All Req'd	\$3,000	\$3,000
3	Grade and Compact Existing Base	LS	All Req'd	\$7,500	\$7,500
4	Miscellaneous Site Grading	LS	All Req'd	\$5,000	\$5,000
5	Clean Existing Storm Drain System	LS	All Req'd	\$7,500	\$7,500
6	Construction Surveying	LS	All Req'd	\$10,000	\$10,000
7	Asphalt Concrete Pavement, 2.5"t	TON	100	\$220	\$22,000
ESTIMATED CONSTRUCTION BID PRICE					\$60,500
CONTINGENCY (15% OF CONSTRUCTION COST)					\$9,075
<i>Entire Professional Services</i>					
PERMITTING					\$2,000
FINAL DESIGN SERVICES (10% OF CONSTRUCTION COST)					\$6,050
BID PHASE ASSISTANCE (1% OF CONSTRUCTION COST)					\$605
CONTRACT ADMIN. & CONSTRUCTION INSPECTION (10% OF CONSTRUCTION COST)					\$6,050
TOTAL RECOMMENDED PROJECT BUDGET					\$84,280

SLOPE STABILIZATION OPTION A - CIP WALL

Item	Item Description	Units	Quantity	Unit Cost	Amount
1	Mobilization	LS	All Req'd	\$25,350	\$25,350
2	Demolition and Disposal	LS	All Req'd	\$5,000	\$5,000
3	Clearing and Grubbing	LS	All Req'd	\$2,500	\$2,500
4	Shoring	LS	All Req'd	\$5,000	\$5,000
5	Unclassified Excavation	CY	800	\$20	\$16,000
6	Structural Fill	CY	125	\$60	\$7,500
7	Base Course, Grading 1D-1	CY	15	\$70	\$1,050
8	Storm Drain Catch Basin	EA	1	\$3,000	\$3,000
9	Storm Drain Manhole	EA	3	\$7,000	\$21,000
10	18-Inch Storm Drain Pipe	LF	50	\$60	\$3,000
11	24-Inch Storm Drain Pipe	LF	85	\$70	\$5,950
12	Storm Water Bypass Pumping	LS	All Req'd	\$5,000	\$5,000
13	CIP Wall	LS	All Req'd	\$150,000	\$150,000
14	Guardrail	LF	70	\$150	\$10,500
15	Construction Surveying	LS	All Req'd	\$8,000	\$8,000
16	Relocate Luminaire	EA	2	\$5,000	\$10,000
ESTIMATED CONSTRUCTION BID PRICE					\$278,850
CONTINGENCY (15% OF CONSTRUCTION COST)					\$41,828
<i>Entire Professional Services</i>					
SITE INVESTIGATIONS (GEOTECHNICAL INVESTIGATION AND STORM DRAIN SYSTEM)					\$15,000
PERMITTING					\$2,000
FINAL DESIGN SERVICES (10% OF CONSTRUCTION COST)					\$27,885
BID PHASE ASSISTANCE (1% OF CONSTRUCTION COST)					\$2,789
CONTRACT ADMIN. & CONSTRUCTION INSPECTION (10% OF CONSTRUCTION COST)					\$27,885
TOTAL RECOMMENDED PROJECT BUDGET					\$396,236

SLOPE STABILIZATION OPTION B - MSE WALL

Item	Item Description	Units	Quantity	Unit Cost	Amount
1	Mobilization	LS	All Req'd	\$18,475	\$18,475
2	Demolition and Disposal	LS	All Req'd	\$5,000	\$5,000
3	Clearing and Grubbing	LS	All Req'd	\$2,500	\$2,500
4	Shoring	LS	All Req'd	\$5,000	\$5,000
5	Unclassified Excavation	CY	950	\$20	\$19,000
6	Structural Fill	CY	90	\$60	\$5,400
7	Base Course, Grading D-I	CY	20	\$70	\$1,400
8	Storm Drain Catch Basin	EA	1	\$3,000	\$3,000
9	Storm Drain Manhole	EA	3	\$7,000	\$21,000
10	18-Inch Storm Drain Pipe	LF	50	\$60	\$3,000
11	24-Inch Storm Drain Pipe	LF	85	\$70	\$5,950
12	Storm Water Bypass Pumping	LS	All Req'd	\$5,000	\$5,000
13	MSE Wall	LS	All Req'd	\$80,000	\$80,000
14	Guardrail	LF	70	\$150	\$10,500
15	Construction Surveying	LS	All Req'd	\$8,000	\$8,000
16	Relocate Luminaire	EA	2	\$5,000	\$10,000
ESTIMATED CONSTRUCTION BID PRICE					\$203,225
CONTINGENCY (15% OF CONSTRUCTION COST)					\$30,484
<i>Future Professional Services</i>					
SITE INVESTIGATIONS (GEOTECHNICAL INVESTIGATION AND STORM DRAIN SYSTEM)					\$15,000
PERMITTING					\$5,000
FINAL DESIGN SERVICES (10% OF CONSTRUCTION COST)					\$20,323
BID PHASE ASSISTANCE (1% OF CONSTRUCTION COST)					\$2,032
CONTRACT ADMIN. & CONSTRUCTION INSPECTION (10% OF CONSTRUCTION COST)					\$20,323
TOTAL RECOMMENDED PROJECT BUDGET					\$296,386

SLOPE STABILIZATION OPTION C - RIPRAP OVERLAY

Item	Item Description	Units	Quantity	Unit Cost	Amount
1	Mobilization	LS	All Req'd	\$2,145	\$2,145
2	Clearing and Grubbing	LS	All Req'd	\$1,000	\$1,000
3	Unusable Excavation	CY	60	\$30	\$1,800
4	Class I Riprap	CY	100	\$80	\$8,000
5	Base Course, Grading D-I	CY	70	\$70	\$4,900
6	Construction Surveying	LS	All Req'd	\$5,000	\$5,000
7	Geotextile Stabilization	SY	150	\$5	\$750
ESTIMATED CONSTRUCTION BID PRICE					\$23,595
CONTINGENCY (15% OF CONSTRUCTION COST)					\$3,539
<i>Future Professional Services</i>					
PERMITTING					\$2,000
FINAL DESIGN SERVICES (15% OF CONSTRUCTION COST)					\$3,539
BID PHASE ASSISTANCE (1% OF CONSTRUCTION COST)					\$236
CONTRACT ADMIN. & CONSTRUCTION INSPECTION (15% OF CONSTRUCTION COST)					\$3,539
TOTAL RECOMMENDED PROJECT BUDGET					\$36,449

NORTH DRIVEWAY REALIGNMENT

Item	Item Description	Units	Quantity	Unit Cost	Amount
1	Mobilization	LS	All Req'd	\$7,055	\$7,055
2	Demolition and Disposal	LS	All Req'd	\$5,000	\$5,000
3	Clearing and Grubbing	LS	All Req'd	\$2,500	\$2,500
4	Select Tree Removal	LS	All Req'd	\$5,000	\$5,000
5	Select Borrow	CY	170	\$40	\$6,800
6	Structural Fill	CY	70	\$60	\$4,200
7	Base Course, Grading D-1	CY	40	\$70	\$2,800
8	24-Inch Storm Drain Pipe	LF	40	\$100	\$4,000
9	Adjust Sanitary Sewer Manhole	LS	All Req'd	\$2,000	\$2,000
10	Signage	LS	All Req'd	\$2,000	\$2,000
11	Construction Surveying	LS	All Req'd	\$10,000	\$10,000
12	Asphalt Concrete Pavement, 2.5"t	TON	25	\$220	\$5,500
13	Curb and Gutter	LF	70	\$75	\$5,250
14	Guardrail	LF	70	\$150	\$10,500
15	Relocate Luminaire	EA	1	\$5,000	\$5,000
ESTIMATED CONSTRUCTION BID PRICE					\$77,605
CONTINGENCY (15% OF CONSTRUCTION COST)					\$11,641
<i>Future Professional Services</i>					
PERMITTING					\$5,000
FINAL DESIGN SERVICES (10% OF CONSTRUCTION COST)					\$7,761
BID PHASE ASSISTANCE (1% OF CONSTRUCTION COST)					\$776
CONTRACT ADMIN. & CONSTRUCTION INSPECTION (10% OF CONSTRUCTION COST)					\$7,761
TOTAL RECOMMENDED PROJECT BUDGET					\$110,543

Note: Does not include AWARE administration costs
Does not include PND Task 1 professional services



TO: City and Borough of Juneau, Community Development Department

155 S Seward Street, Juneau, AK 99801

CDD_Admin@juneau.org

Re: CCS Community Development Block Grant Project Proposal – “Big Pink” Project Development

Catholic Community Service is thankful for the opportunity to propose a project to the City & Borough of Juneau Community Development Department for joint application to the State of Alaska for Community Development Block Grant Funding. Below is a short description of the project and CCS’s qualifications to manage grants and projects. If you need more information, please don’t hesitate to request clarification or more detail.

Erin Walker-Tolles

Executive Director

Catholic Community Service

Erin.walker-tolles@ccsjuneau.org

907-463-6151

Brief project description of project & current conditions

Catholic Community Service campus consists of property at 1801, 1803 and 1805 Glacier Highway in Juneau. Two of the three buildings are being utilized to support CCS programs and administration. The current programs using this space are Capital AKcess paratransit (as per our contract with CBJ Capital Transit), the Bridge Adult Day Center, and Hospice and Home Care of Juneau. Unfortunately, we do not currently have space for Southeast Senior Services programs at our CCS Campus and a number of projects that will greatly benefit the community if we had the space to consistently offer them.

We are proposing that CBJ partner with Catholic Community Service to secure CDBG funds to begin the assessment and initial planning for the property at 1801 Glacier Highway with the intention of rehabilitating the building to provide a range of services to seniors and families affected by domestic violence.

If we receive CBDG funds we would hire an expert contractor to create a project plan and timeline, identify architectural options for rehabilitation of the property, and assess what funding options might be the best strategy to secure adequate funding to complete the project.

The building, which has been named “Big Pink”, is in a prime location – On the bus line, across from the Capital AKcess paratransit office, and only a mile from Juneau Douglas High School.

Attachment C





We have defined the needs we would like to meet by rehabbing “Big Pink” and we have and have noted that the majority of programming is targeted at two of the priority populations identified as priority for CDBG projects – seniors, and families who are dealing with domestic violence.

