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

December 10, 2018 12:00 PM
Assembly Chambers
Public Works & Facilities Committee Regular Meeting

I. CALL TO ORDER

II. APPROVAL OF MINUTES

A. November 19, 2018 - Regular Meeting

III. PUBLIC PARTICIPATION on NON-AGENDA ITEMS

IV. ITEMS FOR ACTION

A. JNU Secure Exit Lane Scope Summary
B. Kaxdigoowu Heen Dei Trail ADOT Transportation Alternative Program Opportunity
C. Downtown Wayfinding Transfer Request
D. FTA Grant Appropriations for Capital Transit

V. INFORMATION ITEMS

A. McGinnis Subdivision Paving - LID 62 Closeout Supplemental Information

VI. CONTRACTS DIVISION ACTIVITY REPORT

A. November 15, 2018 - December 5, 2018

VII. ADJOURNMENT

A. Next Meeting Scheduled for January 14, 2019

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

PUBLIC WORKS AND FACILITIES COMMITTEE
November 19, 2018 - REGULAR MEETING
MINUTES

Members Present: Loren Jones, Chair, Robert Edwardson, Carol Triem, Michelle Hale, Carl Green

Staff Present: Mike Vigue, John Bohan, Greg Smith, Carl Uchytil, Gary Gillette

I. CALL TO ORDER

Meeting was called to order at 11:59 AM.

II. APPROVAL OF MINUTES

A. Ms. Hale moved the minutes be approved as written.

No objection. Motion passed.

III. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

None.

IV. ITEMS FOR ACTION

A. FY 2019 CBJ Cruise Passenger Fees Allocation

Mr. Uchytil provided background discussion to his memo request for the reallocation of Marine Passenger Funds (MPF) initially intended for the purchase of Transportation Workers Identification Card (TWIC) readers. Mr. Uchytil described how Docks and Harbors staff manages Coast Guard mandated security requirements for the cruise facilities. Docks and Harbors staff, in cooperation with other Southeast community partners, have appealed to the Coast Guard and requested that the TWIC reader mandate be delayed as it does not make sense for our Port. Mr. Uchytil said that the Coast Guard notified CBJ that the TWIC reader mandate has been delayed indefinitely. Therefore, Docks and Harbors would like to reallocate the MPF funds to a CIP for construction of security check point facilities that would enhance the ability of staff to meet the security requirements while also allowing staff the ability to process a high volume of cruise passengers. Mr. Edwardson asked for clarification on Docks and Harbors understanding of the Coast Guard decision to delay the TWIC mandate and if it would be required again in the future. Mr. Uchytil said he could not be sure that the requirement would not surface again but believed the requirement would not happen in the near future. Mr. Jones then described to committee members how the MPF process worked and the various options available to the Assembly for this request.

Discussion ensued.

Ms. Hale motioned that the PWFC request staff to draft an ordinance to move $170,000 of MPF funds from Docks and Harbors operations to the requested CIP.

No objection. Motion passed.

V. Information Items

A. Upcoming LID Closeouts at Assembly

Mr. Bohan provided an overview of the Local Improvement District (LID) process and advised the committee that CBJ is closing out two LID projects, Eagles Edge Water Improvements - LID 97 and McGinnis Subdivision – LID 62. Mr. Bohan explained the different methods used to calculate the charge to the property owner and how the public is informed of the closeout process.

Discussion ensued.

VI. CONTRACTS DIVISION ACTIVITY REPORT

A. November 15, 2018 – December 5, 2018

VII. ADJOURNMENT

A. Next meeting, December 10, 2018 – Assembly Chambers

Meeting adjourned at 12:25pm.

MEMORANDUM

TO: Patty Wahto, JNU Airport Manager DATE: October 4, 2018

FROM: Catherine Fritz, AIA, JNU Airport Architect

RE: Secure Exit Lane Scope Summary

The secure exit lane that allows travelers to proceed out of the Departure Lounge into the unsecure second floor Meet & Greet space has been problematic for several years. The double door system was originally installed in 2001 following mandated airport security measures. The doors and controls were moved to their current location in 2010 during Phase I of the Terminal Renovation. Since that time, there have been many repairs and component replacements to keep things working. However, the age of the components, along with the lack of a comprehensive “system” approach continues to result in many malfunctions. These affect both operations (when travelers get trapped between the closed doors) and security near-breaches (that leave JNU staff scrambling to address).

It has previously been determined that for JNU Airport, the responsibility for maintaining passage from secure to non-secure areas is the Airport’s. This can be done by stationing a qualified person at the control point, or through physical door and alarm systems. While JNU used personnel during the 2009-2010 construction period, it was very costly and had its own set of challenges (e.g., finding qualified staff to cover the exit lane at all necessary hours). New technologies for exit lane security have been developed in recent years that are being used in airports across the country. **JNU Airport staff has evaluated these systems and recommends that a two lane automatic door system be installed to replace the current aged system.**

Automated exit lane under construction at Paine Field Terminal.

Advertisement image of an automated exit lane system at Portland, OR terminal.

Modest modifications to the walls of the existing exit lane will be necessary to install the new system, but much of the building’s electrical and mechanical infrastructure will remain in place. The total project cost for a new exit lane system is estimated at approximately $360,000. The Airport has sought Homeland Security grant funds for an automated exit lane, but has not been successful in gaining access to a grant program. This project is not eligible for AIP or PFC funding, but the Terminal Reconstruction General Obligation bond could be used. The exit lane is not currently included in the cost estimate for the Terminal Reconstruction project. Procurement and installation of the exit lane equipment will take 6-8 months.

MEMORANDUM

CITY/BOROUGH OF JUNEAU
155 South Seward Street, Juneau, Alaska 99801

TO: Loren Jones, Chair
Public Works and Facilities Committee

DATE: December 10, 2018

FROM: Michele Elfers, Chief Landscape Architect

SUBJECT: ADOT Transportation Alternatives Program Opportunity

The FY 17 and FY18 CIPs allocated $400,000 in sales tax to reroute the Kaxdigoowu Heen Dei trail where it has eroded into Mendenhall River just upstream of the Brotherhood Bridge and to replace the bridge over Montana Creek due to erosion at the bridge abutments.

