

AGENDA

PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, February 6th, 2018

CBJ Assembly Chambers – 6:00 p.m.

Agenda Item	Presenter	Action Requested
1. Call to Order	Chair, C. Mertl	
2. Agenda Changes		
3. Public Participation of Non-Agenda Items		
4. Approval of Meeting Minutes from January 2 nd , 2018		Motion to approve
5. New Business 2017 Annual Report - Dog Free Trail	C. Mertl T. Rutecki	
6. Unfinished Business		
7. Directors Report		
8. Committee, Liaison, and Board Member Reports - Chair Report - Liaison to the Assembly Report - Liaisons: a) YAB b) Aquatic Facilities c) Jensen-Olson d) Lands e) 1% for art f) Treadwell - Other Partners: a) JNU Urban Forestry b) Eaglecrest c) TrailMix d) Park Foundation - Other Member Business	C. Mertl N. Gregory T. Rutecki T. Rutecki T. Gilmour C. Mertl J. Anderson VACANT C. Mertl VACANT B. Farrell C. Mertl	
9. Adjournment	Chair, C. Mertl	

AGENDA SYNOPSIS
PARKS & RECREATION ADVISORY COMMITTEE
Tuesday, February 6th, 2017
CBJ Assembly Chambers – 6:00 p.m.

New Business—

- A. **2017 Annual Report:** Review of the PRAC 2017 Annual Report which will be discussed by the Human Resource Committee (HRC) at their March 5th meeting [*Page: 6-8*].
- B. **Dog Free Trail:** Tom would like to discuss adding a designated “dog free” trail [*Page 9-15*].

Unfinished Business— None

Directors Report— None

DRAFT MINUTES
PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, January 2nd, 2018
City Hall Chambers– 6 p.m.

I. Call to Order at 5:59 p.m. – C. Mertl, Chair

Present: J. Anderson, E. Carrillo, B. Farrell, T. Gilmour, C. Mertl, E. Ouderkirk (t), C. Prussing, T. Rutecki

Absent: G. Schaaf

Staff Present: Kirk Duncan, P&R Director; Alix Pierce, Project Manager

- II. Agenda Changes** – K. Duncan would like to move Eagle Valley Center SAIL Contract from Directors Report to Unfinished Business. J. Anderson moves to approve agenda changes, no objection. **Approved.**

- III. Public Participation of Non-Agenda Items** – None.

- IV. Approval of Meeting Minutes from December 5th, 2017** – B. Farrell moves to approve the minutes, no objection. **Minutes adopted.**

V. New Business –

A. ARPA Lifetime Achievement Award:

K. Duncan: We have Helen Clough here tonight who has been awarded the Lifetime Achievement Awarded by the Alaska Recreation and Parks Association (ARPA). A letter highlighting Helen's achievements is included in the minutes.

VI. Unfinished Business –

A. Treadwell Historic District 2008 Master Plan:

T. Rutecki: I was curious why this was not brought up at our last meeting and through this would be a beneficial piece for the Treadwell discussion. I stated that the trail was dark and dank and if you look through this report it is. It is not a rainforest; it is a heavily industrialized area on the rebound. One of the reasons they want to keep the trail dark is so stuff does not grow on the trail. Treadwell is a well-used and diverse park.

C. Prussing: I remember a number of years ago the City decided to revegetate some around in that area because of the subsurface contamination. Where is that plot of ground?

K. Duncan: I'm not sure where that plot of ground is.

C. Mertl: Is this plan approved and adopted plan?

K. Duncan: I will let you know the next meeting.

B. Eagle Valley Center SAIL Contract:

K. Duncan: SAIL approached us about them operating the Ropes Course for their clients and any other paying guests out at the EVC. This would be a lease between the Lands Department and SAIL for just the Ropes Course. The Lands Department would like PRAC to make a recommendation that the Assembly follow the procedures that are laid out in this memo that would lease the property to SAIL. There is some grant funding they need to apply for that is time sensitive. There have been no competing inquiries in this.

T. Rutecki: I move the PRAC recommend to the Assembly to authorize staff to commence lease negotiations with SAIL to lease the EVC Ropes Course.

No objections; motion passes.

VII. Director's Report – K. Duncan

A. Master Plan Update:

A. Pierce: Committee meeting is next week to discuss the Parks Inventory and Chapter 3. I'm holding facilitated work sessions with Parks & Rec staff to talk with them about operating facilities and programs and how they would like the Plan to look. There will be a public review of the draft plan once it is ready.

B. Project Playground Update:

A. Pierce: Corvus partnered with Leathers is the designers for the playground. The design team is redesigning about 10% of the playground. The Steering Committee has suggested a few additional elements that we're looking at including that have a theme of increased inclusive play: poured in place surface (potential for a grant), small turf area and zip line (likely need to be funded with raised funds). Major changes to the footprint are suggested changes to the plaza (between the restrooms and shelter and entrance to the playground), a memorial to former playground and potentially moving the shelter from the top of the hill. The contractor would start in Juneau with a smaller scaled community build in August. Based on the cost estimates of the final design and insurance company negotiations, the steering committee will come up with a fundraising goal.

C. Aquatics Board Sunset Discussion:

K. Duncan: The Aquatics Board sunsets May 28, 2018. There are four different options in the memo; if nothing happens, the pools go back to P&R, option one. Second option, continue on with the hybrid board that we currently have. Third option, creating an empowered board. The fourth option, have a non-profit running the pools.

T. Gilmour: What does the Aquatic Board want?

K. Duncan: The Aquatics Board is dedicated to providing cost effective operations of the pools with a high level of customer service and employee satisfaction. They're looking at all these options and will make a recommendation for those goals. Ultimately, it is the Assembly who makes the decision.

VIII. Committee, Liaison, and Board Member Reports

A. Chair Report— None.

B. Liaison to the Assembly Report— None.

C. Liaison Reports—

YAAB – T. Rutecki: Tomorrow is our next meeting.

Aquatics – T. Rutecki: None.

Jensen-Olson Arboretum—T. Gilmour: None.

Lands – C. Mertl: None.

1% for Art— J. Anderson: None.

Treadwell Arena Board – E. Carrillo: None.

JNU Urban Forestry – C. Mertl: None.

Eaglecrest – E. Carrillo: None.

TrailMix—B. Farrell: None.

Park Foundation— C. Mertl: None.

Other Member Business – None.

Adjournment – 6:40 p.m. *Having no other business before the board.*

Respectfully submitted by Lauren Verrelli, P&R Administrative Assistant II, 1/12/2018

Lifetime Achievement Awarded by the Alaska Recreation and Parks Association (ARPA)

Helen Clough

Helen Clough worked for the Federal government in a variety of positions for almost 40 years until retiring in 2013. Her early interests in recreation were developed as a high school student in Juneau, where she enjoyed camping and hiking (usually in the rain).

A graduate of the University of California, Helen began her career with the Bureau of Land Management in California as part of the first group of Desert Rangers. Each ranger had a resource specialty (archaeology, in her case) and was assigned to patrol an area of the desert, meet with visitors, and find out “what was happening” in the local area.

In 1981, Helen moved back to Alaska and was hired by the Forest Service as manager of the Admiralty Island National Monument, where she completed the first Wilderness Management Plan in Alaska, and began the Forest Service’s Alaska Wilderness Ranger Program. A move to Sitka saw Helen in the forefront of much media when the Hubbard Glacier advanced and blocked off Russell Fjord near Yakutat, leading to major concerns about changes to the Situk River, a world-class clear water fishing stream. Later in Sitka, Helen took over as head of the Sitka Ranger District and was involved a wide range of activities. She still enjoys her annual fishing trips to Sitka, and regularly visits some of the incredible recreation facilities that now exist but were only in the planning stage when she left.

Helen began working for the National Wildlife Refuge System in 1990, where she continued to work the rest of her career, working in Dillingham, King Salmon, Juneau and Anchorage. Helen’s early accomplishments include river management planning, addressing conflicts among users along several premier Western Alaska rivers, and establishing a River Ranger program to get refuge staff on the ground and in contact with visitors on-site. Helen was involved in a number of refuge planning projects in and outside of Alaska. Notably, she was also the lead trainer for the National Wildlife Refuge System, which involved teaching biologists how to address conflicts with wildlife and with people, with the goal of allowing people to continue to enjoy national wildlife refuges while still protecting the important resources of these areas. Helen continued her work with the National Wildlife Refuge System until her retirement in 2013.

Helen joined ARPA in about 1990, after attending her first annual conference in Fairbanks. Her early involvement with ARPA was through the Wildlands Section, where she served as chair for several years. Helen then became the ARPA board secretary for almost 20 years. During this time, she also became involved in the River Management Society. Upon retirement, Helen joined the River Management Society national board, and continued on as ARPA secretary until 2016. She is still involved with ARPA, currently serving as chair of the ARPA nomination committee, and still maintains involvement with the National River Management Society, serving as President.