Programs that would be provided / housed at the “Big Pink” building:

- An expanded Senior and Caregiver Resource Center open to the public – to help the ever growing senior population to problem solve and get resources to maintain their health and independence
- Small meeting rooms for:
 - SAFE Child Advocacy Center (CAC) individual family meetings to support prevention of future domestic violence for those who have experienced it
 - Southeast Senior Services (SESS) on-site counseling for seniors
 - Hospice and Home Care of Juneau Bereavement support groups and small group counseling (offered free to the public)
 - Southeast Senior Services Counselors and Resource Specialists private consultation to help individual seniors with challenges and opportunities
- Large training and meeting room to be used for:
 - SESS Support groups for seniors and caregivers of seniors (including special groups such as Parkinson’s Support Group)
 - Senior Tai Chi classes to promote health and reduce injury due to falls
 - Juneau Senior Center “Meals on Wheels” Volunteer training
 - “Friends of Seniors” Volunteer Training
 - SAFE Child Advocacy Center Prevention Education trainings for those who work with children to identify and prevent child abuse; “train the trainer” classes will be offered to increase impact of prevention education
- Catholic Community Service also intends to encourage partner nonprofit agencies in town to use the space to connect with those they serve as well, so that the community





can leverage the new meeting spaces for small groups and large ones, including families, low income individuals and any group that can benefit from coming together for learning and support.

Paragraph(s) describing citizen participation so far

Because this project is in its infancy, we have not yet engaged with citizens on project planning. This request for CBDG funding is our first step in starting a plan that will be the framework for engagement with the public, local government, and partner nonprofits to refine the vision and ensure a new space that best meets community need.

Outline of project plan implementation and timeline

If funded, Catholic Community Service would write and RFP and engage a contractor(s) to take on the project as soon as possible. Due to the level of work and current lack of a dedicated project staff, we would need six weeks from time of award to write and post and RFP. Depending on how quickly we can engage a contractor, we would then expect the contractor to provide the project plan and timeline using their expertise paired with CCS understanding of senior and families need. We would expect the contractor to complete their analysis and planning within 6 months of start of contract(s).

Description of site control, plans, permits etc.

Catholic Community Service owns the property at 1801 Glacier Highway in Juneau and retains control over the site. CCS applied for rezoning in June to ensure we are ready to begin project development.

State if deed or lease is available – yes deed is available

The outline for CDBG application also asks: “State what permits will be needed (if), Are permits in place already if not how long, Describe architectural or engineering plans completed so far”. The intention of this application is to secure an expert contractor to assist in the development of the plan and identify permit, architectural and engineering plans.

Paragraph explaining how project will benefit to low/moderate income (LMI) persons or identified special populations

While services offered at Catholic Community Service are provided regardless of income, we do know that a large proportion of seniors we serve through SESS are low to moderate income. Children and families who are referred by Office of children’s Services and law enforcement also disproportionately represent lower income community. Ultimately, the service population we serve is not identified by income, but by need – whether it’s a senior needing hot nutritious meal, or a child who has been abused and needs support to heal, or a senior who is homebound due to poor health.





Budget outline

On June 30, 2021 the CCS Board of Directors approved a budget that includes funds to support the start of this “Big Pink” rehab project. If funds are awarded to CCS there would be complete support from the Board of Directors to get this project started and engage with a contractor(s) to define the project and next steps

- Amount of CDBG request -- \$50,000
 - \$25,000 for project plan and engagement with architectural/engineering resources that CCS can hire
 - \$25,000 for financial analysis of project to identify funding options for project and sustainable facility
- Total project cost – in order to completely rehabilitate the “Big Pink” building into a program and community center we estimate \$1.3 million. It is our intent to use CDBG funds to hire a contractor(s) who will better refine the project plan and cost.
- Matching funds and source – none yet as this is just the first step in developing a project plan. We expect to pursue supplemental funding from multiple sources, particularly Alaska foundations that support nonprofits and services to those in need. We plan to fundraise and may need financing to complete the project. However, prior to approaching other to support the project we need a reasonable project plan, which is why we are applying to CDBG to start the first leg of the project and develop one.

Administrative capabilities – briefly describe past grant management

Catholic Community Service was founded in 1973 and has grown into a regional faith-based non-profit serving seniors and families from Metlakatla to Yakutat. With 140 staff, a budget of \$9.3 million, and a 5 person Finance Team managing over 130 grants, CCS is completely capable of managing a CDBG with funds to be used for a contractor. See our website www.ccsak.org for more on our agency.



From: [Joy Will](#)
To: [Beth McKibben](#); [Erin Walker-Tolles](#); [CDD Admin](#)
Subject: RE: CDBG Application additional information
Date: Friday, August 27, 2021 2:06:23 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Good afternoon,

Here is the additional information you requested that we were able to pull together this week. Please let us know if you need any additional information.

More data about Low/Moderate Income (LMI) people to be served by the proposed project. Is there an estimate for how many LMI are currently being served by CCS programs and how many would be housed by the proposed project? From July 1, 2020 to June 30, 2021, we provided meals and rides to 582 individuals and of those 289 were considered low income or at poverty level. Unfortunately, I was not able to gather that information from our Safe Child Advocacy Center as the Program Manager is out of town until early next week. What gaps would the proposed project fill? The proposed project would allow for CCS to expand support groups offered, provide for on-site counseling which due to lack of space we do currently do not provide, and provide a space for other non-profits that service the LMI population to use space for trainings and support groups. The groups are offered free of charge. Groups such as the bereavement group are offered to the community regardless of any affiliation with hospice or home health. Will any being served be victims of domestic violence? At this time CCS only serves children who have been victims of abuse. However, the goal would be to be able to hold family support sessions to prevent future domestic violence as well as be able to provide training to community members to help with domestic violence (child abuse) prevention and identification of abuse.

Examples of construction and/or planning grants CCS has managed. CCS oversaw the remodeling and repurposing of our building at 1803 Glacier Hwy. This project was a mix of grants and our own financing. While we have not managed many construction grants, our organization currently manages over XXX funding sources and understand grant management as well as grant reporting.

Please explain where the \$50,000 figure came from and how much would be provided to the contractors.

\$25,000 for project plan with architectural/engineering resources – The firm of Jensen Yorba Wall estimates that \$25,000 would cover the conceptual design phase for this project.

\$25,000 for financial analysis – This number is based on research we did online for the current rates of financial advisors. Our estimate is 100 hours at the rate of \$250/hour.

Joy

Human Resource Director
Catholic Community Service
907-463-6158 Desk | joy.will@ccsjuneau.org
www.ccsak.org

From: Beth McKibben <Beth.McKibben@juneau.org>
Sent: Tuesday, August 24, 2021 1:37 PM
To: Erin Walker-Tolles <erin.walker-tolles@ccsjuneau.org>; CDD_Admin <CDD_Admin@juneau.org>
Cc: Joy Will <joy.will@ccsjuneau.org>
Subject: CDBG Application additional information

Hello Joy

The review team would like additional information to help us review the proposals. Please provide the additional information as soon as possible, but no later than 9 AM Monday August 30th.

More data about Low/Moderate Income (LMI) people to be served by the proposed project. Is there an estimate for how many LMI are currently being served by CCS programs and how many would be housed by the proposed project? What gaps would the proposed project fill? Will any being served be victims of domestic violence?

Examples of construction and/or planning grants CCS has managed.

Please explain where the \$50,000 figure came from and how much would be provided to the contractors.

Please feel free to give me a call if you have questions or would like clarification.

Beth McKibben
907.586.0753.4138

From: Erin Walker-Tolles <erin.walker-tolles@ccsjuneau.org>
Sent: Friday, August 20, 2021 5:31 PM
To: CDD_Admin <CDD_Admin@juneau.org>; Beth McKibben <Beth.McKibben@juneau.org>
Cc: Erin Walker-Tolles <erin.walker-tolles@ccsjuneau.org>; Joy Will <joy.will@ccsjuneau.org>
Subject: CDBG Application

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hi Beth,

Attached is our application for the Community Development Block Grant!

It's fairly short but we did answer the questions on the check list. I hope this is adequate for your review!

I will be out of the office next week, but if you need info while I'm gone please contact Joy Will, our HR Director.

Thanks for all your help!
Erin



Erin Walker-Tolles
Catholic Community Service
Executive Director

Phone: 907-463-6151
www.ccsak.org
1803 Glacier Hwy,
Juneau, AK 99801

**Serving the most vulnerable in Southeast Alaska with
Dignity, Care and Compassion.**

From: Erin Walker-Tolles <erin.walker-tolles@ccsjuneau.org>

Sent: Monday, August 16, 2021 6:34 PM

To: Senior Staff <seniorstaff@ccsjuneau.org>

Subject: FW: Thanks Beth! Powerpoint please

I think we should consider asking for a small project development grant – I think the idea of using the space to meet with seniors and caregivers who need individual and group support, as well as a space for abuse prevention education (along with administrative space) would allow us to meet community needs for priority populations of the elderly and victims of domestic violence – we could also note that training/community programming space would be available to other community partners service low income and other priority populations.

A smaller amount (enough for the contractor to evaluate funding options) or even a bit more that could include updated architectural design might be a worth a shot – the app due on Friday is more a letter of intent – the application itself must be developed collaboratively with the CBJ in the Fall.

See PowerPoint and included timelines and checklist

Thoughts?

Erin

	Erin Walker-Tolles Catholic Community Service <i>Executive Director</i>	Phone: 907-463-6151 www.ccsak.org 1803 Glacier Hwy, Juneau, AK 99801   
---	--	--

**Serving the most vulnerable in Southeast Alaska with
Dignity, Care and Compassion.**

From: Beth McKibben <Beth.McKibben@juneau.org>
Sent: Monday, August 16, 2021 6:15 PM
To: Erin Walker-Tolles <erin.walker-tolles@ccsjuneau.org>
Subject: RE: Thanks Beth! Powerpoint please

From: Erin Walker-Tolles <erin.walker-tolles@ccsjuneau.org>
Sent: Monday, August 16, 2021 6:09 PM
To: Beth McKibben <Beth.McKibben@juneau.org>
Subject: Thanks Beth! Powerpoint please

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hi Beth thanks for a quick and informative meeting!

I'd love a copy of the powerpoint.

Have a wonderful day!

Erin

	Erin Walker-Tolles Catholic Community Service <i>Executive Director</i>	Phone: 907-463-6151 www.ccsak.org 1803 Glacier Hwy,
--	--	---

JUNEAU MOUNTAIN RESCUE, INC. (JMR)

Initial Proposal Information - 2021 Community Development Block Grant Project for City and Borough of Juneau, Community Development Department

- **Brief project description of project & current conditions**

Juneau Mountain Rescue (JMR) is seeking funding for a training facility. Since its establishment in the early 1980's JMR has either borrowed or rented space around Juneau. The team's current cache provides space for gear storage and small meetings but does not properly provide space for team classroom or technical trainings.