The remainder of the trail, from the base of Pederson Hill at Buckskin Road to Back Loop Road needs grading, drainage and paving work along the entire extent. The Alaska Department of Transportation Alternatives Program (TAP) program could provide funding for the reconstruction of this section of trail. The grant requires 9.03% match and a resolution of support and commitment to maintenance of the trail project after construction. Staff proposes leveraging existing funding to provide match for TAP to accomplish the trail reroute, bridge replacement and trail reconstruction. If this project is awarded funding, ADOT would administer the construction contract with the funds.

The trail reroute is scheduled to be completed in early summer with an approximate cost of $200,000 and would be paid for with existing sales tax funding. The CBJ would request $1,500,000 in funding from TAP, and use the remaining $200,000 as match for the grant.

Staff requests the Committee recommends to the full Assembly a resolution to support an application and participation in the Transportation Alternatives Program grant for the Kaxdigoowu Heen Dei trail, provide match from existing sales tax funding, and commit to the maintenance and upkeep of the trail.

If recommended to the full Assembly, staff will draft a resolution of support for presentation to the Assembly at an upcoming meeting.

Kaxdigoowu Heen Dei Trail Reconstruction
Montana Creek
Bridge Replacement
Legend
Kaxdigoowu Heen Dei Trail Reconstruction
Kaxdigoowu Heen Dei Trail Reroute (construction planned 2019)
Kaxdigoowu Heen Dei
Mendenhall Loop Rd
Black Bear Rd
Marion Dr
Killewich Dr
Emily Way
Sharon St
Gee St
Long Run Dr
Northland St
Meander Way
Julep St
Portage Blvd
McGinnis Dr
Aspen Ave
Columbia Blvd
Mendenhall Blvd
Birch Ln
Taku Blvd
Kimberly St
Delta Dr
Kiowa Dr
Granite Dr
Grant St
Thunder St
Easy St
Manor Ave
Coho Dr
Cub St
Dudley St
Forest Ln
Jennifer Dr
Trinity Dr
Park Pl
Cinema Dr
Riverwood Dr
Glacierwood Dr
Bresee St
Riverside Dr
James Blvd
Clinton Dr
Vintage Blvd
7
Google Earth
© 2018 Google
Image © 2018 DigitalGlobe
5000 ft
N

MEMORANDUM

CITY/BOROUGH OF JUNEAU
155 South Seward Street, Juneau, Alaska 99801

TO: Loren Jones, Chair
Public Works and Facilities Committee

DATE: December 10, 2018

FROM: Michele Elfers, Chief Landscape Architect

SUBJECT: Downtown Wayfinding Transfer Request

Over the last six months, the design of wayfinding and interpretive signage throughout downtown has been underway. With the increase in cruise ship passenger visitation, the aging and inaccurate signage in the downtown core and waterfront areas is not meeting the needs of visitors to Juneau.

In the FY20 budget, $450,000 of Marine Passengers Fees was approved to fund the fabrication and installation of new signage; installation will occur this spring and summer. Feedback in the design process from PWFC and during public meetings this spring supported including map and directional signage in the waterfront area.

To visually provide directional queues, 14’ tall gateway markers are proposed at key intersections of Marine Way: Admiral Way, Ferry Way, Seward Street, Main Street and Whittier Street. The gateway markers will be the portal into the system. See the attached graphics of the gateway markers.

As a separate (and as yet unfunded) project, CBJ is applying for grants to fund an audio wayfinding component of the system that has Juneauites telling stories in their own voices about the places the audience is seeing.

The service provided by the signage is necessary to serve the needs of the growing cruise ship industry: it will safely direct pedestrian cruise ship passengers into and through town, disperse crowds from the waterfront to alleviate congestion, and enhance visitor experience by offering insights into life and history in Juneau. As a result of the public process, the cost has risen and the following fund transfers are requested.

Transfer From		CIP Account Balance		
CIP	Name	Before	Transfer Amount	After Transfer
H51-113	Waterfront Seawalk	$ 385,000	$ 130,000	$ 255,000
D12-027	Cultural Gateway	$ 100,000	$ 100,000	$0
Transfer To				
D12-097	Downtown Wayfinding and Interpretive Signs	$ 450,000	$ 230,000	$ 680,000

Downtown Gateway Marker and Map Signage

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Engineering & Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Phone: 907-586-0800 | Fax: 907-463-2606

DATE: December 10, 2018

TO: Loren Jones, Chair
Public Works and Facilities Committee

FROM: Mike Vigue, Director
Engineering & Public Works

SUBJECT: FTA Grant Appropriations for Capital Transit

The CBJ has been successful, through the Alaska Department of Transportation and Public Facilities (DOT&PF), in grant applications to the Federal Transit Administration for several funding grants for Capital Transit.

Capital Transit has received a Technology/Fare Boxes grant agreement from DOT&PF for $600,000 of FTA funds with $150,000 of local match. The local match has already been appropriated in the CIP under D71-090 Electronic Fare Boxes. This grant will provide Capital Transit with a data management and fare collection system that enables automatic passenger counters to track ridership and loads on an ongoing basis and a fare collection system to help reduce fare collection time providing improved customer service.

The grant agreement for the FY17 Lo-No Bus grant has been received from DOT&PF. This is for $407,630 of FTA funds and requires a $72,023 local match. We have received approval from DOT&PF to combine this grant with $397,339 of remaining funds from the recent diesel bus replacement grant (Grant Agreement 2511-18-0201) that was previously appropriated by the Assembly under Ordinance 2017-06T. The local match for the remaining funds is $99,335. The total match required, $171,358 is available in the Capital Transit Vehicle Replacement Fund. This combined funding will be used to replace a 2006 35 foot diesel powered bus with a 35 foot electric bus and associated charging infrastructure for the Mendenhall Valley Transit Facility. Capital Transit is anticipating a cost estimate from Proterra in the near future. With that cost estimate and the appropriation of the Lo-No Bus grant funds by the Assembly, the new 35 foot electric bus order will be placed with Proterra.