Helen continues to live in Juneau when she and her husband are not out fishing and traveling on their boat, or visiting friends and family around the country. They recently acquired a new puppy, and in his first month with them, he has been in two Canadian Provinces and ten states, traveling by car, plane and boat.

ARPA has honored Helen with the Professional Award in 1998, the Bob Robertson Service award in 2002 and the ARPA Appreciation award in 2012. We are pleased to add Lifetime Achievement Award recipient to Helen’s impressive list of accomplishments, and appreciate all her efforts to promote and improve recreation and protect our beautiful natural resources. Congratulations, Helen!



PARKS & RECREATION ADVISORY COMMITTEE

155 S. Seward Street

Juneau AK 99801

(907) 586-5226

To: Assembly Human Resources Committee

From: Christopher Mertl, Chair
Parks & Recreation Advisory Committee

Date: February 5, 2018

Subject: Parks & Recreation Advisory Committee 2017 Annual Report

The City & Borough of Juneau Parks & Recreation Advisory Committee (PRAC) meets the first Tuesday of each month at 6:00 P.M. in the Assembly Chambers. The PRAC is comprised of nine members appointed by the Assembly for three-year terms. In 2017, PRAC held ten public meetings and one day-long PRAC and Parks & Recreation Department Retreat during May to develop PRAC priorities that would benefit the community, the Department and looking at long term visioning for the Board and the community as a whole.

In 2017, PRAC continues to have members from a broad-spectrum of the community including professionals, construction trades, federal employees, local non-profits, retired community members, and sports clubs who brought their understanding and leadership in developing and maintaining CBJ Parks & Recreation (P&R) programs. In 2017, we welcomed one new member to the PRAC and continue to try to create a more diverse Committee including parents with young children, minorities and other less represented community members. We understand this can be a challenge but hope that the Human Resources Committee will keep this in mind for future nominations to PRAC.

Over the last year during its eleven meetings, the PRAC took public comment on a wide range of issues, providing support for several Parks & Recreation initiatives, and making recommendations to the Assembly. Planning and management highlights of 2017 include:

- Indian Point Land Exchange
- Priority Based Budgeting
- Project Playground Rebuild
- Tour Operator Request to Use Treadwell Historic Park Trails
- Whale Park/Seawalk Update
- Juneau Park Foundation
- Treadwell Ditch Improvements
- Eagle Valley Center Update
- Centennial Hall Upgrades

- Zach Gordon Youth Center Programs and Facilities
- Marine Park to Taku Fisheries Urban Design Plan Coordination
- Commercial Use/Permitting of Public Trails
- Recreational Camping and Homelessness Camping
- Christopher Trail/Cope Park Improvements
- Treadwell Historical Park Improvement Grant
- Chicken Yard and Capital Park Improvements
- Naming of Overstreet Park
- 1% Sales Tax P&R Funding Priorities
- Aquatic Board updates
- SAIL Ropes Course at Eagle Valley Center
- Downtown Signage Plan Update
- Snow Removal and Maintenance on the Seawalk
- Looking at Park/Trail Related Codes, Ordinances, Regulations and Resolutions
- Juneau Hut-to-Hut
- Treadwell Arena Hours/Budget Issue
- Rotary Park Playground Improvements

One key area of focus for PRAC has been the update of the P&R Master Plan that has been an on-going process. The Department is two years into the updating of the P&R Comprehensive Plan (also called Master Plan) and this year highlighted receiving public input including hosting several public meetings, surveys and other forms of outreach. The Plan once updated will provide a roadmap to achieve the long-term vision of Parks & Recreation within our community.

Once again we are happy to report that our relationship with the Department continues to grow under the direction of Mr. Duncan and the dedicated Parks & Recreation staff and leadership. We are thankful for their professionalism in supporting PRAC and our recreation facilities and programs. We also would like to thank Alix Pierce who continues to spearhead the updating of the P&R Master Plan.

On behalf of the PRAC, I would like to thank the Parks & Recreation staff for their hard work in providing the services and programs, and maintaining and running our parks and recreation facilities. The contribution these facilities make to our quality of life, contribute to our youth's development and community as a whole, and cannot be understated. Our facilities are loved by our residents and attract many visitors to Juneau who in turn support our local economy. We would also like to thank the Assembly for their support and, in particular, our new Assembly Liaison Norton Gregory for his participation.

Finally, thank you for this opportunity to serve our community. If you would like more information please call me at 907-988-9000.

Christopher Mertl
PRAC, Chair

Attachment: 2017 Attendance Record

PARKS AND RECREATION ADVISORY COMMITTEE (PRAC)

ATTENDANCE 2017

Tuesdays @ 6pm unless specified	1/3	2/7	3/7	4/4	5/2	6/6	7/11	8/1 <i>Park Tour</i>	9/5	10/3	11/7	12/5
Josh Anderson	P	P	P	P	N/A	P	P	N/A	A	A	P	P
Edric Carrillo Appointed				P	N/A	P	A	N/A	A	P	A	P
Traci Gilmour	P	P	P	P	N/A	P	P	N/A	P	P	P	P
Brett Farrell	P	P	P	P	N/A	P	P	N/A	P	A	P	P
Christopher Merti Chair 3/3/15 Re-elected 4/5/16	P	P	P	P	N/A	P	A	N/A	P	P(t)	P	P
Eric Ouderkirk	A	P	P	P	N/A	A	P	N/A	P	P	P	A
Chris Prussing	P	P	P	P	N/A	P	P	N/A	P	A	P	P
Tom Rutecki	P	P	P	P	N/A	P	P	N/A	P	P	P	P
George Schaaf Appointed 3/7/17			P	P	N/A	P	P	N/A	P	P	P	A

LEGEND: **A** – Absent / **P** – Present/ **P(t)** – Present Telephonically/ **N/A**- No Meeting

*Date moved

2/6/2018

Dog Free Trail

What is the issue you would like the PRAC to address and why?

To respect Juneau citizens that are adversely impacted by dogs on trails the designation of 1 ADA accessible Juneau trail as a Dog Free trail and designate a new area as a dog that ideally would be proximal to the No Dog trail. There are about 120 CBJ trails that dogs are allowed on and 0 trails they cannot be on. The CBJ Dog Task Force recommended that the Auke Lake trail be designated as a Dog Free Trail for those who wish walk a Juneau trail without encountering dogs. However, that trail is currently not Dog Free.

Anticipated Benefit will be for people who have no desire to encounter dogs on trails that are easily accessible. On certain trails enforcement by Animal Control can work.

What solution do you recommend?

Initially use PlaceSpeak to obtain public comment on designation of a trail as a No Dog trail from a list of ADA accessible trails that PRAC recommends for that designation.

What would the new regulation say?

No Dogs allowed on this trail.

What would happen if nothing is changed?

Non-dog owners continue to be disenfranchised with regard to use at least 1 Juneau trail and not encounter dogs.

What are other solutions you considered?

Education instead of Regulation has not worked.

Leash laws are ineffective.

Voice control is ineffective.

Self-enforcement of existing leash laws does not work and can be dangerous.

Why would there be objections to this issue?

Could be other trails made No Dog trails.

Enforcement challenging.

Government over reach.

Dog issues are perceived and not real.

My dog is friendly, well behaved, and not a problem

Both NON-dog owners and Dog Owners need to be respected by the CBJ's policies.

However, no one is unclear that off-leash dogs are a PROBLEM for co-existing with non-dog owners or with dog owners whose dogs cannot be off-leash. PRAC can find more LEGAL ways to manage both in Juneau by:

1. Designating 1 CBJ trail as a NO DOG trail.
2. Designate 1 or more areas within CBJ as Dog Parks.

Off-leash recreation is turning into one of the biggest imbroglios in park management nationwide and one of the most politically challenging and hotly debated items for local legislators. It's inspiring participatory democracy at its finest, with off-leash advocates, many political novices, pulling out all stops to earn the right to exercise their dogs—and it also has municipal politicians running for the hills in places like Seattle and Portland. .

According to the March 2017 issue of *Governing*, most of these fights have much in common, and it cautions local legislators that "if you thought that taxes were the only issue that made voters' blood boil, then you haven't had a dog issue appear on the public agenda lately."

Justification for No Dog Trail designation.

Simply seeing a dog that is not leashed, even when that dog is very well behaved, can cause panic for some people.

While you may know that your dog won't cause any trouble, the other person is freaking out about what might potentially occur. They're afraid that without the leash, your dog might suddenly approach them.

Why would they be afraid of my friendly dog? I clearly have him under voice control!