The goal is to obtain land and a building that would serve as a safe training facility, classroom, and equipment storage space. The building committee has had little luck over the last three years in locating a suitable space priced within our budget.

Ideally the property would be:

- located within a 10 minute drive of the airport
- large enough for a 2000-4000 sqft building and parking for 20 cars

The building would minimally include:

- 700-1000 sqft of storage space
- technical training space with one wall at least 20 feet tall with engineered anchoring structures
- classroom space of approximately 700 sqft

- **Paragraph(s) describing citizen participation so far**

The citizens of Juneau have been supportive of our limited outreach efforts. We receive spontaneous donations on an irregular basis. We have held several fund raising events over the years, primarily hosting film showings. JMR's public image is solid.

- **Outline of project plan implementation and timeline**

As mentioned, given the current state of high property values and limited available properties we have been unable to create a viable plan given available funds. Current available funding needs to be expended by the end of 2023.

- **Description of site control, plans, permits etc.**

None

- **State if deed or lease is available**

Not deed yet available.

- **State what permits will be needed (if)**

Unknown, will depend on project final scope

- **Are permits in place already if not how long**

No permits in place

- **Describe architectural or engineering plans completed so far**

none

- **Paragraph explaining how project will benefit to low/moderate income (LMI) persons or identified special populations**

JMR does not self-deploy, but serves under auspices of the Alaska State Troopers. We may be requested to assist in humanitarian rescue anywhere within the state, but primarily operate in the southeast part of the state and the CBJ. While we do not necessarily focus our efforts to LMI populations, our operational footprint reaches beyond the sole CBJ demographic.

- **Budget outline**

None available

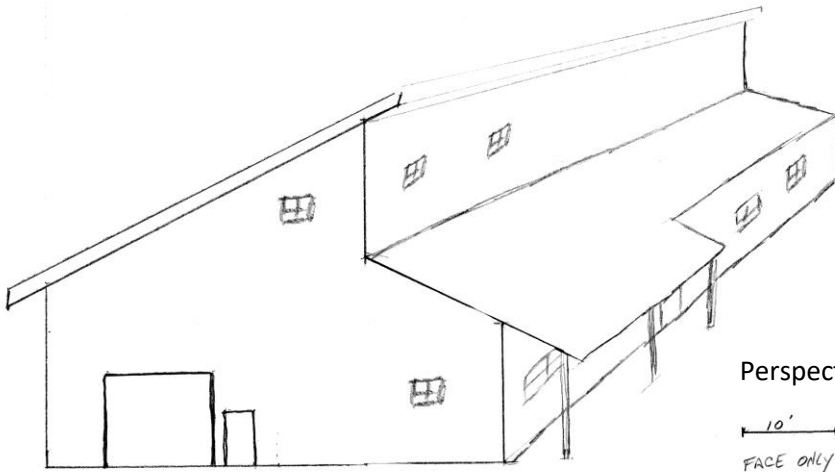
- **Amount of CDBG request**

- **Total project cost**

\$750,000 to \$1.7M

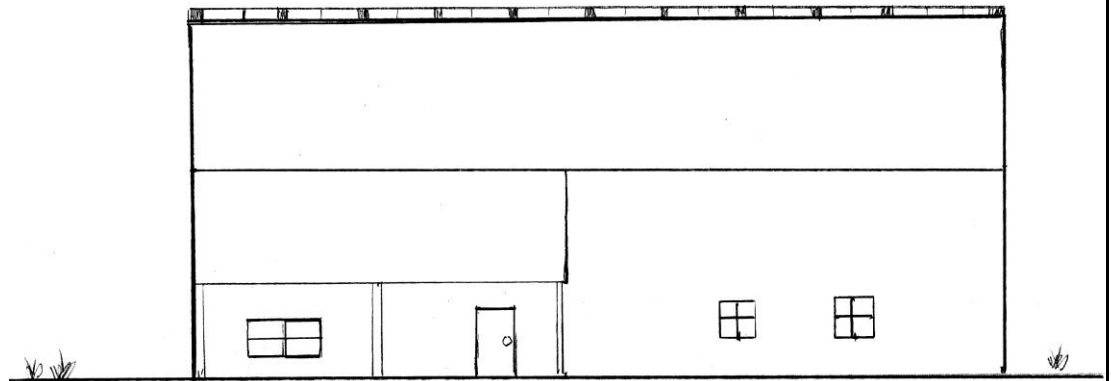
- **Matching funds and source**

\$450,000 (Savings and Donations)

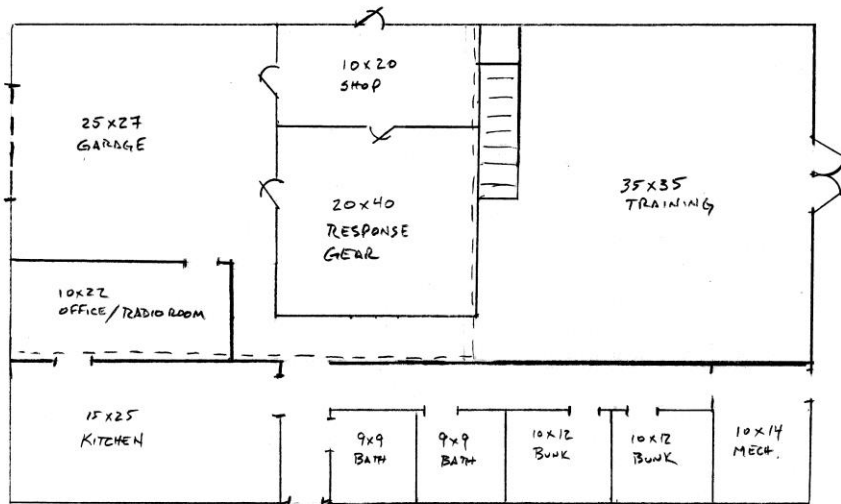


Perspective View

10'
FACE ONLY

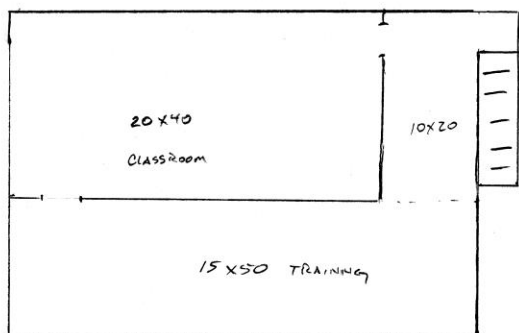


Side View - (idealized view to North)



Ground Floor

10'



Second Floor

10'

JMR – Idealized Cache Space

Conceptual Drawing

From: [Jarvis Schultz](#)
To: [Beth McKibben](#)
Subject: Re: JMR CDBG proposal additional information
Date: Thursday, August 26, 2021 9:38:29 PM
Attachments: [JMR_IdealizedSketch.pdf](#)

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Beth-

Thanks to you and your team for reaching out. I've provided some additional information below. Please let me know if there's anything more I can add.

How did you arrive at total project costs?

Total project costs have always been a factor of available funds. New building costs are currently more volatile than land prices due to material prices. At one time buildings ran around \$170 per square foot. Available land we have investigated ranged from \$16-\$21 per square foot.

Using these numbers, a basic 3000 sqft building on a one acre lot could run \$1-1.5M. Any donations of land, materials, or labor would reduce those costs, as would reducing the size of the structure or property.

What, if any, existing funds have to be spend by 2023?

We currently have restricted funds in the amount of \$325,000.00 +/- that will need to be expended by the end of 2023. Those funds should see an increase by that 2023 date. It is hard to predict that future amount, but it may be in the \$350,000.00 range.

What, if any, feasibility work has been done so far?

Our current 1000 sqft of rented space is too small and parking is limited. A sustainable facilities committee has been established to identify, explore, and recommend any available properties to the Board of Directors.

I have attached an initial conceptual sketch that includes the wish list of options seen as useful in a training facility. It was not judged feasible. Sizing down or eliminating several of these items would be necessary.

- Two levels of indoor, controlled, rope-work space (judged necessary)
- Parking for an eventual response vehicle (could be collocated with rope area)
- Large classroom space (judged necessary)
- Equipment storage space (judged necessary, size adjusted)
- Communication, office, and shop space (eliminated or greatly downsized)
- Kitchen area (judged necessary, size adjusted)
- Two restrooms with showers (reduce to one or 1.5)
- Two bunk rooms for visiting instructors or responders (eliminate)
- Parking (not noted but necessary)

Some project costs have been explored (see above).

A Property Evaluation Metric was created to critically score properties that are explored. (The metric takes into account things like location, structure and lot size, and parking

availability, etc.)

The committee has maintained communications with a local realtor that was met during an early building review. He has brought several properties to our attention. None have been viable options – primarily due to either pricing or location.

Available “boat condo” designs that have been explored have presented challenges with parking, lot size, and sometimes structure size.

- Our team may have 20 cars at a monthly training; boat condos may only have room for two outside the structure.
- Without a lot, any on-site outdoor training is limited.
- Only one boat condo we’ve viewed had the usable structure space to score highly on our evaluation metric.

The current building/land market in Juneau has been identified as very tight.

One grand plan, not judged to be feasible, would be acreage set aside by CBJ, or donated by another large land-owning entity, for regional emergency response. It would be shared land for volunteer teams like JMR, SEADOGS, and the Juneau Radio Club to have structures (under long term/minimal cost leases), and for CBJ Emergency Programs’ storage and operations. In the event of a disaster, structures on site would be designed to assist in sheltering and feeding affected CBJ residents.

What communities have you deployed in the past 3-5 years?

- 2015 – Hatcher Pass
- 2016 - Pybus Bay
- 2016 – Tenakee (standby only)
- 2016 - Sitka
- 2016 – Skagway (standby only)
- 2016 – Admiralty Island
- 2017 – Sullivan Island
- 2019 – Seymore Canal
- 2019 – Chilkoot
- 2020 - Haines

What does the long term operating budget look like? Is it sustainable over time?

Our operating budget has been sustainable since at least 2008. We are one of several local beneficiaries of the Alaska charitable gaming program. Lean years see a reduction in outside trainings and new equipment purchases. Flush years have allowed for excellent outside-instructor led team trainings and worn team equipment replacement and/or upgrades. If our building program is successful, continuing utility and maintenance costs should be absorbed without undue constriction to our operations.