Capital Transit is anticipating the grant agreements from DOT&PF for several other purchases to be forthcoming. The first is an FY18 grant for $216,000 to replace three paratransit vans that have exceeded their useful life. The required local match will be $54,000 and is included in the Capital Transit Vehicle Replacement Fund.

Two other grants are for snow removal equipment. The first is a FY18 grant for $140,000 and the second is a FY19 grant for $176,000. The required local match will be $79,000 and is included in the Capital Transit Vehicle Replacement Fund. Capital Transit is responsible for snow removal around all 51 shelters in the City and Borough of Juneau. The large berms created in front of the bus shelters along DOT&PF routes are extremely difficult to remove. The buildup of ice and snow around the bus shelters has been consistently identified by the Juneau Coordinated Transportation Coalition as the most critical barrier to public transportation in Juneau. Given that approximately 10% of the local population is over 65 years of age and there are more than 6,500 individuals with disabilities, it is an important maintenance obligation to provide safe access to the public transportation system. These two grants will be used to purchase two municipal tractor type vehicles with sand salt spreaders and snow blower attachments that can cut through the snow and ice berm and provide safe access to the bus shelters. It is expected that these new pieces of equipment will be available for the 2019-2020 winter season.

CBJ staff requests that the PWFC recommend to the full Assembly the approval of these appropriations.

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Engineering & Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Phone: 907-586-0800 | Fax: 907-463-2606

DATE: December 6, 2018

TO: Loren Jones, Chair
Public Works and Facilities Committee

FROM: John Bohan, Chief CIP Engineer JB

SUBJECT: McGinnis Subdivision Paving - LID 62 -Closeout Supplemental Information

Please find attached is supplemental information memo to the City Manager and also the CBJ LID Code. We hope this additional information will clarify potential questions that may arise during the close outs of the McGinnis Subdivision Paving LID.

We welcome any questions you may have.

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Engineering & Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Phone: 907-586-0800 | Fax: 907-463-2606

DATE: December 5, 2018

TO: Rorie Watt, City Manager

FROM: John Bohan, Chief CIP Engineer and Water Superintendent JB

SUBJECT: McGinnis Subdivision Paving, LID 97 – Supplemental Information

The following information is provided to answer potential questions regarding LID 97 during the process of confirming the Assessment Roll.

1. **Timing**. The request to close LID 97 is occurring prior to the completion of all the work. The final phase of the work – Heron Way, has been bid and is in the process of awarding the work. The work will be complete during the summer of 2019. CBJ LID Code 15.10.120(a) provides the authority to confirm an assessment roll when the total cost is known or can be estimated. The Assessment per lot in this LID is fixed so any minor variations within the estimated final construction costs do not impact the final LID assessments.

2. **Costs**. The properties within the LID boundary are assessed at two different rates. The rationale behind the varying assessments is based on the timing of the developments. The majority of the properties within the boundary are assessed $4000 each, and are part of the original McGinnis Subdivision which was platted prior to development code requiring paved roadways. The other 28 parcels, which were formed by the Moraine Edge subdivision, are being assessed $3000 each. CBJ Code required the development of the Moraine Edge Subdivision to include asphalt pavement and sidewalk. The reduced assessment takes into account of the new development installing pavement and sidewalk, which were not a requirement of the original McGinnis Subdivision. Moraines Edge Subdivision is an extension of Steelhead Street which the Moraine Edge Subdivision developer was not required to pave. The properties within Moraine Edge receive benefit from the Paving LID (all of Steelhead is now paved) and their assessment has been reduced in proportion to the benefit they have received. CBJ Code 15.10.120(a) provides the authority that costs to be borne are in proportion to the benefits received.

3. **Subdivided Properties:** Properties at 4942 Steelhead and 4949 Hummingbird were subdivided after the formation of LID 97 to create 2 additional lots, 4945 Steelhead and 4947 Hummingbird. LID Code 15.10.120(b) states that these newly created parcels shall be assessed on the same basis as the other properties within the LID unless such assessment method would be inequitable. Staff will be recommending to the Board of Equalization to increase the Assessment Roll to include the newly created parcels, 4945 Steelhead and 4947 Hummingbird, in the LID (as they are within the LID Boundary) and their assessments set at $4000 each.

4. **Lot consolidation**. The property owner of 4950 Steelhead consolidated two adjacent parcels into one. Staff will be recommending to the Board of Equalization to removal the $4,000 assessment from the parcel that existed prior to the consolidation. As above, LID Code 15.10.120(b) states equitable treatment for the newly created parcels, in this case the owner consolidated two properties into one.

5. **Interest**: LID 97 will be financed to the property owners at 4.54% per year. This interest rate differs from the Eagles Edge Water LID 62 due to the source of funds for financing the LID assessments. Eagles Edge Water LID was able to utilize the ADEC Drinking Water Revolving Loan Fund, available for drinking water projects, as the funding for the LID Assessments. The ADEC Loan Funds are provided to the CBJ at 2% interest. LID 97 interest rate is determined by the average of the local 15 year mortgage rates, which is what the CBJ could be expected to pay should they have to borrow the funds for financing the LID assessments.

ARTICLE I. AUTHORITY

15.10.010 Authority generally.

The City and Borough may create and establish a local improvement district for any municipal improvement and may levy assessments against properties specially benefitted thereby to pay part or all of the costs thereof. In proportion to the benefits, the method of apportioning shall be established in the ordinance initiating the district.

(CBJ Code 1970, § 15.10.010; Serial No. 70-17, § 3, 1970)

15.10.020 Special assessment bonds authorized.

The assembly may include in an ordinance adopted under section 15.10.010 of this chapter provisions authorizing the issuance and sale of special assessment bonds to pay all or part of the cost of an improvement in the district. The principal and interest on the bonds shall be payable solely from special assessments levied against the property in the district benefitted by the improvements and from the local improvement guaranty fund of the City and Borough. The bonds and the ordinance authorizing them shallinclude but not be limited to provisions requiring the following:

(1) That the assessments levied therein shall constitute a sinking fund for the payment of the principal and interest on the bonds; and

(2) That the property benefitted by the improvements may be pledged to secure the payment, and the lien so created thereon shall constitute a lien on the property inferior only to real property taxes and any prior assessments.