Here's why: Many people have had frightening encounters with dogs just seconds after their owners swore to them that their dogs were under control/friendly. Of course not all dogs are the same, but once bitten, twice shy, you know? It just scares the pants off many to take a gamble with another dog that may or may not be as well behaved as their owner promises. It's not personal.

Plus, there are these **reasons people might be afraid** of a potential interaction with your dog:

- They have a physical limitation, such as poor balance or lack of mobility.
- They're senior citizens.
- They're children.
- They rely on Service Dogs that must not be distracted or harmed.
- They (or their dogs) have been bitten or attacked in the past.
- They own dogs who are injured, sick, or otherwise unable to safely interact with other dogs.
- They have a phobia of dogs. Remember, phobias like the ones lots of people have of spiders, snakes, or of heights, are irrational. But that doesn't make it less debilitating (this guy died trying to flee a friendly dog).

CBJ TITLE 08 - ANIMAL CONTROL AND PROTECTION

City and Borough of Juneau law states that your dog should be kept restrained at all times, and not allowed to freely roam unattended. There are trails and some other areas that allow you to let your dog walk 'off-leash', but your dog should never be left to roam on its own. Most trails have a sign at both ends denoting the animal control laws that pertain to that particular trail.

- **Dogs must remain on leash when at: 08.40.020 - Leash law areas.**

Docks, Floats, Wharfs, Centennial Hall, State Office Building Grounds, All Public School Grounds, Alaska State Museum Grounds, Governors Mansion Grounds, Juneau International Airport Grounds, Downtown Area (Franklin St. to Main St., Fifth St. to Mill Way), Gold Creek Watershed, Brotherhood Bridge Paved Trail, Twin Lakes Paved Trail, Auke Lake Trail, Rainforest Trail May-Sept., Mt. Roberts Trail, South Twin Lakes Shelter and Grassy Mound, Savikko Park (Savikko Road to St. Ann's Ave.), Treadwell Trail to First Culvert, Sandy Beach May-Sept. (Parking Lot to the Creek), Adair-Kennedy Memorial Park, Aant'iyek Park, Capitol Park, Chicken Yard Park, Cope Park, Dimond Park, Douglas Park, Gunakadeit Park, Homestead Park, Lena Loop Park, Riverside Rotary Park, Marine Park, Melvin Park, Sigoowu Ye Park, West Juneau Rotary Park, Developed Recreation Sites on U.S. Forest Lands.

- Serial No. 2009-12(d), § 2, 10-12-2009)

Dogs Are Prohibited From These Areas:

Municipal Cemeteries, Salmon Creek Watershed, Jensen-Olson Arboretum, Police Station Pond, East Pond Spur Trail at Fish Creek, All Artificial Turf Fields, All Highways. **08.40.030 - Dog prohibition areas.**

Dogs are prohibited in the following areas:

(a)

Those locations and in the manner set forth in regulations issued by the CBJ Parks and Recreation Department pursuant to CBJ [01.60](#).

(b)

The grounds of the municipal cemeteries as provided in [section 62.20.070](#);

(c)

The area of the Salmon Creek Watershed, described as the area which drains into the Salmon Creek reservoir, as shown on Exhibit C, on file for reference in the municipal clerk's office.

(Serial No. 2009-12(d), § 2, 10-12-2009)

Animal control will enforce

Chapter 03

DOGS AND DOMESTICATED ANIMALS IN CBJ PARKS AND RECREATION AREAS

11 CBJAC 03.010 Policy.

11 CBJAC 03.020 CBJ parks and trails requiring dogs on leash at all times.

11 CBJAC 03.030 No dog areas.

11 CBJAC 03.040 Sports field dog use.

11 CBJAC 03.050 Special events.

11 CBJAC 03.060 Temporary closures.

11 CBJAC 03.070 Definitions.

11 CBJAC 03.010 Policy.

Effective May 26, 2005, the Assembly amended Section 67.01.090 of the Parks and Recreation Code to provide flexibility in adopting regulations that address dogs in park or recreation areas. The amendment removed the requirement that all dogs in park and recreation areas must be on a leash and replaced it with the requirement that all dogs in park or recreation areas must be on a leash or under competent voice control as defined in CBJ 08.05.010, if not posted otherwise. In addition, the summer restriction at Twin Lakes was removed.

All areas addressed in this chapter will have signage posted notifying users of regulations regarding that particular area.

(Amended 7-11-2005, eff. 7-19-2005; Amended 5-14-2007, eff. 5-22-2007)

11 CBJAC 03.020 CBJ parks and trails requiring dogs on leash at all times.

The department recognizes the following trails and CBJ area parks as on leash at all times with any exceptions further defined under each area listed. The trails and area parks listed in this section qualify for on leash at all times because they meet one or more of the following criteria: high use area, paved trail, or within Downtown Juneau area.

- (a) Kaxdigoowu Heen Dei/Brotherhood Bridge Paved Trail - is an on leash at all times trail.
- (b) Rainforest Trail - Is an on leash trail May 1 - September 30. The trail will revert to an on leash or under competent voice control October 1 - April 30.
- (c) Mt. Roberts Trail - Pertaining to the section of trail from the beginning of the tram terminal building up to the intersection of Gold Ridge and Gastineau Peak will be on leash at all times.
- (d) Savikko Park - From Savikko Road to the hillside bordering St. Ann's Street, encompassing the parking lot by the shelters, the shelter/playground area to the first culvert on the Treadwell Historical Trail and to the waterside of the logs, will be on leash at all times.

The first section of beach below shelter area from the parking lot to the creek will be on leash May 1 - September 30. This section of beach will revert to on leash or under competent voice control of October 1 - April 30.

ol October 1 - April 30.

The Savikko Park sports fields are addressed in section 11 CBJ 03.040.

- (e) Twin Lakes - The paved path along both lakes is on leash at all times. The grassy mound area and shelter at the South Lake are on leash at all times. The grassy area on the North Lake designated on leash or under competent voice control. Signage posted defining each area.

- (f) The following Recreation Service Parks are on leash at all times with the exception of, fenced sports fields located within park which have signage posted regarding regulations for dog use on fields:

Adair Kennedy Park, Aantiyiek Park, Capital Park, Chicken Yard Park, Cope Park, Dimond Park, Douglas Park, Gunakedeit Park, Homestead Park, Lena Loop Park, Marine Park, Melvin Park, Riverside Rotary Park, Sigoowu Ye Park, and West Juneau Rotary Park.

- (g) Auke Lake Trail - is an on leash at all times trail.

(Amended 7-11-2005, eff. 7-19-2005; Amended 5-14-2007, eff. 5-22-2007)

11 CBJAC 03.030 No dog areas.

The department recognizes the following trails and CBJ park land as no dog areas.

- (a) CBJ parkland Jensen/Olson Arboretum - Tract 3, USS 1466 and USS 2516.
- (b) Police Station Pond.
- (c) Fish Creek - Only the East Pond Spur trail designated as a no dog area due to abundant wildlife.
- (d) Any artificial turf field.

(Amended 7-11-2005, eff. 7-19-2005; Amended 5-14-2007, eff. 5-22-2007)

11 CBJAC 03.040 Sports field dog use.

All fenced park sports fields are off leash areas for exercise and dog training purposes with the exception of the artificial turf fields. Signage posted at each sports field defines the area's use and rules. General guidelines for sports field dog use are as follows:

- (a) Summer hours for field use March 15 - October 15
 - (1) Open weekdays until 3:00 p.m. unless school is in session. Fields closed during school hours. Signage posted at each site with rules regarding that area's usage.
 - (2) Closed Saturdays due to high sports use.
 - (3) Open Sundays during park hours.

- (b) Winter hours for field use October 16 - March 14
 - (1) Fields are open during park hours Sunday through Saturday with the exception of school hours.
 - (A) Fields closed to use during the school day. Signage posted at each site with rules regarding that area's usage.
- (c) Year round - Fields closed for dog use during tournaments and designated field events.
- (d) Rules for use of sports fields - Fields are on a first come first serve basis unless reserved. Please stay off the field lines. Clean up of dog feces is mandatory per CBJ 08.45.010(a)(2). Refer to signage posted at each field regarding usage for that area.

(Amended 7-11-2005, eff. 7-19-2005; Amended 5-14-2007, eff. 5-22-2007)

11 CBJAC 03.050 Special events.

Dogs are required to be on leash at all times on CBJ park land during special events such as Fourth of July, Marine Park Plaza events, Gold Rush Days, Rainball Softball Tournament, as defined in 11 CBJAC 03.080 Definitions.

(Amended 7-11-2005, eff. 7-19-2005; Amended 5-14-2007, eff. 5-22-2007)

11 CBJAC 03.060 Temporary closures.

to:

CBJ area parks may be closed or restricted by the Department for the following reasons but not limited

- (a) Health and safety for animals and humans.
 - (1) Excessive dog waste on trails, in parks or on fields, as determined by staff.
 - (2) Dogs hurt or killed by cars, wildlife, or other hazards.
 - (3) Adverse affects on wildlife viewing, migration, nesting, etc.
 - (4) Repeated inappropriate dog behavior - with other dogs or people.
 - (5) High fecal counts in adjacent water.