On Tue, Aug 24, 2021 at 1:41 PM Beth McKibben <Beth.McKibben@juneau.org> wrote:

Hi Jarvis

The review team would like additional information to help us fully evaluate proposals. Please provide the additional information as soon as possible, but no later than 9 AM Monday, August 30th.

How did you arrive at total project costs?

What, if any, existing funds have to be spend by 2023?

What, if any, feasibility work has been done so far?

What communities have you deployed in the past 3-5 years?

What does the long term operating budget look like? Is it sustainable over time?

Thank you.

Please feel free to give me a call if you question or would like clarification.

Beth McKibben

907.586.0753.4128

From: Jarvis Schultz <jarvis.schultz@juneaumountainrescue.org>

Sent: Sunday, August 22, 2021 11:00 PM

To: Beth McKibben <Beth.McKibben@juneau.org>

Subject: JMR Initial Info - 2021 CommBlockGrant

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Beth,

I have attached our initial background information for your review.

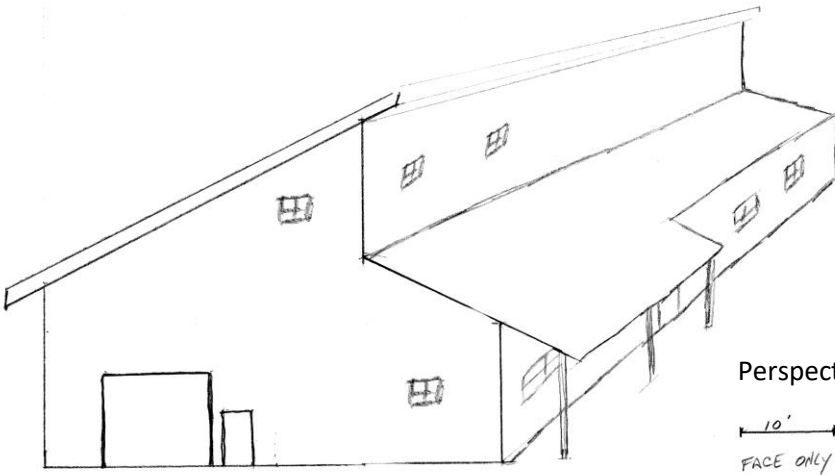
I am available to discuss at your convenience.

Thank you for your time,

-Jarvis--

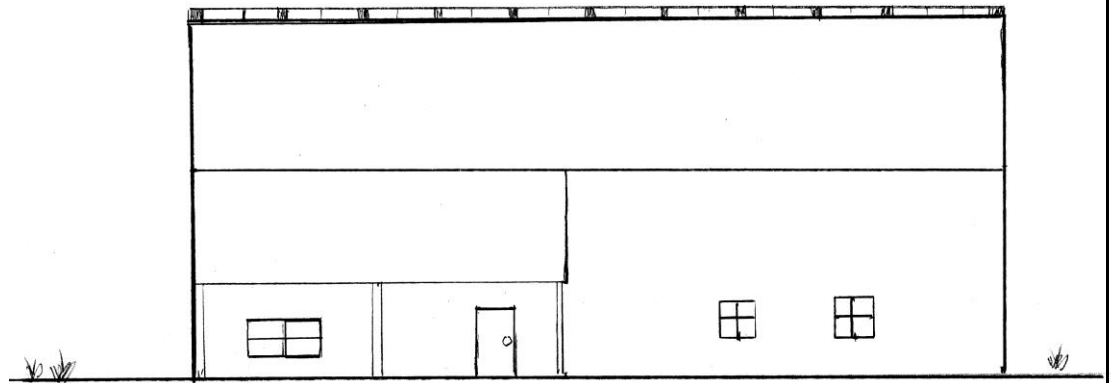
Jarvis Schultz

Juneau Mountain Rescue, Inc.

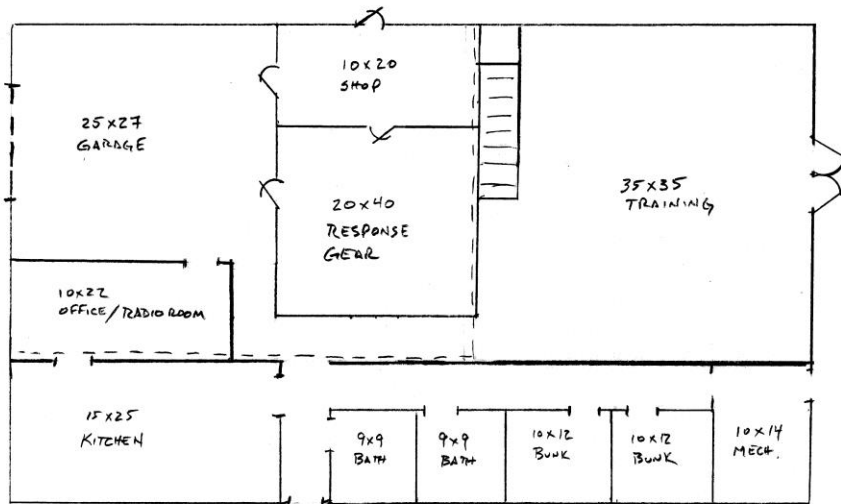


Perspective View

10'
FACE ONLY

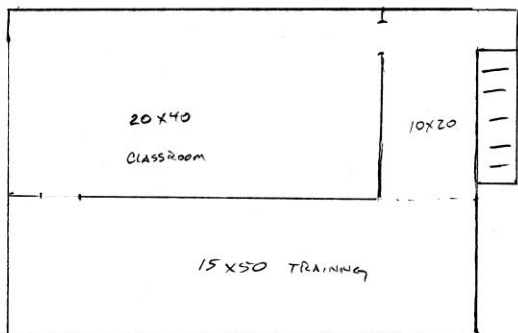


Side View - (idealized view to North)



Ground Floor

10'



Second Floor

10'

JMR – Idealized Cache Space

Conceptual Drawing

Little Moon Child Care Center Proposal

\$850,000.00

Kayla Svinicki
Owner, Director
Little Moon Child Care
Juneau, Alaska

Project Description:

Buy commercial land and build a childcare development center, Little Moon Child Care Center in a convenient and accessible location.

Description of existing conditions:

We currently rent two commercial locations for our facilities. 2213, 2205, and 2203 Dunn Street and 4341 Windfall Avenue. We have 5-year contracts in place and serve up to 75 Juneau families.

Citizen Participation Plan:

Little Moon Daycare reaches all community members. Childcare is a much needed, essential community service.

Implementation Schedule:

Construction to begin Spring 2022, Miramontes Construction or Northern Lights Development and Secon Construction to complete the building by 2024

Documentation of Outside Support:

We have support of our community, and policy makers to fortify childcare and support the business model that allows us to not have to pay rent or mortgage for our services.

Site Control:

Permits, approvals, agreements, etc:

City Permits to conduct commercial business, safety regulations, and parking. Child Care Licensing. City and DHSS will be in favor of these permits.

Project Impact:

Description of how the project benefits low to moderate income individuals AND/OR identified special populations. Our centers are approved to accept all types of assistance including State, Tribal, and Military. Our centers also offer sponsored enrollments to Tlingit and Haida Foster Care and are willing to work with State OCS needs for foster care childcare.

Long Term impacts: This community service positively impacts the community by offering centrally located childcare for families to utilize care for different development stages/classrooms in one all inclusive building.

This project will solve community health by preserving the quality in early learning, professional development in the work force for staff, and encourage a positive working population in Juneau.

The project will solve the issue that there are no adequate commercial buildings for child care. My facilities right now fall short in many ways including: no kitchen, inadequate outdoor space, no air system, etc.

Budget/Match and In-Kind funds

The project cost will require the full amount, \$850,000.00 to build a building with 5 classrooms, kitchen, foyer, storage area, gym, and outdoor playground. There are no contributions or In-Kind opportunities.

The match could be costs I am already spending to operate our current businesses, as they would be absorbed into this plan in a few years.

Administrative Capabilities:

This application is a bit rushed, however the capabilities to Administer a project like this in partnership as a professional in Early Learning directing two childcare centers currently with my husband who is the co-owner of our business as well as a construction engineer and business major, and construction companies this is a plan for success.

We have not had the opportunity to apply for other grant opportunities. We are thankful to be considered for this opportunity to improve the system for Juneau.



LITTLE MOON
CHILD CARE

Little Moon Child Care Grant Proposal: Little Moon Learning Center, Children's Creation Studio

Grant Request Amount: \$850,000.00

Total Project Cost: \$850,000.00

Available Matching Funds:

Possible In-Kind Site Prep from Secon Construction

Operational Funds solely Supported by Little Moon Child Care

The project includes:

Purchase of Lot from Bauer & Associates: \$317,520.00

This is a special price only for Little Moon Child Care at this time from Bauer & Associates

Building Construction from Northern Lights Development, Troy Maher

$\$250 \times 2000SF = \$500,000.00$

This price is offered by a good friend and wants to help this project succeed

Utilities have already been run to the lot, so no demo is necessary for water/sewer.

The remaining \$32,480.00 will be used to fence the playground and add a play structure for the facility.

This project will begin with the construction season 2022 and the facility will be ready to operate January 2023 with a preference to LMI families.



VINTAGE BUSINESS PARK

JUNEAU, ALASKA

Lot for sale: Lot R-2

Size: 26,460 SQ FT

Property Zoning: LC- Light Commercial

Sales price is \$317,520

High traffic and great visibility Lot in Vintage Business Park: Juneau's Premiere Commercial Business Park located in the heart of the Mendenhall Valley. Enjoy consumer traffic from existing businesses, residential condo's, State offices, Banks, Grocery store and many other businesses as well as residential sub-divisions within a half a mile. Juneau has a population of around 35,000 with 60% living in the Mendenhall Valley.