(CBJ Code 1970, § 15.10.020; Serial No. 70-17, § 3, 1970)

Charter references: Lien created, § 12.6.

ARTICLE II. PROCEDURE FOR INITIATION OF DISTRICT

15.10.030 Ordinance initiating district.

If the assembly intends to make a local improvement at the expense of the owners of the property benefitted, it shall have plans for the work and estimates of the cost prepared and before proceeding with the work it shall adopt an ordinance declaring its intention to order the improvements to be acquired, constructed, and installed therein.

(1) The assembly shall fix the time, date and place of hearing on the ordinance and at the hearing there shall be on file and open to all persons attending a map or diagram showing thereon the lots, tracts, and parcels of land which will be specially benefitted by the proposed improvement and a statement setting forth:

(A) The estimated cost of the improvements;

(B) The estimated proportion of the costs to be borne by the property specially benefitted by the improvements and the source of any other money needed to pay the balance of the cost;

(C) The estimated amount of the cost to be borne by each lot, tract, or parcel of land.

(2) The ordinance shall contain a finding by the assembly, that the formation of the local improvement district is in the public interest and it shall set forth the following:

(A) Its boundaries;

(B) Improvements to be acquired, constructed and installed;

(C) The estimated cost;

(D) The amount of City and Borough funds to be used;

(E) An order directing the work to be done;

(F) Authorization to acquire any land needed;

(G) Authorization to commence any eminent domain proceedings required with provision made for assessment proceedings that may be required to pay any eminent domain awards;

(H) Appropriation of funds for total cost of project;

(I) Authorization for issuance of special assessment bonds to pay the cost of the project or a statement that such bonds will not be used; and

(J) Such other provisions as are desired.

(CBJ Code 1970, § 15.10.030; Serial No. 70-17, § 3, 1970)

15.10.040 Notice of hearing.

(a) Notice of the hearing shall be published at least once a week for two consecutive weeks in a newspaper of general circulation published within the City and Borough with the first publication to be at least 30 days prior to the date set for the hearing. The notice shall contain a statement of the following:

(1) A general description of the improvements to be ordered and a description of the boundaries of the proposed local improvement district;

(2) A statement of the estimated cost of the proposed improvements and the estimated proportion of the cost to be borne by the property specially benefitted thereby;

(3) A statement that a map or plat showing thereon the lots, tracts and parcels of land which will be specially benefitted by the proposed improvements, the proposed assessment schedule and the proposed assessment against each lot, tract or parcel of land is on file for public inspection at the office of the municipal clerk;

(4) A statement whether special assessment district bonds will be issued and sold to provide funds to pay the cost of improvements; and

(5) The time, date and place of the hearing and that owners of any property within the proposed district may file a written objection to the creation of the district and the ordering of the work to be done therein with the municipal clerk up to the time of the hearing.

(b) Notice of the hearing shall also be mailed to all owners within the proposed district according to the tax roll of the City and Borough at the last address shown there on at least 30 days prior to the date set for the hearing. In addition to the items required to be set forth in subsection (a) of this section, the mailed notice shall contain:

(1) A description as contained on the tax roll or as amended for purposes of this assessment of each lot, tract or parcel of land owned by its owner and the estimated assessment to be levied against each property;

(2) A statement that the assessment proposed to be levied against each lot, tract or parcel of land is an estimated amount and that when actual costs are known they will be assessed against all of the real property in the local improvement district in accordance with benefits received.

(CBJ Code 1970, § 15.10.040; Serial No. 70-17, § 3, 1970)

15.10.050 Hearing.

At the hearing the assembly shall hear objections from any owner affected by the formation of the district and may make such changes in the proposed boundaries thereof or such modifications in the plans for the proposed improvements to be constructed as shall be deemed necessary. The assembly may not change the boundaries of the district to include property not previously included therein without first giving a new notice to owners in the manner and form and within the time provided for the original notice.

(CBJ Code 1970, § 15.10.050; Serial No. 70-17, § 3, 1970)

15.10.060 Protests and revisions.

If written protests as to the necessity of the local improvements are filed with the municipal clerk or at the hearings by owners of benefitted real property which will bear 50 percent or more of that portion of the estimated cost of the improvement which will be borne by owners of benefitted real property, the improvement shall not proceed until the protests have been reduced so that the real property of those still protesting shall not bear 50 percent of the estimated cost of the improvement; provided however, that the assembly by ordinance may authorize the improvement by an affirmative vote of eight members.

(CBJ Code 1970, § 15.10.060; Serial No. 70-17, § 3, 1970)

Charter references: Similar provisions, § 12.4.

ARTICLE III. GENERAL PROVISIONS

15.10.070 District area.

A local improvement district may include adjoining, vicinal or neighboring property even though the improvements thus made are not connected or continuous. The cost and expense of each continuous unit of the improvement may be ascertained separately as near as may be, and if so ascertained separately flu assessment rates shall be computed on the basis of the cost and expense of each unit.

(CBJ Code 1970, § 15.10.070; Serial No. 70-17, § 3, 1970)

15.10.080 Change in district boundaries.

(a) At any time in its discretion the assembly may eliminate by ordinance from the district any unit of the improvement which is not completed and may proceed with the construction of the balance of the improvements within the district as fully and completely as though the eliminated unit had not been included within the district. The assessments to be levied to pay part or all of the costs of the improvements actually constructed may be levied only against the properties within the district specially benefitted thereby.

(b) The assembly by resolution shall fix a time, date and place for a hearing on the question of whether it should abandon the acquisition, construction and installation of a portion of the improvements. Notice of the hearing shall be published once, at least 15 days prior to the date thereof in a newspaper of general circulation within the City and Borough and shall be mailed at or prior to the date of publication to all owners of property within the district. The notice shall state the proposed assembly action and shall also require that any owner who objects thereto shall file a written notice of that objection with the municipal clerk at or prior to the hearing.