Any areas closed will be posted with explanation of restrictions. (Amended 7-11-2005, eff. 7-19-2005; Amended 5-14-2007, eff. 5-22-2007)

11 CBJAC 03.070 Definitions.

As used in this chapter:

Competent voice control means your dog must be within your sight and under verbal control at all times, regardless of distractions (such as wildlife, other dogs, food, or other park visitors). If your dog jumps on, barks at, or acts aggressively toward people or other dogs, chases wildlife, or will not consistently come to you immediately upon command, your dog must be leashed.

Director means the director of the City and Borough of Juneau Parks and Recreation Department.

Department means the City and Borough of Juneau Parks and Recreation Department.

Recreation service parks means parks that are designed and developed for active recreation and programmed use. Types of parks within this designation consist of mini-parks, neighborhood parks, community parks, and special use areas. The park designation assigned depends upon the size of the parcel and the facilities it provides.

Special events means a public holiday, occasion or event, which will bring an exceptionally high number of people to the facility/area. The director retains the discretion of determining whether an event meets this definition.
(Amended 7-11-2005, eff. 7-19-2005; Amended 5-14-2007, eff. 5-22-2007)

2006 CBJ Dog Task Force Recommendations and Public Comment:

<http://www.juneau.org/parkrec/df.php>



REQUEST FOR YOUTH ACTIVITIES GRANTS Youth Activities Program Fund RFYAG #019-001

The City and Borough of Juneau, Youth Activities Board is presenting its Request for Youth Activities Grants (RFYAG) packet for various youth activity programs. This packet defines the program requirements and describes the procedures for Youth Activities Grant preparation and submission.

Forms will be available for pick-up at the Parks and Recreation Office at City Hall. You can request the RFYAG document be e-mailed to you from Dave.Pusich@juneau.org. Forms will also be available on the CBJ web page at <http://www.juneau.lib.ak.us/parksrec/grants>. You can print these forms if you have Adobe Acrobat Reader, but cannot fill out the RFYAG document on line. All forms available beginning Tuesday, January 2, 2018.

Please be aware that all programs/activities from the Juneau School District are not eligible to apply for funding through this Youth Activity Grant.

Requests for interpretation shall be in writing, delivered or faxed to CBJ at least ten days before Youth Activity Grant proposals are due.

Proposals will be received at:

Juneau Parks and Recreation
Room 218, City Hall
155 South Seward Street
Juneau, Alaska 99801
(907) 586-5226
(907) 586-4589 FAX

Proposals, in 7 copies, **one with original signature in blue pen**, will be received until **4:30 pm local time, Thursday, March 1, 2018**. Proposals will not be accepted for any reason unless they are received by 4:30 pm sharp AND they contain a signature on page C-2 of the application.

For document identification, your submittal envelope should identify the Request for Youth Activities Grant number and the name of the submitter.

For information, contact Dave Pusich, Recreation Manager, at (907) 586-5226.

Your participation in this Request for Youth Activities Grants process is appreciated.

Sincerely,

Dave Pusich
Recreation Manager

REQUESTING PROPOSALS FOR THE DELIVERY OF VARIOUS YOUTH ACTIVITY PROGRAMS

NOTICE IS HEREBY GIVEN that the City & Borough of Juneau (CBJ), Alaska is requesting proposals from interested public or private non-profit organizations to provide youth programs in accordance with priorities established by the City and Borough Assembly and the Youth Advisory Board (YAB).

Interested agencies should contact the CBJ Parks and Recreation Department at (907) 586-5226, or by mail at 155 South Seward Street, Juneau, Alaska 99801, to obtain the request for proposal package for the grant award process. Proposers are advised that specific requirements contained in the request for proposal package must be met by the proposer for a proposal to be responsive.

Attention is called to the fact that the CBJ is an affirmative action employer. Proposers are advised that compliance with equal employment opportunity regulations is required.

Proposals must be received at the office of the CBJ Parks and Recreation Department, Room 218, 155 South Seward Street, Juneau, Alaska 99801, by 4:30 pm, Thursday, March 1, 2018. Proposals submitted after this deadline will not be considered for any reason.

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SECTION A

FY19 YOUTH ACTIVITIES GRANT

GENERAL INFORMATION

RFYAG #019-001
YOUTH ACTIVITIES PROGRAM FUNDS

Grant Information

PURPOSE AND PRIORITIES

This grant program is designed to encourage local organizations providing or desiring to provide athletic, cultural, artistic or extra-curricular academic activity programs to the youth of Juneau. The Youth Activities Program will only serve Juneau's youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case, the program may serve youth no older than 20 years of age.

Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program (defined on page A-6) is an allowable expense under the grant. Funds for equipment and travel will also be considered. Highest priority for travel funding is given for youth travel essential to the program, second highest is for special instructors traveling for training.

ELIGIBILITY REQUIREMENTS

1. Program must be offered by a public or private non-profit organization.
2. All Programs/Activities from the Juneau School District are not eligible to apply for funding under this Request for Proposal.

Special consideration will be given to:

- Agencies that receive no other funding from the CBJ.
- Organizations that provide scholarship funds for youth activity programs out of their own budget **(this does not include scholarships provided with CBJ funds).**

GRANT REQUIREMENTS

1. The program will only serve Juneau's youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case the program may serve youth no older than 20 years of age.
2. Program starting date must occur between July 1, 2018 and June 30, 2019.
3. **Programs will not be funded retroactively.**

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4. Grants will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program (defined on page A-6) is allowed.
5. All promotional and/or printed material for any program funded through this grant must include the following statement: "This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues." Examples of where this statement will be required includes but is not limited to: performance programs, enrollment and registration materials and forms, posters, advertising, brochures, newsletters, websites, flyers, newspaper articles, radio interviews, etc. A plan outlining how this information will be conveyed must be included in the proposal. Copies of printed and promotional materials will be required as part of the final program evaluation.
6. Grantees shall provide a written evaluation of the project and a final budget within 60 days from the end of the project, or by the end of August 2017. Failure to submit both of these items in a timely manner will render the Grantee ineligible for grant funds from this program during the next applicable funding cycle.
7. Approved funding must be spent as outlined in your Program Budget, or Revised Program Budget, if one is required. Any funding not spent as outlined in the grant proposal, or any remaining funds must be paid back to the CBJ when the final evaluation and budget are submitted. Please consult Dave Pusich, Recreation Manager, if you have any questions about approved expenditures or if circumstances change. The YAB encourages organizations to seek donations for their projects. Money returned will be used to fund other youth activities.
8. All programs are subject to City and Borough of Juneau financial audits.

FUNDING

The amount available for Youth Activities Grants for Fiscal Year 2019 will be up to **\$315,875**. If an organization is planning to apply for funds to conduct more than one program, separate proposal forms must be submitted.

The award period for this grant is one year and begins July 1, 2018. Selected Youth Activities Programs will be funded on an annual basis. Successful applicants are in no way guaranteed of funding in subsequent years.

Grantees will be notified of the funding amount by June 1, 2018. Grantees become eligible for funding once a contract is signed. The grant amount will be paid by the date grantees specify as necessary to begin the program, **no earlier than July 15, 2018.**

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Information

APPLICATION REQUIREMENTS

Submittal of Proposals

Proposals will be received in the office of the CBJ Parks and Recreation Department, Room 218, City Hall, 155 South Seward Street, Juneau, Alaska 99801, until **4:30 pm, Thursday, March 1, 2018**. The proposals will be reviewed and awarded by the Youth Activities Board, which consists of one member from the Parks & Recreation Advisory Committee, one youth member, one member from the Juneau Arts and Humanities Council, one member from the Juneau Sports Association and five members from the general public.

Clarification or changes to the documents by the CBJ will be in the form of an addendum to the RFYAG and, when issued, will be sent as promptly as is practical to all parties to whom the RFYAG has been issued. All such addenda shall become part of the RFYAG.

Directions for Application Completion

It is the intent of the Youth Activities Board to encourage clarity of proposal, neatness and brevity. You must use the format provided and complete your application within the space allowed in the application packet. Submit seven (7) copies of the proposal, including one with an original signature **in blue pen**. The overall proposal must be typed double-space on one side only of 8 ½ x 11 white paper. Individual sections of the application may specify otherwise. Do not bind the proposals with other than staples or other easily removed devices.

Proposal Evaluation Process

The Youth Activities Board evaluates the proposals. The intent of the CBJ is to make this award based on written proposals following priorities established in Resolution of CBJ, Alaska Serial No. 2761 attached on page A-6. After selection of successful proposals, the Youth Activities Board will determine the funding level for each program and forward their recommendations to the Assembly.