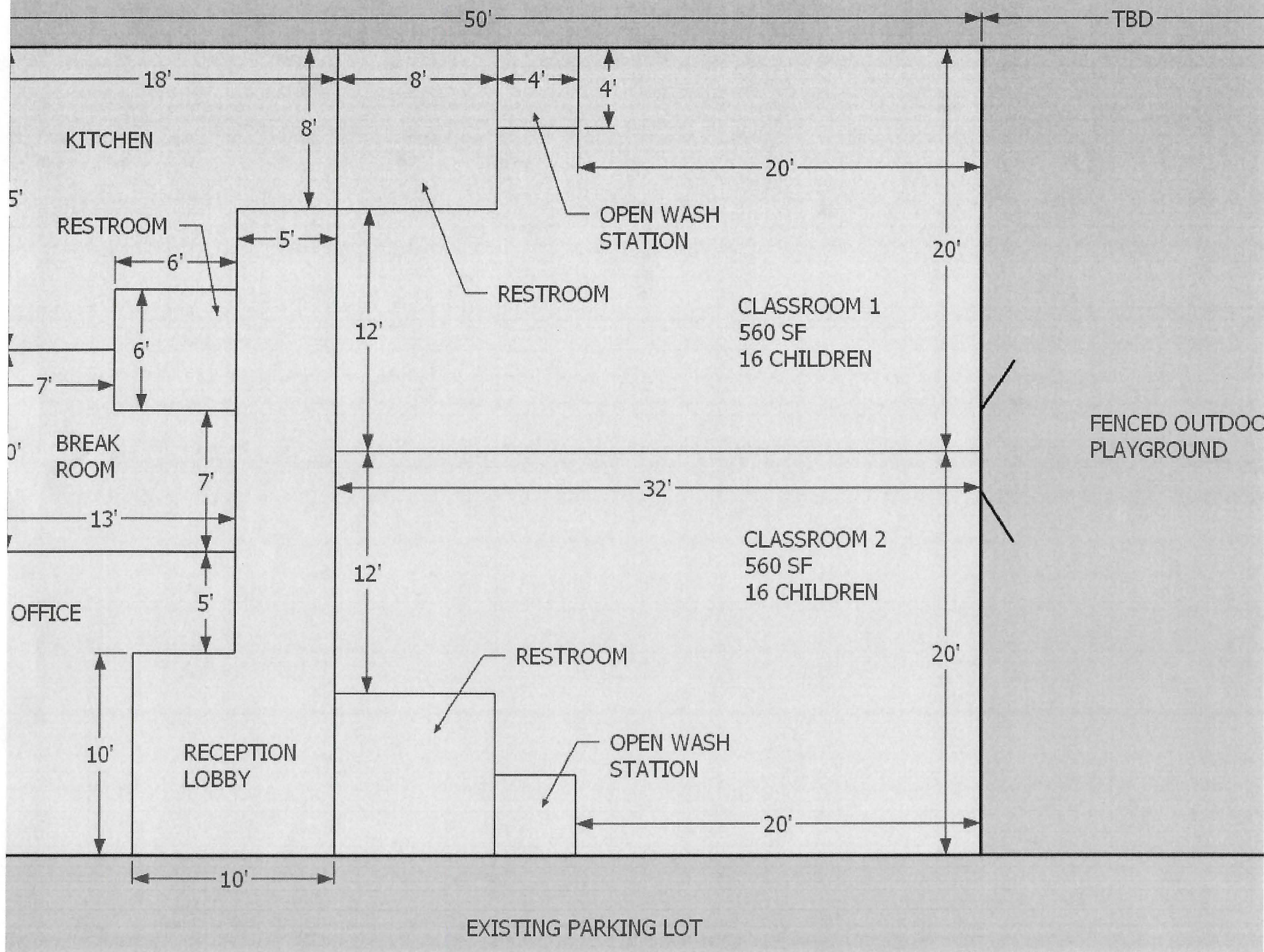
For additional information please contact

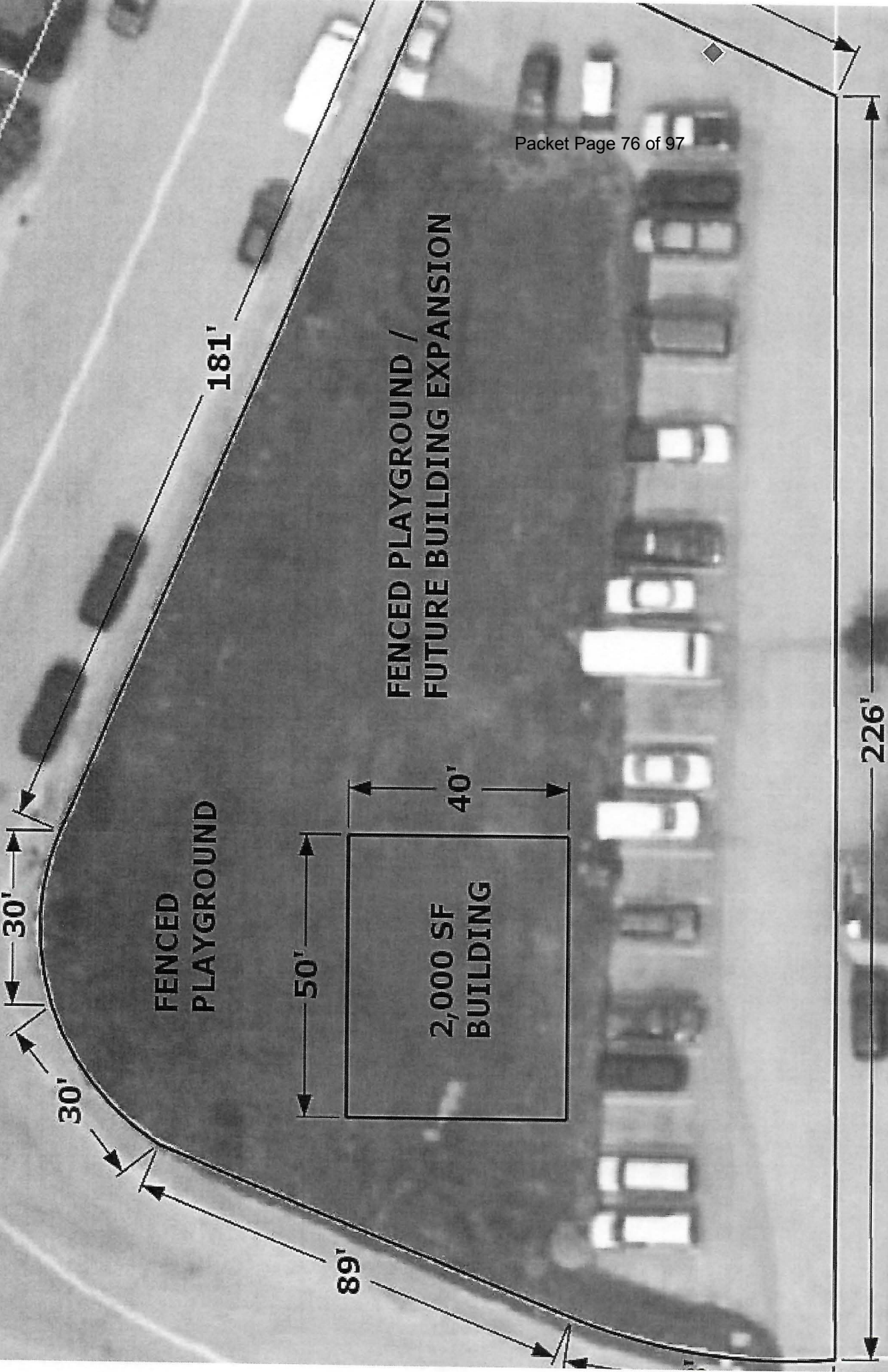
Wesley Bauer
Associate Broker
907-209-2614 Cell
907-586-4990 Work
Wes.r.bauer@gmail.com





- | | |
|-----------------------------------|--|
| 1. Condo's | 9. Senior Living Complex |
| 2. Post Office | 10. Assisted Living Complex (Under Construction) |
| 3. First Bank | 11. Ture North FCU |
| 4. Safeway | 12. Mendenhall Mall |
| 5. Gas Station | 13. Juneau Recreation Center |
| 6. Condo's | 14. Residential Sub-division |
| 7. Condo's / (Under Construction) | 15. Residential Sub-division |
| 8. Office Complex | |





From: [Kayla Svinicki](#)
To: [Beth McKibben](#)
Subject: Little Moon Child Care CDBG t Proposal additional information
Date: Sunday, August 29, 2021 4:44:22 PM
Attachments: [Little Moon CDBG Proposal.pdf](#)

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Little Moon Child Care Grant Proposal: **Little Moon Learning Center, Children's Arts**

Attached: Outline, Lot Review, Building Plan, Full Diagram of the building on the lot

Grant Request Amount: \$850,000.00

Total Project Cost: \$850,000.00

Available Matching Funds:

Possible In-Kind Site Prep from Secon Construction

Operational Funds solely Supported by Little Moon Child Care

The project includes:

Purchase of Lot from Bauer & Associates: \$317,520.00

This is a special price only for Little Moon Child Care currently from Bauer & Associates

Building Construction from Northern Lights Development, Troy Maher

\$250 x 2000SF = \$500,000.00

This price is offered by a good friend and wants to help this project succeed. This price includes commercial grade kitchen, classroom ventilation, wash stations, bathroom plumbing, all needs to be acquired.

Utilities have already been run to the lot, so no demo is necessary for water/sewer.

The remaining \$32,480.00 will be used to fence the playground and add a play structure for the facility.

This project will begin with the construction season 2022 and the facility will be ready to operate January 2023 with a preference to LMI families.

Please let me know this is received and if there are any additional questions.

Kindest Regards,

Kayla Svinicki

Executive Director & Center Administrator

Little Moon Child Care, Little Moon Daycare Outdoor Learning Program

Director's PH: (907)523-7932 LM Daycare PH: (907)523-7988

Cell: (907)209-3429

Littlemoonak.com

Kayla.svinicki@littlemoonak.com

Child Care Center Management/Administration, Human Resources, Finance, Company Strategies and Development

CONFIDENTIALITY NOTICE: The contents of this **email** message and any attachments are intended solely for the addressee(s) and may contain **confidential** and/or privileged information and may be legally protected from disclosure.

From: [Kayla Svinicki](#)
To: [Beth McKibben](#)
Subject: RE: Little Moon Child Care Block Grant Proposal
Date: Friday, August 20, 2021 2:56:38 PM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Of course,

Currently, we care for 31 children and enrollments are building (we are currently on a transitional enrollment plan)

Of those 31, 5 receive assistance from T&H, State, or Military. I know of one who receives employer assistance for child care. There may be others that I am unaware of because that is not something I would have a part in.

I do know from where our families are employed that many have household incomes likely under 90k landing them in the LMI threshold. I do not know how I could respectfully obtain this information for certain though.

In the construction of a new center, I could have more control over targeting this demographic in families and increasing sponsored enrollments to foster care and those with special behavioral needs. I know T&H would like more sponsored enrollments, there is just not the room.

I understand. That part is tricky. Childcare does not offer any kind of capital which is our overall issue in gaining funding.