(c) At the time of the hearing, the assembly shall hear all the protests and all evidence material to the question of whether the completion of the improvements should be abandoned. After considering the evidence, the assembly then shall decide whether to abandon a portion of the improvements. In the event the assembly decides that the portion of the improvements should not be completed, the costs of improvements incurred to the time of the abandonment shall be assessed only against the property within the district specially benefitted by the improvements actually completed.

(d) Whenever, prior to the confirmation of the assessment roll for a local improvement district, property within the local improvement district is subdivided or otherwise replatted, the assembly may, by ordinance, make minor adjustments to the local improvement district boundary to make such boundary conform to property lines in the subdivision. Such boundary adjustment may add or delete property within the subdivision. Notice of the proposed boundary adjustment shall be mailed or delivered to the subdivider and grantees of the subdivider.

(CBJ Code 1970, § 15.10.080; Serial No. 70-17, § 3, 1970; Serial No. 76-36, § 6, 1976)

15.10.090 Increase in amount of costs to be borne by property owners.

(a) *Construction by contractor or contractors.*

(1) When the improvements in any local improvement district are to be acquired, constructed and installed by a contractor or contractors, and if it appears after

consideration of the contract cost plus other pertinent factors that the costs to be borne by the property specially benefitted will exceed the amount as it appears on the approving ordinance, then at least 30 days before the notice to proceed is given the contractor or contractors, the engineer shall give notice of the estimated increase by certificate mailed to the owners of the lots, tracts and parcels of land within the district at their last known address and shall also publish, on or before the same date, a similar notice at least once in a newspaper of general circulation published within the City and Borough.

(2) The mailed and published notice shall state the amount of the expected additional charges over the last stated cost, and shall further state that unless written objections to the assembly's ordering the contractor or contractors to proceed are filed with the municipal clerk by the owners of property within the district bearing 50 percent or more of the estimated cost of the improvements to be paid from assessments within 25 days from the date of the mailing and publishing of the notice, the contractor or contractors will be ordered to proceed.

(3) In the event written objections are filed by the owners of property within the district bearing 50 percent or more of the estimated cost of the improvements to be paid from assessments, then no notice to proceed shall be given the contractor or contractors and further work on the project shall cease, unless the assembly by affirmative votes of eight members directs the project to continue. Costs of the project to date of termination shall be considered local improvement district costs and assessed accordingto the original ordinance creating the local improvement district.

(b) *Construction by force account.*

(1) When the improvements in any local improvement district are to be acquired, constructed and installed by the City and Borough or by force account, then prior to the commencement of the work the engineer shall file with the municipal clerk a certificate stating whether the costs to be borne by the property specially benefitted will exceed the amount as it appears on the approving ordinance. If such excess will be required, then a similar notice as required in subsection (a)(2) of this section shall be givento the owners of the lots, tracts and parcels of land within the district at the same time and in the same manner as therein provided.

(2) In the event written objections are filed by the owners of property within the district bearing 50 percent or more of the estimated cost of improvements to be paid from assessments, work on the project shall not commence.

(CBJ Code 1970, § 15.10.090; Serial No. 70-17, § 3, 1970; Serial No. 90-38, § 2, 1990)

15.10.100 Local improvement district funds.

(a) Each local improvement district of the City and Borough shall be given a number in the ordinance creating the district and each such ordinance shall create a special assessment fund No________ within the general treasury. Into the fund shall be paid all receipts pertaining to the local improvement district including proceeds from the sale of bonds, transfers from the City and Borough general fund and assessments as paid.

(b) The fund shall be drawn upon for the purpose of paying construction costs of the local improvement district, redemption of bonds, the payment of interest thereon, and any other costs of the project.

(CBJ Code 1970, § 15.10.100; Serial No. 70-17, § 3, 1970)

15.10.110 Property liable.

All real property including property exempt from taxation as provided by law shall be liable for the costs of local improvements unless specially exempted by state or federal law.

(CBJ Code 1970, § 15.10.110; Serial No. 70-17, § 3, 1970)

Charter references: Similar provisions, § 12.7.

ARTICLE IV. ASSESSMENTS

15.10.120 Computation of assessments and preparation of roll.

(a) A correct account shall be kept of all the expenses of the improvement. The expenses to be assessed may include all costs incident to the making of the improvement, as well as the costs of all items of work or expense which reasonably enter into the making of the improvement or reasonably arise in connection with the improvement, including interest during construction, engineers' and attorneys' fees, property acquisition, financing costs including interest and costs to be incurred in the collection of the assessment. After the total cost of the improvement is established or estimated, that portion of the cost to be borne by special assessments shall be apportioned and spread against the various tracts of real estate in proportion to the benefits to be received by each and entered on the assessment roll. In anticipation of delinquent assessments, there may be added to each separate assessment appearing on the assessment roll a sum not less than three percent nor greater than ten percent of the assessment. Suchassessment roll shall contain a brief description or designation of each tract of property, the name of the owner or reputed owner, and the amount of the proposed assessment.

(b) Property which has been subdivided subsequent to formation of the local improvement district but prior to certification of the assessment roll shall be assessed on the same basis as other property in the local improvement district unless such an assessment method would be inequitable. In such a case, the manager shall establish an equitable method of assessing the affected property, which method may be revised and altered by the board of equalization at the hearing on the assessment roll.

(CBJ Code 1970, § 15.10.120; Serial No. 70-17, § 3, 1970; Serial No. 76-36, § 7, 1976)

Charter references: Assessment in proportion to benefit, § 12.3.

15.10.130 Notice of hearing.

(a) When the assessment roll or rolls for any local improvement district has or have been prepared as provided in this chapter, they shall be filed with the municipal clerk. The assembly then shall fix a date for a hearing thereon. Notice of the hearing shall be published at least once a week for two consecutive weeks in a newspaper of general circulation within the City and Borough and the date of the first publication shall be at least 15 days prior to the date on which the hearing will be held. Notice of thehearing shall also be mailed by certified mail at least 15 days prior to the hearing date to each owner or owners of the lots, tracts or parcels of land listed on the assessment roll at the address last shown on the tax rolls of the City and Borough.