Right-to-Reject Proposals

The CBJ reserves the right to reject any and all proposals and to determine which proposals meet the criteria of the RFYAG. The CBJ further reserves the right to waive any informality or irregularity in the grant requests or grant request process. Grant requests received after the deadline for submittal will not be considered for any reason. If any required portion of the grant proposal is missing, the application will be found non-responsive and will not be considered.

Neither this invitation to submit an application nor any subsequent procedures for selecting a successful applicant to receive funds should be regarded as a municipal procurement. The City and Borough of Juneau retains the right to proceed without further notice or reject any or all applications, to rescind this offer, to modify the criteria set out above, to negotiate with one or more applicants and to in any manner, exercise its authority to determine the best use or combination of uses for the funds being made available.

No compensation will be given for the costs of preparing the application nor shall any application be regarded as confidential or proprietary after all proposals have been reviewed and grants awarded.

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Grant Information

Juneau Business Sales and Personal Property Tax

Vendors/merchants conducting business within the City are required by law to register with the City for sales and property taxes. Vendors/merchants must be in good standing for all amounts owed to the City prior to award, but in any event no later than five business days following notification by the City of intent to award.

Local Professional Service Provide Points

All professional services shall be purchased giving Juneau proposers the following consideration, that 2 of the total points possible for each proposal shall be awarded if and only if the proposal is submitted by a Juneau proposer.

Program Evaluation Requirements

Successful applicants will be required to complete a written evaluation of their program within 60 days of the completion of the program, or by the end of August 2019. Applicants will not be considered during the next applicable funding cycle if the evaluation is not received within the time limit. An evaluation form will be provided with the approved contract. Applicants must use the format provided when submitting the final evaluation.

Scoring Criteria Changes

Several changes have been made to the scoring criteria and point values this year. These are:

- 1) The total point value for the grant has been changed to 150 (previously it was 257).
- 2) The point values for all of the categories on the score sheet have changed. Scoring criteria have been revised to follow priorities established on pages 4-5 in CBJ Resolution 2761 (attached on page A-6 of this document). The point values for these categories range from 16 to 4, ranked by "order of importance" defined in the Resolution. Other categories are defined by the Youth Activity Board and receive 4 points or less.
- 3) The "Assistance to Youth" category on the score sheet (II Plan of Operation A #4) has been divided into two categories which reflect CBJ "priorities" # 10 and # 11. Previously both of these priorities were included into one.
- 4) Deleted the "Fees to Participant" line on score sheet
- 5) The optional information (Section VI) no longer includes "Listing of Agreements" but does include receiving 2 points for "Letters of Support". We are requesting a maximum of two letters in this section and each one will receive one point.
- 6) The point value for Local Proposer (listed at the bottom of the scoresheet) has been reduced to 2 points from 5% of the total point value.
- 7) Specific information regarding scoring criteria for maximum points in each category is listed on page B-3 under Proposal Evaluation Criteria.

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Definitions:

CBJ	City and Borough of Juneau
Special Instructor	Must meet all of the following criteria: not currently on staff of the agency, time limited, must work directly with youth, and must have special qualifications for the program. Final determination will be made by the YAB.
Special Event Rental	Rental for a venue where regular activities are not scheduled or where an event is offered on a one time basis or when a special instructor is brought in for an event.
YAB	Youth Activity Board
YAG	Youth Activity Grant
YAP	Youth Activity Program
FY	Fiscal Year. For the purposes of this grant the CBJ fiscal year is July 1, 2018 through June 30, 2019.
In-Kind	The value of budget items for the project which are provided to applicant by outside parties at no cash cost to applicant. Examples of this might be tangible costs such as the donation of transportation, printing costs, free use of a facility, etc. Please do not include "volunteer time" as in-kind services.

Presented by: The Manager
Introduced: 09/26/2016
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2761

A Resolution Reestablishing the Youth Activities Board, and Repealing Resolution 2410.

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071 extending the Board sunset date, and Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board.

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

Section 1. Youth Activities Board Reestablished. There is hereby reestablished the Youth Activities Board.

Section 2. Youth Activities Board Membership.

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
- (2) One member 18 years old or younger;
- (3) One member from the Juneau Arts and Humanities Council, nominated by the Council;
- (4) One member from the Juneau Sports Association, nominated by the Association;
- (5) Five members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(5) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

- (1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.
- (2) A vacancy on the Board shall exist:
 - (A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
 - (B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
 - (C) If a member submits his or her resignation to the Assembly;
 - (D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or
 - (E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.

- (3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.
- (4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.
- (5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

Section 3. Youth Activities Board Purposes. The purposes of the Board are as follows:

- (a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.
- (b) To adopt procedures for evaluating proposals received for providing youth activities.
- (c) Subject to the limitations established in Section 4, to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.
- (d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

Section 4. Criteria for Decisions. The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

- (a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.
- (b) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. The purpose of the contingency account shall be to fund unanticipated events, purchases,

or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

- (1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.
- (2) Programs may not be funded retroactively.
- (3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.
- (4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."
- (5) All programs are subject to City and Borough financial audits.

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.

- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.
- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program.
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

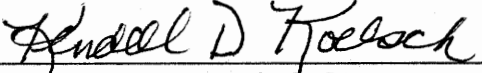
Section 5. Rules for Procedure. The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. 2662, as amended from time to time, shall govern the conduct of business by the Board.

Section 6. Administrative Support. Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

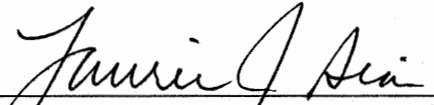
Section 7. Repeal of Resolution. Resolution 2410 is repealed.

Section 8. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 26th day of September, 2016.


Kendell D. Koelsch, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

SECTION B

FY19 YOUTH ACTIVITIES GRANT

PROPOSAL INSTRUCTIONS AND CRITERIA

PROPOSAL EVALUATION SCORING SHEET:

Organization: _____ FY18 Request _____

Program: _____

Rater: _____ Date: _____

I.	<u>Required Information</u>	<u>Possible Pts/Score</u>
	A) Proof of non-profit status	Yes/No
	B) Proof of legal status	Yes/No
II.	<u>Plan of Operation</u>	
	A) Extent of Youth Participation	
	1. (a) Direct hours per youth	16 _____ CBJ (1)*
	(b) Total number of direct participation	14 _____ CBJ (3)
	2. Number of youth	12 _____ CBJ (5)
	3. Adult to youth ratio	7 _____ CBJ(10)
	4. Existence of scholarship fund	6 _____ CBJ(11)
	5. Practical assistance to youth in need	4 _____
	B) Goals/Objectives/Timelines	4 _____
	C) Program Evaluation Requirements	4 _____
	D) Community Coordination	4 _____
	Section II Total Points	67 _____
III.	<u>Management Capacity</u>	
	A) Past History	11 _____ CBJ(6)
	B) Instructor/Coach Relevant Experience	13 _____ CBJ(4)
	C) Volunteer Support	8 _____ CBJ(9)
	D) Cooperative Efforts	5 _____ CBJ(12)
	E) Participant Safety/Security	4 _____
	Section III Total Points	41 _____
	Sub-total Points (Page B-1)	108 _____

- * Indicates number of "importance factor" listed in CBJ Resolution 2761

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YOUTH ACTIVITIES PROGRAM FUNDS

Proposal Instruction and Criteria

Possible Pts/Score

IV. **Program Budget/Organization Support**

- A) Program Expenditures
1. Program Budget Attachment
 2. Program Budget Narrative..... 10 CBJ(7)
 3. a) Total program cost per participant hour
 - b) Proposal request cost per participant hour..... 15 CBJ(2)
- B) Organization Support and Program Revenues 9 CBJ(8)
1. Amount of direct CBJ Support
 2. Indirect CBJ support
 3. List of program revenues

Section IV Total Points 34

V. **Proposal Presentation** Section V Points 4 CBJ(13)

VI. **Optional Information**

- A) Letters of support (maximum of 2) 2

Sub-total Points (Page B-2) 40

	Sub-total Points Page B-1	<u>108</u>	<u> </u>
	Sub-total Points Page B-2	<u>40</u>	<u> </u>
<u>Local Proposer 2</u>		<u>2</u>	<u> </u>
TOTAL POSSIBLE POINTS		<u>150</u>	<u> </u>

B

RFYAG #19-001
YOUTH ACTIVITIES PROGRAM FUNDS

Proposal Instruction and Criteria

PROPOSAL EVALUATION CRITERIA:

Each request is rated on a point system with 150 points possible. Maximum point value will be awarded to programs with the greatest value for the calculated categories: Plan of Operation : Direct Youth Participation and Number of Youth Participation. Maximum point value will be awarded to programs with the *lowest calculated cost* for: Program Budget/Organization Support # 4 - Proposal request cost per participant hour. For all remaining categories (except for local proposer) a sliding scale from zero (missing data) to full value (optimum effort or conditions) will be awarded. NOTE: programs with similar responses may receive the same score. Category point values are prioritized by following guidance outlined in CBJ Resolution 2761.