From: Beth McKibben <Beth.McKibben@juneau.org>
Sent: Friday, August 20, 2021 2:51 PM
To: Kayla Svinicki <kayla.svinicki@littlemoonak.com>
Subject: RE: Little Moon Child Care Block Grant Proposal

Kayla

Thanks for sending this over. It will be helpful to have some more information for our evaluation.

How many children do you care for and what percentage of those receive child care assistance?

FYI – operational funds can't be considered matching funds.

From: Kayla Svinicki <kayla.svinicki@littlemoonak.com>
Sent: Friday, August 20, 2021 2:23 PM
To: Beth McKibben <Beth.McKibben@juneau.org>
Subject: Little Moon Child Care Block Grant Proposal

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Please accept our proposal. I look forward to presenting more details for a complete project outline as we learn our eligibility.

Will you please let us know if we will be in the running for consideration?

Thank you,

Kayla Svinicki

Executive Director & Center Administrator

Little Moon Child Care, Little Moon Daycare Outdoor Learning Program

Director's PH: (907)523-7932 LM Daycare PH: (907)523-7988

Cell: (907)209-3429

Littlemoonak.com

Kayla.svinicki@littlemoonak.com

Child Care Center Management/Administration, Human Resources, Finance, Company Strategies and Development

CONFIDENTIALITY NOTICE: The contents of this **email** message and any attachments are intended solely for the addressee(s) and may contain **confidential** and/or privileged information and may be legally protected from disclosure.

August 20, 2021

Beth McKibben, Senior Planner, AICP
CBJ Community Development Department
Submitted via email Beth.McKibben@juneau.org

Re: Call for proposals for the Community Development Block Grant

Dear Ms. McKibben,

Tlingit Haida Regional Housing Authority is submitting a proposal to be considered by the City and Borough of Juneau for the 2021 CDBG grant. Our proposal is included in this email.

We are requesting funding to replace the roof at the youth shelter located at 9290 Hurlock. We believe this project meets the State of Alaska's criteria and objectives and will benefit the community of Juneau.

Please contact me if you have any questions or need additional information by email: jniven@thrha.org, phone: 907-780-3156, or cell: 907-321-9016.

Thank you for considering our proposal.

Sincerely,



Joyce M. Niven
Vice President

Attachment F



Regional Housing Authority

Proposal for the 2021 CBJ CDBG Application

1. Project description and current conditions:

In 2019, Tlingit Haida Regional Housing Authority (THRHA) partnered with Zach Gordon Youth Center to re-open the only shelter in Juneau for homeless youth. The shelter had been closed for 2 years and the building needed numerous deferred maintenance projects to be completed in order to open and operate safely. Of those projects, the only one not yet funded is the replacement of the roof. The roof was inspected in 2011 by an architect and an engineer. Their findings, 10 years ago, were that the roof was showing signs of water and physical damage, gutters and downspouts were at the end of their useful life, and the roof did not meet current code for vertical or structural loads. We are requesting funding to replace the roof.

2. Citizen participation:

During the process of receiving approval to lease the building to be used as a shelter for youth, we applied for a conditional use permit. Approval of this permit required a public meeting hosted by the City and Borough of Juneau. Additional opportunities for public comment were made available during CBJ Assembly meetings when the transfer of the property and lease were agenda items. Public comments were overwhelmingly in support of the project.

3. Project plan implementation and timeline:

- We plan to issue an RFP for engineering services in early 2022.
- Once the contract is awarded it will take approximately 60 days for engineering plans to be created.
- Once engineering is completed, an RFP for construction will be issued and the application for a building permit will be submitted. In our experience, these steps will take 60 days to complete.
- Construction will commence in the Summer and take approximately 90 days (depending on weather) and be completed before Fall.

4. Description of site control, plans, permits:

- THRHA has a 5-year, renewable lease for the building at 9290 Hurlock with the City and Borough of Juneau.
- A CBJ Building permit will be needed for the roof replacement.
- The roof has been surveyed by an architect and inspected by a structural engineer. Both firms have provided recommendations on replacement. A contractor has been consulted to provide a cost estimate subject to the final design.

5. Project benefit to identified special population:

The special population benefited by this project is the homeless youth of Juneau. Our target population for the shelter is runaway and homeless youth (RHY) ages 10 to 18. There has been no official census conducted to determine the total number of RHY in Juneau. The Juneau School District has consistently reported between 100-150 identified homeless students for the past several school years. A recent change in the McKinney Vento definitions lowered this number in the 2019-2020 school year to 85. This



Regional Housing Authority

number is a known dramatic undercount of the RHY population in schools. The school district's numbers also do not consider youth who have dropped out or been expelled. The primary goal of the shelter is to provide RHY with immediate access to shelter and comprehensive services to maximize their safety, well-being, self-sufficiency, and adult permanent connections. Our shelter services include emergency shelter, food, and clothing for up to 21 days, along with counseling, support services, referrals, and aftercare in a culturally responsive, trauma informed and positive youth development framework. Additionally, the building houses a four-bedroom apartment where homeless youth ages 18-20 can live for approximately 3-6 months (longer or shorter if needed), while receiving supportive services such as life skills coaching, case management services, employment assistance, and more. This provides a much needed service to transition aged youth, keeping them out of the adult homeless system and providing a supportive launch into adulthood.

In order to provide the above services in a safe environment, updates to the building were required. To date, funding has been received to remodel the bedrooms, offices, and common spaces including the purchase of furniture and kitchen equipment. The plumbing, electrical, heating and fire systems have all been updated. The bathrooms and kitchens have been converted to ADA accessible. The remaining health and safety item to be funded is the replacement of the roof required because of age and excessive rot. The roof has needed to be replaced since 2011. To continue to safely operate the shelter into the future, to serve this population, the replacement of the roof is an urgent need.

6. Budget outline:

- Amount of CDBG request is \$617,500.
 - \$50,000 for engineering
 - \$557,500 for roof replacement to include gutters
 - \$10,000 for grant and project admin to procure engineering and construction contractors, and accounting services for the project and grant reporting.
- Matching funds and sources:

THRHA has contributed the administration of the project as match, staff of both THRHA and ZGYC have contributed time to paint the interior of the building and set up furniture and equipment, the Juneau Rotary clubs have volunteered to do exterior work such as painting and cleaning, local youth have volunteered to do exterior work. THRHA is planning to coordinate local professionals to volunteer time to wire the security cameras.
- See included project budget.

7. Administrative capabilities for grant management:

THRHA has been building, renovating, and providing property management for housing throughout Southeast Alaska since 1973. Most of our projects have been funded with federal grants. We are currently managing 31 federal grants with a total awarded amount of over \$41 million with no audit findings. We are also managing just over \$4 million in State of Alaska and other grants. We have an accounting department of 7 staff, a grants administrator, an experienced project manager, and an executive management with over 20 years of grants management experience.

Shéiyi Xaat Hít Youth Shelter
9290 Hurlock
Project Budget

Funding Sources

National American Indian Housing Council	\$ 44,000
Alaska Community Foundation	350,000
Tlingit Haida Central Council Indian Tribes of Alaska Indian Community Development Block Grant	199,062
Alaska Housing Finance Corporation Supplemental Grant	30,000
Community Donations	61,200
CBJ CDBG - pending approval	617,500
Zach Gordon Youth Center (Security Cameras) - pending approval	25,000
Total Sources	\$ 1,326,762
Project Expenses	
Crew Wages	28,201
Crew Travel	1,681
Vehicle Fuel & Maint	414
Freight/Postage	119
Interior Cleaning	603
HVAC	373
Electrical and Lighting	1,264
Garbage/Water & Sewer	1,419
Heating Oil	1,556
Project Pre-Planning & Coord	170,138
Delivery of Materials	1,258
Materials Removal/Garbage Runs	382
Minor Consumables	1,731
Building Exterior	854
Doors & Window	2,466
Decks & Stairs	2,000
Insulation (Conventional)	98
Roofing/Trusses	550,000
Health & Safety Materials	5,417
Siding	5,000
Furnishing	98,691
Gutters & Downspouts	10,000
Bldg Interior (Finish Carpentry)	6,462
Drywall/Tape/Texture	1,095
Painting	5,778
Resilient Flooring/Carpeting	26,480
Heating Units	96,000
Kitchen/Bath Cabinets&Counters	11,176
Mechanical	7,015
Plumbing	185
Electrical fixtures & finish (LED, Fire alarm, door key reader)	156,836
Security Cameras & key fobs	25,776
Construction Permit Fees	3,705
Site Work	5,638
Driveways & Walks	2,075
Temporary Facilities&utilities	28,809
Prof Svc -Engineering	66,067
Total Project Cost	1,326,762

From: [Joyce Niven](#)
To: [Beth McKibben](#)
Cc: [Jackie Pata](#); [Glade Morales](#)
Subject: RE: CDBG proposal additional information
Date: Friday, August 27, 2021 1:34:26 PM
Attachments: [Structural Report 7-7-11.pdf](#)
[Hurlock roof estimate.pdf](#)
[JYS Cornerstone Roof Condition Survey Report 05-19-11.pdf](#)

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Beth,

Attached are the preliminary reports requested by the review team.

Regarding the funding request:

The budget submitted with our application is the original project budget, updated with actuals and change orders. We have completed all planned tasks except for the roof replacement and the installation of wired security cameras. We are still seeking funding for the roof. We submitted the entire project budget to show all the sources of funds used for this project and to bring attention to the need for the CDBG funds to be used as gap funding to finish the original planned project. It was our intention that the funds already secured and expended would be considered as match to the CDBG funds for the project. We currently do not have other funding sources to be used as match if we break out the roof as its own project.

If the CBJ believes the application to the State of Alaska will be stronger by breaking out the roof separately, we can do that.

Let me know if you have additional questions.

Joyce

From: Beth McKibben <Beth.McKibben@juneau.org>
Sent: Tuesday, August 24, 2021 1:14 PM
To: Joyce Niven <jniven@thrha.org>
Cc: Jackie Pata <jpata@thrha.org>; Glade Morales <gmorales@thrha.org>
Subject: CDBG proposal additional information

Some people who received this message don't often get email from beth.mckibben@juneau.org. [Learn why this is important](#)

Hi Joyce

The review team would like the following additional information and clarification for the THRHA

CDBG proposal.

Copies of any preliminary reports or evaluations from engineers and/or architects.

Clarification of the funding request – the budget supplied is for ALL the work on the shelter? And there is funding? Would this funding be considered match?

Thank you.