(b) The published notice of the hearing shall specify the number of the local improvement district and a short statement of the nature of the improvements completed therein and shall contain any other information deemed relevant by the assembly or the municipal clerk and shall notify all persons who may desire to object to such assessment roll or any of the separate assessments appearing thereon:

(1) To make their objections in writing and to file them with the municipal clerk at or prior to the fixed time for the hearing;

(2) That at the time and place fixed for the hearing and at times to which the hearing may be adjourned, the assembly will sit as a board of equalization for the purpose of considering the roll and the separate assessments appearing thereon; and

(3) That at the hearing or the times to which it may be adjourned, the assembly will consider the objections made and will correct, revise, raise, lower, change or modify the roll or any part thereof, or set aside the roll and order the assessment to be made de novo, and at the conclusion of the hearing or hearings will confirm the roll.

(c) The mailed notice of the hearing shall contain all of the statements and information required for the published notice and, in addition, shall also contain a description of each lot, tract or parcel of land owned by the owner to which it is addressed being assessed, and the amount of the proposed assessment against each property.

(d) Proof of mailing of the notice shall be made by the municipal clerk's filing an affidavit with the assembly setting forth the mailing. The affidavit is conclusive as to the facts stated in it.

(CBJ Code 1970, § 15.10.130; Serial No. 70-17, § 3, 1970)

State law references: Notice required on hearing on objections, AS 29.46.060(c).

15.10.140 Hearing.

At the time of such hearings all persons concerned shall have a right to present their objections to the assessment or any part of it, and to point out errors and inequalities, and submit reasons for amendments and corrections. The assembly may continue the hearing from time to time. After the assembly has heard all objections and suggestions it may correct, revise, raise, lower, change or modify the roll or any part thereof, or set aside the roll and order the remaking of the assessment. The assembly shalladopt a resolution confirming the roll as corrected or revised by it.

(CBJ Code 1970, § 15.10.140; Serial No. 70-17, § 3, 1970)

15.10.150 Waiver of objections.

All objections to the confirmation of the assessment roll or any of the separate assessments appearing thereon shall be in writing and shall state clearly the grounds of objections. Objections not made in writing and not filed with the municipal clerk at or prior to the time of the original hearing shall be conclusively presumed to have been waived.

(CBJ Code 1970, § 15.10.150; Serial No. 70-17, § 3, 1970)

15.10.160 Contest of assessment.

The regularity or validity of an assessment may not in any manner be contested or questioned by a person who did not file objection to the assessment roll prior to its confirmation.

(CBJ Code 1970, § 15.10.160; Serial No. 70-17, § 3, 1970)

15.10.170 Limitation on actions.

No special assessment procedure may be contested by an action at law or in equity unless commenced within 60 days after confirmation of the special assessment roll.

(CBJ Code 1970, § 15.10.170; Serial No. 70-17, § 3, 1970)

15.10.175 Exception.

When it can be demonstrated by the property owner in a hearing before the assembly that the property owner was unable to file a timely objection to an assessment under this chapter, and when it is clearly established that an error has been made in the computation of the assessment, the assembly may authorize the payment on the assessment of any amount not exceeding an amount equal to the amount of the error. No hearing may be held under this section unless the property owner has applied for a hearing withinsix months of the date the assessment roll is approved.

(Serial No. 77-04, § 2, 1976)

15.10.180 Assessment lien.

The assessment is a lien upon the property assessed from the time it is levied. The lien is paramount and superior to any other lien created before or after the assessment, except a lien for a prior assessment and for general taxes.

(CBJ Code 1970, § 15.10.180; Serial No. 70-17, § 3, 1970)

15.10.190 Notice of assessment and time for payment.

(a) After the assessment roll has been completed, the assembly by resolution shall fix a time within which the assessments shall be paid and when they become delinquent. The time of delinquency may be not less than 45 days after the adoption of the resolution.

(b) An assessment which is not paid before delinquency draws interest at the rate of ten percent per year. The assembly by resolution fixing the time of delinquency may also provide that after delinquency a penalty no greater than that provided for ad valorem tax delinquency shall be added to the delinquent assessment.

(c) As soon as the assessment roll has been placed in the hands of the municipal clerk for collection, the clerk shall publish a notice in a newspaper of general circulation published within the City and Borough once a week for two consecutive weeks stating that the roll is in official hands for collection and that all or any portion of any assessment appearing thereon may be paid within 45 days from the date of the first publication of the notice without penalty or interest.

(d) The municipal clerk shall also mail a similar notice to each owner of property that has been assessed in the local improvement district on or before the second date of the publication. The notice shall also designate the property, the amount of the assessment, the time of delinquency and the amount of penalty provided for, if any.

(e) Within five days after the notices to the owners of each property assessed are deposited in the post office in accordance with this section, the municipal clerk shall file an affidavit setting forth the mailing. The affidavit is conclusive as to the facts stated in it except in proceedings against the municipal clerk for perjury or for malfeasance, misfeasance or nonfeasance in office.

(CBJ Code 1970, § 15.10.190; Serial No. 70-17, § 3, 1970; Serial No. 73-13, § 3, 1973: Serial No. 76-39, § 2, 1976)

15.10.200 Lump sum or installment payment.

The assembly, ordering a local improvement at the expense of the owners of the property benefitted, may specify whether payment is to be made in one lump sum or by installments, and levy an assessment upon the property benefitted for its part, or the whole of the cost as the case may be.

(CBJ Code 1970, § 15.10.200; Serial No. 70-17, § 3, 1970)

15.10.210 Prepayment-in-full discount.

The owner of any tract of land charged with a local improvement district assessment may redeem it from the lien of the assessment by paying to the municipal clerk the full amount of the assessment without interest within 30 days after the first publication by the municipal clerk that the assessment roll is in official hands for collection. In the ordinance creating the district, the assembly may provide for a discount for prepayment in full not to exceed three percent.