I. Required Information

This information must be included in the application.

- A. Please include proof of non-profit status. *
- B. Please include proof of legal status (articles of incorporation, etc.) *

*If your organization has applied for and received a Youth Activity Grant previously, and there has been no change in your non-profit or legal status, you may check the applicable box in the application and will not be required to re-submit this information. Any difference requires that you re-submit proof. If you do not provide the required information OR do not check the applicable box **YOUR APPLICATION WILL NOT BE EVALUATED.**

II. Plan of Operation

(67 maximum points possible)

A. Extent of Direct Youth Participation

(55 points possible)

- 16 pts 1. (a) Identification and description of the total number of direct hours of participation per youth. Please be as specific as possible and break numbers into age groups, skill levels and/or activity groups if hours of participation will vary. (ie: Mighty Mites-30 hrs; Jrs (Middle School)-303 hrs; Jrs (High School)-480 hrs). Please include only youth who participate in the majorities of activities in the program. Do not include youth who only attend to observe a special event hosted by an organization.

(b) Identification and description of the total number of hours of direct participation by all program participants. Please document how you determine the total number. (ie: 56 Mighty Mites x 30 hrs = 1680 hrs; 20 Jrs (Middle School) x 303 hrs = 6060 hrs, etc.) Do not include youth who only attend to observe a special event hosted by an organization.
- 14 pts 2. Identification of the total number of youth expected to enroll and directly participate in the majority of the program activities.
- 12 pts 3. Identification of the specific adult to youth ratio to support the program. If the ratio differs among age groups or by activity, please list specific numbers.

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Proposal Instruction and Criteria

YOUTH ACTIVITIES PROGRAM FUNDS

- 7 pts 4. A description of the existence of scholarships available to qualified youth within your program (not including those from CBJ funding). Describe the process, example of request and statistics on numbers awarded.
- 6 pts 5. Provide information on assistance provided to youth in need such as provision of transportation, equipment and other practical assistance.

B. Goals/Objectives/Timelines (4 points possible)

Provide a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAP goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth and should be explained clearly and concisely. Objectives and activities should be **measurable**, feasible, have time limits and describe specific accomplishments. There should be at least one goal for each program component that furthers the overall goal of YAG program.

Examples: See Appendices, Pages B-7 and B-8

C. Program Evaluation Components (4 points possible)

An outline and description of plans to evaluate the program's objectives and expected outcomes throughout the year. Describe how they will be measured and how the evaluations will be used.

D. Community Coordination (4 points possible)

1. List the agencies with whom you will coordinate and provide an explanation of how the coordination will meet the goals and objectives of this program.
2. Describe any collaborative efforts made with other groups to increase numbers and/or diversity of participants.

III. Management Capacity (41 maximum points possible)

A discussion of how your group plans to assure accountability and the group's management capabilities to administer the grant.

- Include a current organizational chart with names of staff positions filled in on it.
- Include current resumes of top administrative personnel and specialized instructors.

It is important to include both of these items and that they include current information on both those who will administer the program, and those that will lead the program. This will help reviewers to have a complete understanding of your organization's management structure and capabilities.

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Proposal Instruction and Criteria

- A. Past History (11 points possible)**
A description of the organization's past history of providing successful youth programs, evaluations and reporting to the Youth Activity Board.
- B. Instructor/Coach Relevant Experience (13 points possible)**
A description of the instructor or coach's relevant experience in providing the youth program.
- C. Volunteer Support (8 points possible)**
A description of the type and amount of volunteer support there will be for the program.
- D. Cooperative Efforts (5 points possible)**
A description of cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.
- E. Safety/Security (4 points possible)**
Describe how you assure the safety/security of your participants.

IV. Program Budget/Organization Support (34 maximum points possible)

Cost effectiveness and cost efficiency will be considered in evaluating this section.

- Please include your organization's prior fiscal year financial statement and a listing of current and anticipated funding sources for your organization, if available. If not available, please explain why.

- A. Program Expenditures (25 points possible)**
- 10 pts 1. Please submit a program budget attachment using format found on page C-12 and C-13.
2. Please provide a budget narrative that gives a description of major items listed in the budget by cost category. Also, a description of its function in the program.
- 15 pts 3. a) An explanation of the total program cost per participant hour. Please use the following formula to calculate the program cost per participant. **Total program cost divided by total participant hours equals program cost per participant hour.** *(This information will not be directly used for scoring)*
(b) An explanation of the proposal request cost per participant hour. Please use the following formula to calculate the proposal request cost per participant hour. **Proposal request amount divided by total participant hours equals proposal .**

B. Organization Support & Program Revenues (9 points possible)

9 pts

1. Please provide an explanation of the amount of direct support provided to the organization from other CBJ funding sources.

Explanations should include:

(a) Total amount of direct CBJ funding received by your organization

(b) Total organization budget

(c) Percentage of CBJ income of total budget:

("a" divided by "b" equals "c")

(d) A description of where the direct support is coming from.

2. Description of CBJ indirect support provided to your organization.

3. List all estimated sources of revenue for the proposed program.

V. Proposal Presentation (4 maximum points possible)**A. Quality of Document**

1. Please include all requested information in grant application and in the correct location.

2. Include a plan for the type of materials for which the organization plans to display the following information: "**This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues.**"

3. Please use the format requested; Typed, double-spaced on one side of 8 1/2" x 11" white paper, unless specifically directed otherwise. Do not exceed the space allotted.

4. Please provide the most current information regarding participation numbers, financial information, resumes, organizational charts, etc.

VI. Optional Information (2 points possible)

A. Submittal of letters of support (maximum of 2)

Two points will be awarded to all local proposers

Appendices

The following are abbreviated **examples** of Goals and Objectives that have been submitted in the past that meet the requirements of Section II. B. Goals/Objectives/Timelines. Other examples are available upon request.

Overall Goal of Program: Provide opportunities for youth to explore the arts through educational hands-on activities. Activities are designed to stimulate individual creativity, contribute to positive self-esteem, provide a setting for learning and practicing a variety of communication skills, and develop a lifelong appreciation of museums.

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timeline
Recognize artistic traditions and rituals of the Alutiig culture. Learn and apply effective elements of speaking. Refine artistic skills through practice and revision. Learn speaking techniques that inform, persuade, entertain and describe. Explore similarities and differences in the oral traditions of specific cultures.	Alutiig Oral Traditions: A unique, temporary exhibit, "Looking Both Ways" provides an unusual opportunity for students to listen to the voices of Alutiig Elders, study their oral traditions and practice the art of storytelling. Students will demonstrate what they learn in a public performance at the museum. Their creations will be recorded on videotape for each to take home. Three 2-hour sessions will be held during two parent-teacher conference days, along with one Saturday afternoon performance. (30 students, grades 3-8) Guest storytellers: Florence Pesterkoff or Sven Haakanson and Brett Dillingham. Video taping and production by Tony Criss. Completion by December.

Overall Goal of Program: Outdoor Explorer kids gain a deeper and richer appreciation of the natural environment around Juneau, and they develop a positive image of themselves as participants in our natural and social community.

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timeline
Participants will explore the variety of natural habitats found in Southeast Alaska. Youth can describe several different natural communities found in the Juneau area.	Instructor/naturalists will lead, with agency assistance, ½-day to full-day learning activities during each week. 1. The natural history activities may include: Concept Days: ecological concepts and mysteries each day; Sensory Stations: (sound maps, blindfold walks, human camera, territory scents); Natural Communities Exploration: glacial, old growth forest, muskeg, alpine, stream/riparian, intertidal; Ecosystem scavenger hunts; Wild Edibles Feast

Appendices

Examples of Goals and Objectives (cont)

Overall Goal of Program: To provide Juneau high school-age boys a program of volleyball skills training and competitive team experiences. The JBVC's goals/objectives are as follows: (1) to learn the individual athletic skills needed to play at a high level in competitive volleyball; (2) to teach individual players goal-setting and goal-attainment skills for their own play and for the team's play; (3) to learn the team skills needed to play competitive volleyball through exposure to adult league play and same-age tournament competition; (4) to learn personal skills in adult interaction; (5) to instill other life skills having to do with respect to others, cooperative "team" play, emotional control and self-discipline that the boys can use on the volleyball court and in their daily lives; and (6) to provide a safe area for exercise and improved health and stamina.