From: Joyce Niven <jniven@thrha.org>
Sent: Friday, August 20, 2021 5:19 PM
To: Beth McKibben <Beth.McKibben@juneau.org>
Cc: Jackie Pata <jpata@thrha.org>; Glade Morales <gmorales@thrha.org>
Subject: THRHA CDBG Proposal Submission

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Dear Ms. McKibben,

Tlingit Haida Regional Housing Authority is submitting a proposal to be considered by the City and Borough of Juneau for the 2021 CDBG grant. Our proposal is attached in this email. There are 3 attachments, the cover letter, the proposal narrative, and the project budget.

We are requesting funding to replace the roof at the youth shelter located at 9290 Hurlock. We believe this project meets the State of Alaska's criteria and objectives and will benefit the community of Juneau.

Please contact me if you have any questions or need additional information by email: jniven@thrha.org, phone: 907-780-3156, or cell: 907-321-9016.

Thank you for considering our proposal.

Sincerely,

Joyce M. Niven
Vice President
(907) 780-3156
jniven@thrha.org

Lorraine DeAsis

From: Larry Gamez
Sent: Friday, September 18, 2020 11:04 AM
To: Lorraine DeAsis
Cc: Jackie Pata; Ken Southerland
Subject: Hurlock Building / Juneau

Hi Lorraine,

Jackie asked me to send this breakdown of a roof replacement @ the Hurlock Building that Dawson Construction generated. Chris Gilberto called me this morning and said it would be more cost effective just to start over on the roof system. Something to do with existing court yard "jake trusses" and already having more than one roof system in place. Please let me know if you have any questions.

Larry.

From: Larry Gamez <larry.gamez@thrha.org>
Sent: Monday, September 14, 2020 4:03 PM
To: Chris Gilberto <CGilberto@dawson.com>
Subject: RE: ROM Pricing for AK Legacy Sr Living

Thanks Chris,

I will send it off to the CEO. I will let you know on which direction she decides to go with this project. Thanks again...

Larry.

From: Chris Gilberto <CGilberto@dawson.com>
Sent: Monday, September 14, 2020 3:01 PM
To: Larry Gamez <larry.gamez@thrha.org>
Subject: FW: ROM Pricing for AK Legacy Sr Living

Larry,

Below is the breakdown of the ROM I provided back in the spring of 2019. I would assume this would go up a bit for inflation. 2-3% per year.

You may also not need to raise/replace the entire roof structure.

FYI- we did have the roof tested for ACM and it was cleared by Sigrid with no abatement needed.

Thanks Chris

Dawson

Chris Gilberto
C | 907.321.7745
T | 360.756.1000
F | 360.756.1001
www.dawson.com

k

From: Chris Gilberto <CGilberto@dawson.com>
Sent: Tuesday, May 28, 2019 8:32 AM
To: Paul Voelckers <paul@mrvarchitects.com>
Subject: ROM Pricing for AK Legacy Sr Living

Paul,
 Below is breakdown of the roof replacement for AK Legacy Sr Living Project. Please note that this is just a rough order of magnitude (ROM) and not a quote for services. These prices are based on SF estimates and material prices were not solicited for quote. Actual price of construction would/will be based on final design and fixed prices from subs and suppliers.

Select Demo

- Misc. Demo/Removal for M&E.....\$8,000
- Misc Demo of Interior Framing..... \$6,000
- Demo Existing Built up Roofing.....\$22,000 (Does not include ACM removal)
- Demo Wood Purlins and Fascia.....\$7,500
- Temp Construction.....\$2,000
- Waste Disposal.....\$2,500

Total Cost of Select Demo \$48,000

Rough Carpentry

- GLB Assemblies.....\$10,000
- Red 90 Joist Assembly.....\$55,000
- Dimensional Lumber (eve extension, fascia's).....\$9,000
- Plywood Sheathing.....\$15,500
- Rough Sawn Soffits.....\$7,500
- Simpson Clips, Buckets and Bolts.....\$7,000

Total Cost of Rough Carpentry \$104,000

Thermal Protection

- Vapor Barriers.....\$5,000
- Insulation.....\$8,500
- PVC Roofing Assembly.....\$70,000 (Assumes Densdeck prime mechanically attached with 60 mill PVC fully adhered)
- Metal Flashings, Gutters and Downspouts.....\$25,000

Total Cost of Thermal Protection \$108,500

Finishes

- GWB Assemblies (sheetrock at lid).....\$18,000
- Painting (GWB, Soffits and Fascia).....\$22,000

Total cost of Finishes \$40,000

General Conditions

- Mobilization/Demobilization.....\$10,000
- Freight.....\$15,000
- Temp Facilities.....\$7,000
- Tools and Equipment.....\$15,000
- Project Management.....\$35,000
- Consumables.....\$5,000
- Waste Management.....\$5,000

Total Cost of General Conditions \$92,000

Subtotal.....	\$392,500
Bonding.....	\$3,925
Insurance.....	\$3,925

Subtotal.....	\$400,350
General Contractor Fee.....	\$40,000
Design/Estimating Contingency	\$40,000

Total Construction Cost\$480,350

Dawson

Chris Gilberto
C | 907.321.7745
T | 907.780.1500
F | 907.780.1501
www.dawson.com

Larry Gamez
Safety Coordinator
(907) 780-3104
(907) 209-7880
larry.gamez@thrha.org



Juneau Youth Services Cornerstone Emergency Shelter

Roof Condition Survey

5/19/2011
Jensen Yorba Lott, Inc.
Dan Fabrello

Purpose

It is our understanding that the owner intends to replace roofing of the main building of JYS Cornerstone Emergency Shelter. The purpose of the roof investigation is to verify existing roofing material and existing roof structure. This report is intended to provide a description, prognosis and repair/replacement options for the main Cornerstone Emergency Shelter building roof. Other outbuildings have been excluded from this report. A diagrammatic roof plan is attached.

JYS Cornerstone

Description

Jensen Yorba Lott visited the site with Silverbow Construction to perform test cores and verify existing roof assembly and roof structure of the main building and high roof at interior building core. We have no reason to suspect asbestos in the roof but samples were taken for testing.

Condition

It was found that the roof structure consists of two different assemblies, an original low roof and a high roof apparently installed over what was originally a courtyard. The existing main building roof structure consists of 4"x8" roof purlins at approx 48" oc. The roof assembly on the wood 4"x8" purlins is a 1/2" layer of fiber panel that also acts as the interior ceiling finish and appears to be adhered to a 2 1/2" fiber panel plank that spans perpendicular to the 4"x8" purlins. Above the 2 1/2" fiber panels there is a 3/4" layer of fiber panel material that appears to be flood coated with asphalt and appears to be the original roof material. It is possible that the 3/4" fiber panel was flood coated onto the 2 1/2" fiber panel plank for adhesion. There was no evidence of venting in the original roof system. Subsequent roofing work appears to have been performed. The date or age of the roof system that was added to the main building roof structure is not known. The roof work over the original roof assembly consists of a layer of 3/4" plywood that has been placed directly above the existing asphalt coated fiber panel followed by a layer of 1/2" rigid insulation board and a pvc roofing membrane. The attachment methods of the subsequent roof work over the original structure could not be determined on the core that was taken.

The high roof does not appear to be original to the building. The age of materials that make up the exterior endwalls or roof are not known. A core was cut from the high roof showing that the original roof assembly appears to consist of

Low Roof:



PVC Roof Membrane



1/2" Rigid Insul under PVC Roof Membrane



3/4" Plywood under 1/2" Rigid Insul



3/4" Fiber panel w/ Asphalt flood coat over 2 1/2" Fiber Panel



Low Roof Original Roof Assembly

High Roof:



PCV Roof Membrane w/ 1/2" Rigid Insul. EPDM folded back exposing OSB below



Built-up Asphalt Roof below OSB



3/4" Plywood Roof Sheathing

Endwall:



PVC Roof Membrane over 1/2" Rigid Insul over Painted Plywood

2"x12" rafters connected to a wood ridge beam with batt insulation between the rafters, 3/4" plywood sheathing attached to the rafters with a built-up asphalt roof applied directly to the plywood. There was no evidence of venting in the original roof system. It was evident that two subsequent roof systems have been added over the original high roof built-up asphalt roof assembly. The roofing system directly above the built-up asphalt roof is an EPDM non-reinforced membrane that is fully adhered to an OSB substrate. The OSB did not appear to be directly adhered to the built-up asphalt. Directly over the EPDM roof system is a layer of 1/2" rigid insulation board and a pvc roofing membrane. The attachment methods of the two subsequent roof work over the original structure could not be determined on the core that was taken.

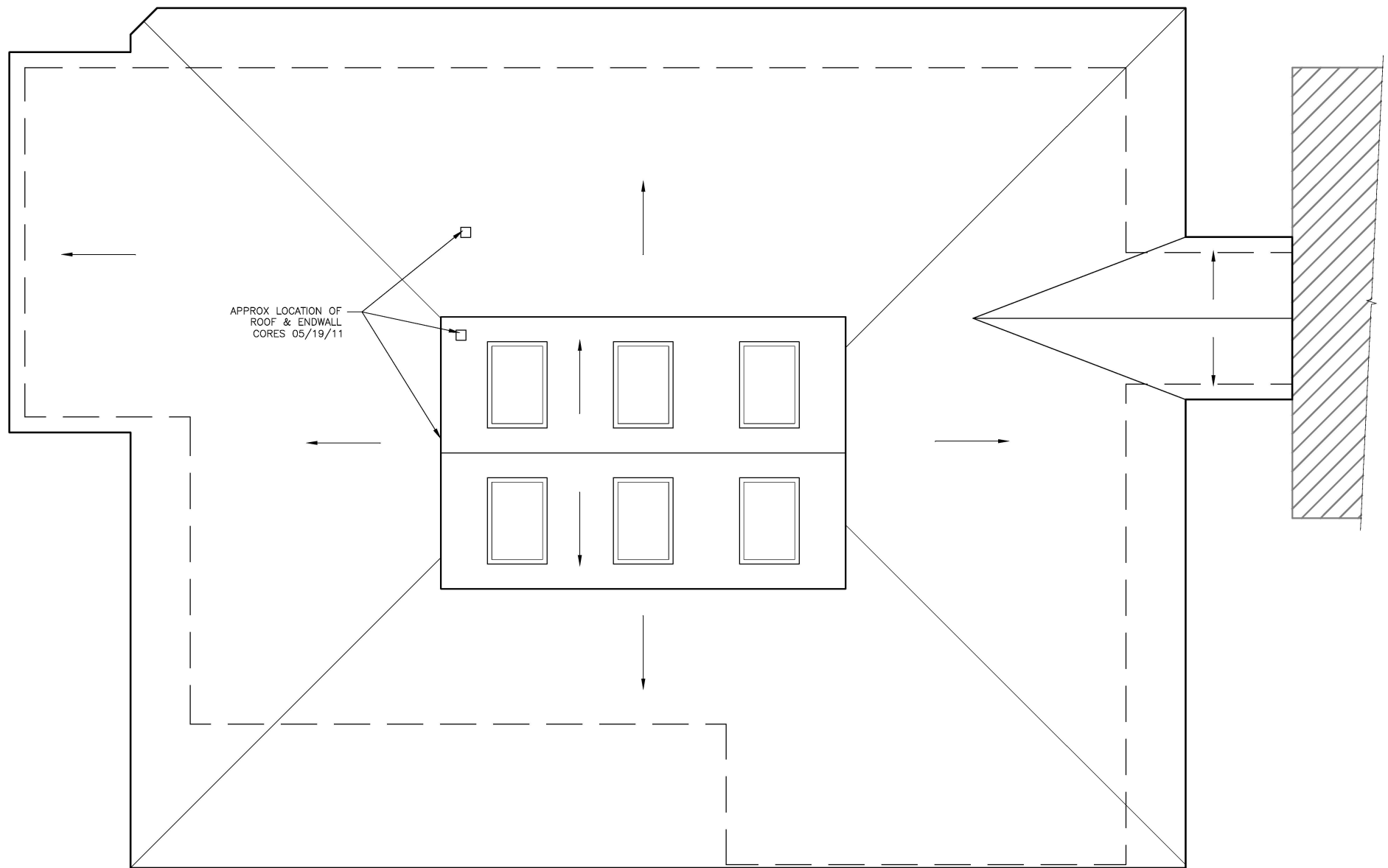
An exterior endwall roof membrane flashing core was cut from the high roof endwall and found that the assembly consisted of pvc roofing membrane, 1/2" rigid insulation directly over painted plywood which appears to have been the original siding when the high roof assembly was added to the structure.