(CBJ Code 1970, § 15.10.210; Serial No. 70-17, § 3, 1970)

15.10.220 Installment payments.

In all cases where assessments are to be paid in installments, the resolution confirming the assessment roll and the separate assessments appearing thereon and levying the assessments shall provide that the sum charged against any lot, tract or parcel of land or any portion of the sum may be paid during the 30-day period allowed for the payment of assessment without penalty or interest, and that thereafter the sum remaining unpaid, together with interest at a rate fixed by the resolution, shall be paid in equal annual installments over the period of years fixed in the resolution. The initial installment shall be billed as a separately stated charge on the next property tax bill; provided however, that the assembly has confirmed the assessment roll by April 15. If not, then the initial payment shall be the next succeeding property tax bill and shall be paid in the same manner and at the same time as property taxes. Subsequent installments shall be billed as a separately stated charge on the annual property taxbill. The penalty and interest that apply for delinquent payment of property taxes shall apply to delinquent payment of the annual assessment installment and interest as it appears on the tax bill.

(CBJ Code 1970, § 15.10.220; Serial No. 70-17, § 3, 1970; Serial No. 73-13, § 3, 1973)

15.10.230 Prepayment of installments.

The owner of any lot, tract or parcel of land charged with a local improvement district assessment may redeem it from the lien of the unpaid amount of the assessment at any time after the 30-day period by paying the remaining balance thereof to the municipal clerk with interest thereon to the date that the next installment of the assessment becomes due, together with an amount equal to the early redemption premium, if any, on the next series of bonds that can be redeemed, applied to the remaining assessment, unless the assembly, by resolution, provides for different prepayment terms.

(CBJ Code 1970, § 15.10.230; Serial No. 70-17, § 3, 1970; Serial No. 73-13, § 3, 1973; Serial No. 76-37, § 2, 1976)

15.10.240 Enforcement of lien.

When an assessment is payable in installments, the enforcement of the lien of any installment shall not prevent the enforcement of the lien of any subsequent installment. Assessments or installments thereof shall become delinquent the day after they were due, and the enforcement of collection thereof shall be made in the same manner as the enforcement of real property taxes.

(CBJ Code 1970, § 15.10.240; Serial No. 70-17, § 3, 1970)

15.10.250 Correction of invalid special assessments.

If a special assessment procedure is irregular or invalid for any reason, the assembly may correct it within 90 days after the confirmation of the special assessment roll or after final determination of any litigation thereon. If payments have been made under an irregular or invalid procedure, such payments shall be credited to payments required under the corrected procedure, or in the alternate, the assembly by ordinance shall provide for refunds.

(CBJ Code 1970, § 15.10.250; Serial No. 70-17, § 3, 1970)

15.10.255 Apportionment of assessments.

(a) A special assessment against property which has been subdivided subsequent to certification of the special assessment roll but for which, for any reason, the special assessment was not paid at or prior to the filing of the final plat or adoption of the waiver resolution under subsection 49.35.060(d) shall continue to be the liability of the parcel originally assessed until such time as the assessment has been redistributed to the subdivided lots in accordance with the procedures outlined in this section.

(b) A special assessment against a parcel which was subdivided subsequent to formation of, or voluntary inclusion in, a local improvement district but prior to the certification of the special assessment roll and which was, for any reason, assessed as a single parcel, and such assessment was certified, shall continue to be the liability of the parcel originally assessed until such time as the assessment has been apportioned among the subdivided lots in accordance with the procedures in this section.

(c) The special assessment against subdivided parcels subject to subsections (a) and (b) of this section may be apportioned among the subdivided lots by the mutual agreement of the City and Borough and all the owners of the lots in the subdivided parcel.

(d) The special assessment against subdivided parcels subject to subsections (a) and (b) of this section may be apportioned among the subdivided lots by the assembly upon application by the owner of a lot subject to such an assessment.

(1) Application shall be made to the assembly in writing and shall set forth the local improvement district involved, a description of the original parcel assessed, the amount of the assessment, a description of the subsequent subdivision action, the date the final plat or waiver resolution was filed or recorded, special assessment payments made to date, and a proposed method of apportioning the assessment. The application shall include a plat of the parcel as assessed and as subdivided.

(2) The assembly shall establish the proposed apportioned assessment for each lot or parcel which it deems affected by the subdivision and shall cause all such property to be placed on an apportionment roll.

(3) The assembly sitting as a board of equalization shall conduct a hearing on the roll.

(4) Notice of the hearing shall be mailed to all owners of affected lots or parcels at the address last shown on the tax rolls of the City and Borough. Notice shall be mailed at least 15 days prior to the date fixed for the hearing.

(5) Mailed notice shall contain the following:

(A) A brief statement describing the original assessment and the subdivision requiring apportionment of the assessment;

(B) A statement that the assessment of the larger parcel is to be apportioned among the lots and parcels which resulted from the subsequent subdivision;

(C) Identification of the lot or parcel owned by the addressee which is subject to the apportioned assessment;

(D) The proposed apportioned assessment against the identified lot or parcel;

(E) The time and place where written and oral objections to the apportionment may be presented to the board of equalization;

(F) A statement that the board of equalization may make equitable adjustments to any and all apportioned assessments on the roll after the hearing.

(6) Property owners objecting to the apportionment must file with the municipal clerk at or before the hearing a written statement of their objection to the apportionment setting forth the basis of the objection. Objections not made in writing and filed with the municipal clerk at or before the hearing shall be conclusively presumed to have been waived.

(7) Notice of the hearing shall be published at least twice, not less than a week apart, with first publication not less than 15 days prior to the date fixed for the hearing. Published notice shall contain substantially the same general information as mailed notice.

(8) There shall be added to the individual assessments on an approved apportionment roll the amount of any penalty and interest due on the original assessment and not otherwise accounted for in the apportionment. Such penalty and interest shall be prorated among the individual lots and panels in proportion to the approved apportioned assessments.

(9) The assembly shall, by resolution, confirm the approved apportioned roll. The assembly, by resolution may make such other provisions regarding the implementation of the apportioned assessment and related matters as it deems necessary.

(e) Upon an apportionment of a special assessment under subsection (c) or (d) of this section, notice of the apportionment shall be filed in the appropriate recording office.

(f) The apportioned assessment shall be a lien upon the property to which the apportionment is made in the amount appearing on the confirmed apportionment roll. Such lien shall be superior to all other liens except prior local improvement district special assessment liens and liens for real property taxes.