SAMPLE

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timelines
To teach individual players <u>personal goal-setting and goal attainment skills</u> for their own play and for the team	Activities: Individual conferences with each player and the coaches during practice sessions throughout the season are where individual goals are set and evaluated. Besides setting goals for learning volleyball skills boys will also be involved in fund-raising activities for the team. <u>Persons Responsible</u> : All coaches. <u>Timeline</u> : Throughout the August-November season.

Program Title: **Museum Youth Program: Exploring the Arts FY 2019**

1. Program Budget Narrative:

A. In- Kind Personnel Services:

1. **Eight guest artists for instruction at the museum for a total of 60 hours = \$2500**
2. **Two museum personnel to assist with grant writing and evaluation for a total of 80 hours = \$3000**
3. **Museum Volunteers:** Ratio 1 volunteer to each 10 youth for a total 24 hours
4. **FASM Youth Program Coordinator: 70 hours \$3500**
5. **Interpreter for the hearing impaired, SAIL employee:** FASM will pay for this service if participants need an interpreter. \$75.00/hr X 25 session hours = \$1,875.00
\$100.00
6. **Interpreter for the hearing impaired, SAIL employee:** FASM will pay for this service if participants need an interpreter. \$75.00/hr X 25 session hours = \$1,875.00

B. Travel

15. **Airfare:** Alaska Airlines ticket, discounted, advance fare, round-trip. Sitka – Juneau for Arctic Native Games coach and 2 Native Youth Olympic athletes from Mt. Edgecombe high School = estimate= \$592.50

C. Facilities

16. **Alaska State Museum gallery use:** facility use fee and janitorial services, \$200.00 per day X 7 event days, fees waived for this free, public event = \$1,400.00

D. Supplies

17. **Art and craft supplies** – Grant request total art and craft supplies = \$888.00
 #1 Painting-watercolor paper, sketch book, brushes: 50 participants X \$3.50/participant = \$175.00
 #2 Whales-pencils, paper, photography paper, erasers, sketchbooks: 40 participants x \$3.50/participant = \$140.00
 #3 Clay – Crayola clay, paints, aluminum foil, craft items: 50 participants X \$3.50/participant = \$140.00
 #4 Ivory objects: Crayola clay, paints, aluminum foil, craft items: 50 participants X \$1.50/participant = \$75.00
 #5 Color: pastels, paper, pencils. 20 participants x \$3.50/participant = \$70.00
 #6 Arctic Winter Games – awards, game paraphernalia, printed directions, participation card = 60 participants X \$3/participant = \$180.00
 #7 Murder Mystery - awards for a 5 hour activity immediately following school = 72 participants X \$1.50 = \$108.00
 Donations: matt board, staplers, notions, scissors, newsprint = \$200.00
18. **Hardware/Cleanup Supplies:** duct tape, baby wipes, tarps, gaffer's tape, masking tape = \$25.00
19. **Office Supplies:** Name badges used by the participants - \$20
 Donations: copy toner and ink, staples, pencils, pens, markers, copy paper = \$75.00

E. Equipment

20. **ASM equipment and tool use** – ladders, extension cords, hand carts, hammers, tape measures, folding tables, benches, digital camera, stock frames, display cases, table skirting. In-kind donation = \$300.00

F. Other Operating

21. **Printing** clue booklets for the Murder Mystery 72 booklets x \$1.00 = \$72.00
22. **City bus passes** for youth in need of transportation: estimate 10 students X \$2.50 roundtrip fare, FASM purchase \$25.00
23. **Princess bus transportation** youth to travel from museum to marine environment to participate in the Whale activity – 1 bus X \$97.00 round trip fare + youth to travel from middle schools to the museum and back for the Murder Mystery activity, 2 buses X 97.00 round trip fare = \$291.00 (total for 3 buses)

SECTION C

FY19 YOUTH ACTIVITIES GRANT

GRANT APPLICATION

PROPOSAL CHECK SHEET AND TABLE OF CONTENTS:

Program Title: _____

Organization: _____

CBJ Program Request: \$ _____

Arrange your proposal according to the table of contents below. Number your pages in the order indicated. **Attach this sheet to the front of your proposal.**

	<u>Page</u>
Title page and authorized signature_____	C-2
Abstract_____	C-3
I. <u>Required Information</u>	C-4
A. Proof of Non-Profit Status_____	C-4
B. Proof of Legal Status_____	C-4
II. <u>Plan of Operation</u>	C-5
A. Extent of Youth Participation_____	C-5
B. Goals and Objectives_____	C-7
C. Program Evaluation Components_____	C-8
D. Community Coordination_____	C-9
III. <u>Management Capacity</u>	C-10
A. Past History_____	C-10
B. Instructor/Coach Relevant Experience _____	C-10
C. Volunteer Support_____	C-11
D. Cooperative Efforts_____	C-11
E. Participant Safety/Security _____	C-11
IV. <u>Program Budget</u>	C-12
A. Program Expenditures_____	C-12
B. Program Revenues_____	C-17
V. <u>Proposal Presentation</u>	C-18
VI. <u>Optional Information</u>	C-18
A. Letters of Support (Maximum of 2)_____	C-18

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

TITLE PAGE:

Program title: _____

Program beginning date: _____

Program ending date: _____

Date that funding needs to be received: _____

Legal name, address, phone, FAX number, & e-mail of organization submitting proposal:

Type of Organization: _____ Corporation _____ Partnership
_____ Sole Proprietorship
_____ Other: (Please describe)

Name of contact person: _____

Contact Address: _____

Phone number: Day _____ Evening _____ Fax number: _____

E-mail address: _____

Does this person have authority to authorize changes to a contract if your group receives one?

_____ Yes _____ No

Authorized Signature **(Person Who Will Sign the Contract)**

Printed Name of Authorized Signature

Title/Position in Organization

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Grant Application

YOUTH ACTIVITIES PROGRAM FUNDS

Program Title: _____

ABSTRACT:

Complete an abstract of your proposal. (Single spacing allowed on the abstract - maximum of 2 pages)

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

I. REQUIRED INFORMATION

Attach this information:

A. Proof of non-profit status

1. Attach a copy of your Federal IRS exemption letter or other information proving your tax-exempt status.*

B. Proof of legal status

1. Attach a copy of your articles of incorporation, or other document that attests to your organization's legal status.*

*** If you have received a Youth Activity Grant and are not providing A or B above you MUST mark the following boxes in lieu of providing proof.**

- ☐ We have received a Youth Activity Grant before and verify that ~~the~~ organization's tax-exempt status has not changed since that time.
- ☐ We have received a Youth Activity Grant before and verify that ~~the~~ organization's legal status has not changed since that time.

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

II. PLAN OF OPERATION (67 Points)

**A. EXTENT OF DIRECT YOUTH PARTICIPATION (Refer to Page B-3 Section II, A):
(55 points)**

1. (a) Identify and describe how many hours each individual youth will participate. Break down by age group, skill levels, and/or activity groups if hours of participation will vary. Do not include youth who are not enrolled in the program and who only attend to observe a special event hosted by the organization.

(b) Identify and describe the total number of hours of participation by all youth. Break down by age group, skill levels, or activity groups if hours of participation will vary. Do not include youth who are not enrolled in the program and who only attend to observe a special event hosted by the program.

2. How many youth will actively participate in the major of activities of the program? Do not include youth who will only observe activities of the program.

Program Title: _____

3. List the adult to youth ratio to support the program.

4. Describe the existence and extent of scholarship funding provided for qualified youth within the program. Please describe your process in detail and include a copy of the scholarship request form and/or copy of your scholarship policy. How are participants made aware that scholarship funding is available such as type of application, availability on a website etc. Also include statistics on how many scholarships and the dollar amount awarded during your last season of operation. **(Do not include scholarships provided with CBJ funding).**

5. How will you assist youth in need? (Transportation, equipment, other) Describe how you communicate to parents/guardians what kind of assistance is available. Attach a brochure or flyer if applicable.

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 YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

B. GOALS/OBJECTIVES/TIMELINES (Refer to Page B-4, Section II, B): (4 points)

This section should include a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAB goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth. Objectives should be **measurable**, feasible, have time limits and **relate to the more general goal**. Objectives and activities should describe specific accomplishments. Goals and objectives should be clear and concise. There should be at least one goal for each program component that furthers the overall goal of the Youth Activities Program.

Overall Goal of Program:

Objectives (measurable) Prioritize in order of importance	Plan: Activities used to achieve objectives. Person(s) responsible and Timeline.

Attach additional pages as needed.

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

C. PROGRAM EVALUATION COMPONENTS (Refer to Page B-4, Section II, C): (4 points)

Evaluation: How will achievement of this goal be measured?	Timeframe: Schedule for Implementation

Attach additional pages as needed

1. List the organizations you will coordinate with:

2. How will you coordinate with them?

3. Describe any collaborative efforts made with other groups to increase numbers and/or diversity of participants. Describe the sustainability of your efforts to continue to diversify your enrollment capacity.