There are (6) skylights approx 4'x6' in size at the high roof that appear to have been leaking around the perimeter as there is evidence on the interior ceiling finishes and gypsum wall board of water damage.

Eave soffits appear to be 3/4" plywood applied directly over 4"x8" eave purlins up to exterior walls. The plywood soffit areas are showing signs of water and physical damage. Wood fascia at perimeter of building is deteriorating from water and physical damage. Gutters and downspouts appear to be at end of useful life.

Prognosis

The existing low roof structure is very unusual and does not appear to meet current code for vertical or structural loads. In addition, there is a very real possibility that the existing structure is unsafe. We have not yet found a way to install a new roof assembly to the existing roof structure that meets current wind uplift requirements. We recommend that a structural engineer be consulted as part of the roof replacement process.



Cornerstone Emergency Shelter Roof Plan
Juneau Youth Services
Juneau, Alaska

SCALE: 0 5' 10'



522 West 10th Street
 Juneau, Alaska 99801
 phone 907-586-1070
 fax 907-586-3959
 jensenyorbalott.com





July 7, 2011

PND 102038.02

Mr. Dan Fabrello
Jensen Yorba Lott, Inc.
522 West Tenth Street
Juneau, Alaska, 99801

Re: Cornerstone Building Roof Evaluation
Structural Engineering Investigation Report (Revised)

Dear Dan,

Per your request, PND Engineers, Inc. (PND) has performed a visual inspection of the existing roof framing at the Cornerstone Building and has performed an assessment of that framing. The work included measuring member sizes, member spans and spaces, and performing structural calculations.

Inspection Observations

Observations taken during the June 27, 2011 inspection by Chris Gianotti, P.E. include:

- 1) The roof consists of a high roof that is approximately 20 feet by 30 feet at the center of the building and a lower roof surrounding this high roof.
- 2) The high roof has a central gable with a ridge beam that appears to be a 5.125 x9 or deeper glued laminated timber beam. JYL reports that the high roof rafters are 2x12 rafters spanning from the ridge beam to the bearing walls parallel to and approximately 10 feet from the ridge beam. The rafters support plywood sheathing per JYL's report. There are skylights in this area that reportedly have leaked many times and require maintenance. The skylights are approximately 48 inches by 60 inches and are likely supported on headers at the up slope and down slope end. The headers should frame into doubled 2x12s on each side of the skylights. This framing around the skylights was not inspected as much demolition of interior finishes will be needed.
- 3) The low roof framing consists of 4" x 8" rough cut timber rafters spanning from exterior perimeter walls to the core walls that surround the high roof. These rafters are approximately 4 feet on center. The span is approximately 20 feet except where interior partition walls may support the rafters. However there is not special framing under these interior bearing walls at the floor and foundation, therefore these interior partition walls should not be considered bearing walls. At building corners there is a 4"x8" rough cut hip rafter spanning from the corner of the building to the corner of the interior core bearing walls that surround the high

Page 2

Cornerstone Building Roof Evaluation

Structural Engineering Report

July 7, 2011

roof. Near the corners 4"x8" rough cut jack rafters span from the hip rafter across the bearing walls. The jack rafters are toe nailed into the hip rafter with 3 nails.

- 4) The low roof rafters cantilever over the exterior walls and extend approximately 4'-6" to a continuous rim member.
- 5) At the interior the low roof rafters support a fiber board sheathing which is topped by $\frac{3}{4}$ inch plywood sheathing, rigid insulation then a membrane, per JYL's inspection report. The plywood sheathing is not directly nailed to the rafters.
- 6) At the exterior plywood sheathing bears directly on the rafters. There is no fiberboard under the sheathing.
- 7) In the common area there are knee braces at each end of the 4" x 8" rafters. These knee braces consist of a 2x4 member on each side of the rafter. The 2x4s are bolted to the rafter with a $\frac{3}{4}$ inch bolt. The bolts are approximately 45 inches from the bearing wall. The 2x4s extend to a point in the bearing wall 20 inches from the underside of the fiber board ceiling at the exterior wall and 38 inches at the interior wall. There is a noticeable set deflection or sag in some of these rafters at the common area.
- 8) At the front entry canopy the rafters are supported at the north edge of the porch by a double 2x10 beam that spans 10 feet and supported on 4x4 posts rapped in 2x4s. The rafters are reinforced with a 2x8 on each side. The 2x8s do not extend over the beam or over the bearing walls.
- 9) The hip beam at the low roof over the east end of the front entry has been replaced with a 2x8. The 2x8 is reinforced with a 2x8 on each side between 2 adjacent jack rafters.
- 10) At the southeast corner of the building a shed roof addition was added over a 10 foot by 26 foot single-story addition. At this roof there are 2x10 rafters at 24 inches on center supporting a plywood sheathed roof deck. The joist cantilever 2 feet over the east bearing wall.

Findings from Structural Calculations

Calculations were performed using the following criteria:

- A) A 50 psf snow load was used. This is the City and Borough of Juneau Building Code prescribed minimum snow load. Drifting was not found applicable due to the low vertical differences between the high and low roofs.
- B) Sheathing is considered to be sanded sheathing and in conformance with American Plywood Association Product Standard 1.

Page 3
 Cornerstone Building Roof Evaluation
 Structural Engineering Report
 July 7, 2011

- C) Rough cut rafters are considered to have an allowable fiber bending stress of 1,000 psi and allowable shear stress of 150 psi.
- D) Other sawn lumber framing is considered to be of Hem Fir species of number 2 grade.

Findings from calculations include:

- a) The $\frac{3}{4}$ inch plywood sheathing can support approximately 32 psf total load. The weight of the roofing assembly the plywood supports is approximately 11 psf. The sheathing can then support only 21 psf snow load, less than half of that required by CBJ Building Code.
- b) The roof rafters are overstressed by more than a factor of 2.3 at the commons area and by more than a factor of 1.3 where supported by interior partition walls.
- c) The roof rafters are adequate at the entry canopy except for the 2x8 hip rafter and the edge beam which is overstressed by a factor of 1.3.
- d) The high roof rafters appear to be adequate.
- e) The glued laminated beam at the ridge of the high roof may be overstressed if it is only 9 inches deep. It may however extend into the rafter space and be deeper. If it is 12 inches deep it will be adequate to support all applied dead loads and the Code prescribed snow load.
- f) The rafters at the addition are overstressed by a factor of 1.15 if they are Hem Fir No 2 grade rafters.

Discussion of Findings and Other Issues

The Code prescribed snow load is for a 50-year return period. It is the estimated maximum load that will likely occur near the end of a winter with heavy snow accumulation and is estimated to be approximately 26 inches thick. The actual snow load may be less than the Code prescribed amount if lower accumulation occurs, if the snow has low moisture content or if there is significant melting. If there is a poorly insulated roof structure it is likely that the Code prescribed load may not occur.

Plywood sheathing forms a diaphragm when it is properly nailed to the supporting rafters, edge rims, bearing walls and other framing. The sheathing needs to be in direct contact with the supporting framing and well nailed. The diaphragm delivers wind and seismic loads developed in the roof to supporting shear walls.

Recommendations

With the above observations and findings the following recommendations are made:

- I The roof assembly should be stripped down to the rafters and have sheathing nailed directly to rafters. Nailing should be determined in a thorough lateral design.

Page 4
Cornerstone Building Roof Evaluation
Structural Engineering Report
July 7, 2011

- II The span of the plywood sheathing needs to be reduced to 24 inches or the sheathing thickness needs to be increased to 1.125 inches. The span can be reduced by adding 2x4 purlins at 24 inches on center spanning across or between the rafters.
- III The rafters need to be replaced or reinforced. Adding a 1.75" x 12" LVL on each side of the existing rafters is one way to reinforce the rafters. A replacement option is a 3.5 x 12 LVL.
- IV The canopy edge beams needs to be replaced or strengthened. Adding a 2x10 on one side will be adequate.
- V The rafters at the east addition should be replaced with 2x12 rafters at 24 inches or with 2x10s at 16 inches on center. If a grade stamp can be found and that reveals a better grade of timber than Hem Fir No 2, it may show that these rafters do not need to be replaced.
- VI The ridge beam at the high roof needs to be inspected more thoroughly. If it is found to be at least 12 inches deep then no action is needed.
- VII Framing around the skylights at the high roof should be uncovered and inspected.

Additional improvements will be necessary if the above action is taken. The above improvements can be used as a basis for a conceptual cost estimate that may be used to secure funding for the roof improvements.

Hopefully, this report suits your needs. If you have questions or need further information, please feel free to call me at (907) 586-2093 or email me at cgianotti@pndengineers.com. We look forward to your response and working with you on this project.

Sincerely,

PND Engineers, Inc. | Juneau Office



Chris Gianotti, P.E.
Senior Engineer