(g) The foreclosure of a special assessment lien on property covered by subsection (a) and (b) of this section prior to redistribution shall be against all the property subject to the original assessment. Unless the special assessment is redistributed prior to redemption, the subdivider or other person whose property is subject to the lien foreclosure may redeem that property only by redeeming all property subject to the lien.

(Serial No. 76-36, § 8, 1976)

Charter references: Limitations on actions challenging assessments, § 12.5.

ARTICLE V. SPECIAL ASSESSMENT BONDS

15.10.260 Special assessment bonds authorized.

(a) The assembly may include in an ordinance adopted under this chapter provisions authorizing the issuance and sale of special assessment bonds to pay all or part of the cost of an improvement in the district. The principal and interest of bonds issued shall be payable solely from the levy of special assessments against the property to be benefitted. The assessments shall constitute a sinking fund for the payment of principal and interest on the bonds. The property benefitted may be pledged by the assembly tosecure payment.

(b) Upon default in a payment due on a special assessment bond, a bondholder may enforce payment of principal and interest and costs of collection in a civil action in the same manner and with the same effect as actions for the foreclosure of mortgages on real property. Foreclosure shall be against all property on which assessments are in default. The period for redemption shall be in the same as in the case of a mortgage foreclosure on real property.

(CBJ Code 1970, § 15.10.260; Serial No. 70-17, § 3, 1970)

15.10.270 Guaranty account.

The assembly may establish a local improvement guaranty account of the City and Borough for the purpose of guaranteeing to the extent of the fund the payment of the principal and interest of all special assessment bonds. Interest on the guarantee fund shall be a cost of the improvement district.

(CBJ Code 1970, § 15.10.270; Serial No. 70-17, § 3, 1970)

15.10.280 Use of guaranty account.

(a) Defaulted special assessment bonds and interest coupons pertaining thereto, shall be purchased out of the guaranty account, and as between the several issues no preference shall exist, but they shall be purchased in the order of their presentation.

(b) Whenever any sum is paid out of the guaranty account on account of principal or interest on a special assessment district bond the City and Borough as trustee of the fund shall be subrogated to all the rights of the holder of the bond or interest coupon so paid, and the proceeds thereof or of the underlying assessment shall become a part of the guaranty fund.

(c) All interest and earnings derived from the investment of moneys in the guaranty fund shall be credited to the fund.

(d) If special assessment district bonds have been issued, all moneys remaining in any special fund or of any special assessment district fund after all costs of improvements in the district, including redemption of all bonds of the district, have been paid shall also be paid into the guaranty fund.

(e) Should the assembly, after determining that the amount of the guaranty fund meets all required guaranty requirements plus foreseeable future requirements, find there are excess moneys in the guaranty fund, it may authorize by ordinance transfer of the excess.

(CBJ Code 1970, § 15.10.280; Serial No. 70-17, § 3, 1970)

ARTICLE VI. CAPITAL IMPROVEMENTS BY AGREEMENT IN LIEU OF SPECIAL ASSESSMENT

15.10.290 Capital improvements by agreement.

When the owners of 100 percent of the property bearing the cost of improvements agree, the assembly may by ordinance authorize a contract for provision of such improvements in lieu of special assessments upon such terms and conditions as may be agreed upon. Any amounts due the City and Borough shall be a lien upon all real property involved in the same manner and with the same priority as special assessments hereunder and shall be subject to penalty and interest as provided for special assessments.

(CBJ Code 1970, § 15.10.290; Serial No. 70-17, § 3, 1970)

Charter references: Agreements, § 12.2.

MEMORANDUM

TO: Mike Vigue
Engineering & Public Works Director

FROM: Greg Smith
Contract Administrator

Date: December 5, 2018

SUBJECT: Contracts Division Activity
November 15, 2018 to December 5, 2018

Current Bids – Construction Projects >$50,000

BE19-037	JNU Sand/Chem Building & Fuel Station	Dawson, $9,255,000. NTP Issued 11/15/18
BE19-116	Public Works Demuck & Wash Bay Addition	Dawson, $1,932,000. NTP issued 11/27/18
BE19-113	JD Snow Storage Site Facility Berm Repair	G.R. Cheeseman, $73,665. NTP Issued 11/21/18
BE19-092	Heron Way Reconstruction & Paving	Southeast Earthmovers, $343,806. Award in progress
BE19-085	Douglas Hwy Water Main Replacement Re-Bid	Estimate $2,337,485. Bid opening 12/12/18
BE19-117	Public Safety Building Demolition	Estimate $460,000. Bid opening 1/3/19
BE19-112	DT Street Improvements Phase 3	Estimate $509,856.50. Bid opening 1/8/19

Current RFP's – Services

RFP E19-068	MWWTP SBR Building Roof Design, CA, & Insp	NorthWind Architects $56,630. NTP sent 11/27/18
RFP E19-122	Term Contract for General Construction	Dawson, Carver, and ACC were the successful proposers. Contracts in progress.
RFP E19-120	Lee St Pump Station Replacement	Begin negotiations letter send to ProHNS on 11/30/18
RFP E19-119	Juneau Park & Trail Signage Design	3 proposals received. Corvus, Huddle, SeaReach. Begin negotiations letter sent to Corvus on 12/5/18

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

RFP E19-084	Columbia & Poplar Redesign	CA1 for design & bidding services $85,281

Construction Change Orders (>$20,000)

BE18-229	JDWWTP Aeration Basin Floor Overlays	CO1, $34,767.25
BE18-241	Valley Shop Renovation	CO2 $54,536

MR E17-166 – Term Contract for Professional Services. This solicitation is open for a three-year period. Consultants continue to submit proposals. Contracts are in progress and underway.

Key for Abbreviations and Acronyms

A Amendment to PA or Professional Services Contract
CA Contract Administration
CO Change Order to construction contract or RFQ
MR Modification Request – for exceptions to competitive procurement procedures
NTE Not-to-exceed
NTP Notice to Proceed

PA Project Agreement - to either term contracts or utility agreements
RFP Request for Proposals, solicitation for professional services
RFQ Request for Quotes (for construction projects <$50,000)
RSA Reimbursable Services Agreement
SA Supplemental Agreement