Program Title: _____

III. MANAGEMENT CAPACITY (Refer to Page B-4, Section III): (41 points)

- Attach current organizational chart with name of staff positions
- Attach current resumes of top personnel within the organization and any special instructors if possible.

Note: It is important to include both of these items to insure that reviewers have a complete understanding of your organization's management structure and capabilities.

A. PAST HISTORY (11 points)

1. Describe the organization's past history of providing successful youth programs. Please include your history of YAG management accountability regarding program funding, reporting, and submission of a timely program evaluation.

B. INSTRUCTOR/COACH RELEVANT EXPERIENCE (13 points)

1. Describe the instructors or coach's relevant experience in providing your youth program.

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

C. VOLUNTEER SUPPORT (8 points)

1. Explain the amount of volunteer support there will be for the program.

(a) How many volunteers will be helping you?

(b) How many total hours of volunteer support do you anticipate?

(c) What will the volunteers be doing?

(d) If applicable, please identify your volunteer fundraising goals, objectives, and desired results.

D. COOPERATIVE EFFORTS (5 points)

1. Describe cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.

E. Safety/Security (4 points)

1. Describe how you assure the safety/security of your participants.

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

IV. PROGRAM BUDGET/ORGANIZATION SUPPORT: (34 points)

- Include a prior fiscal year financial statement and listing of current and anticipated funding sources for your organization. If not available, please explain why.

A. PROGRAM EXPENDITURES (Refer to Page B-5, Section IV, A1) (25 points possible)

1. Arrange in the following format:

<u>PROJECT REQUEST</u>	+	<u>OTHER INCOME</u>	+	<u>IN-KIND</u>	=	<u>PROJECT TOTAL</u>
----------------------------	---	-------------------------	---	----------------	---	--------------------------

A. Personnel Services:

(List persons involved
In project)

Subtotal Personnel Services

B. Travel

(Who, where, number of trips, cost)

Subtotal Travel

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 YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

	<u>PROJECT REQUEST</u>	+	<u>OTHER INCOME</u>	+	<u>IN-KIND</u> =	<u>PROJECT TOTAL</u>
C. <u>Facility</u> (Itemize)						
Subtotal Facility						
D. <u>Supplies/Materials</u> (Itemize in general categories)						
Subtotal Supplies						
E. <u>Equipment</u> (Itemize rentals, lease purchase Agreements, etc)						
Subtotal Equipment						
F. <u>Other Operating</u> (Itemize)						
Subtotal Other Operating						
G. <u>Total</u> (Total the subtotal of A through F)						

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

2. Program Budget Narrative (Refer to Page B-5, Section IV, A2)
(Must not exceed two pages)

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

3. (a) Explain the total program cost per participant hour. **(Total program cost divided by total participant hours equals total program cost per participant hour.)** This information will be used for YAB information only and will not be used for scoring.

(b) Explain the proposal request cost per participant hour. **(The proposal request amount divided by total participant hours equals the proposal request cost.)**

(c) List any cost or fees charged to participants. (Including purchase of equipment, travel, etc.) This information is for YAB committee information only and will not be used in scoring.

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

(d) ORGANIZATION SUPPORT & PROGRAM REVENUES (Refer to Page B-6, Section IV, B): (9 points possible)

a. Explain the amount of direct support provided or anticipated to the organization from other CBJ funding sources. **(Do not include previous or anticipated YAB grant funds)**

i. Total amount of direct CBJ funding received by your organization: ____

ii. Total organization budget: ____

iii. Percentage of CBJ income of total budget

(“a” divided by “b” equals “c”): _____

iv. Where is the CBJ funding coming from?

b. Description of CBJ indirect support provided to your organization.

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 YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

c. List all estimated sources of revenue for this program

Admissions

Number of participants X amount

Memberships

Ticket Sales

\$ _____

Corporate Support

(Itemize source and amount)

\$ _____

Foundation Support

(Itemize source and amount)

\$ _____

Other Private Support

(Itemize source and amount)

\$ _____

Governmental Support

(Indicate specific agency or source)

(Do not include YAB funding)

\$ _____

Federal Support

(Indicate specific agency or source)

\$ _____

Local Support

(Itemize source and amount)

\$ _____

Other Revenue

(Itemize source and amount)

\$ _____

Total Projected Revenue for this project:

\$ _____

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YOUTH ACTIVITIES PROGRAM FUNDS

Grant Application

Program Title: _____

V. PROPOSAL PRESENTATION

(4 points possible)

- A. Submit all information requested, in the correct order, and in the format specified.
- B. Submit only current information regarding your participation numbers, financial information, resumes of personnel, organizational charts, etc.
- C. Submit plan for the type of materials for which the organization plans to display the following information: “ **This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues.**”

VI. OPTIONAL INFORMATION

- A. Submit a maximum of two letters of support.

General Comments about the Request for Youth Activities Grant (RFYAG) application packet:

Alternatives Analysis – Pros / Cons and Next Steps

Option	Pros	Cons
A. No Action	The Assembly takes no action and the Aquatics Board is automatically repealed on May 28, 2018. Management of the facilities reverts to the City Manager. The Assembly may consider the establishment of an advisory committee to facilitate public input on the management of the facilities.	
	• Simple - requires no action by the Assembly or the Board. • No disruption for staff • Key staff have single boss	• Aquatics no longer has a designated advocate. • Swimmers have no patron to go to for complaint resolution • Aquatics becomes less of a priority to Parks and Recreation Dept. • Many important changes accomplished by the board since formation could be lost.
B. Extend Term of Existing Board	<u>Option B1:</u> Retain the feature of having the Aquatics Board and the City Manager jointly supervise the Parks Director in his/her capacity overseeing the Aquatics programs. <u>Option B2:</u> The Parks Director solely is supervised by the Aquatics Board in his/her capacity of overseeing the Aquatics programs.	
	• Simple – Assembly extends sunset deadline in existing ordinance • Provides continuity through transition to new P&R Director • Gives the Board more time to do a thorough job of due diligence, especially for Option D. • No disruption for staff	• Continues P&R Director reporting to two bosses, unless use Option B2. • Continues inefficiency of operations that could be gained by additional autonomy of the pool operations or operation by a non-profit.
C. More Fully Empowered Board (Eaglecrest Model)	The scope of duties of the Aquatics Board is expanded, somewhat similar to the Eaglecrest model. A defining feature would be the responsibility of the Aquatics Board to directly hire and supervise the Aquatics Director. <u>Option C1:</u> Retain the features of the existing Aquatics Board but with the addition of hiring and supervision authority over the Aquatics Manager. <u>Option C2:</u> The Aquatics Board has hiring and supervision authority over the Aquatics Manager. The Board is expanded to possibly include the Parks and Recreation Director, the School District Liaison, and a representative of Glacier Swim Club as voting members.	
	• Requires Assembly to revise the Aquatics Board Ordinance • Increases board responsibility. • With Option C2, brings more voices into Board's decision making and additional help for handling increased workload. • Captures more reliable cost information. • Provides Board some increase in flexibility. • Improves Board's ability to manage indirect and maintenance costs.	• Requires time to transition and modify systems. • Some restructuring and/or addition of staff and space necessary to handle tasks previously done by CBJ. • Requires greater time commitment from Board members. • Existing highly engaged Board Chair steps down from Board due to professional conflict of interest requirements. • Continues inefficiency of operations gained by

Option	Pros	Cons
	• Little disruption for staff.	additional autonomy of the pool operations.
D. Contract with a NonProfit	Nonprofit entities are identified potentially to manage the City-owned pools. A solicitation process would be developed in compliance with CBJ code. The management contract terms would be negotiated along the way. CBJ appoints an internal contract manager. <u>Option D1:</u> Identify Existing Local Nonprofits to Manage the Pool <u>Option D2:</u> Create a New Local Nonprofit - A local group would form with the specific purpose of managing the Aquatics facilities. <u>Option D3:</u> Create a Local Branch of the Alaska YMCA - The Aquatics Board has become aware that local YMCAs manage municipally-owned aquatics facilities in many locations across the US. Benefits of this option could include access to a greater depth of experience in the management of Aquatics facilities. The Alaska YMCA is helping us evaluate this option. • Potentially, greatest financial benefit to City. • Expands ability to do fund-raising and reduce CBJ support. • Potential for streamlining aquatics operations and improved efficiency. - o Quicker and more efficient changes to website, social media. - o Better local advertising - o Better marketing of pricing and opportunities such as Bulk Tickets, monthly credit card billings, etc. - o Ability to fundraise locally and to grantors greatly enhanced. - o Ability to set staffing and related compensation offerings - o Ability to implement new or changes to operations in an efficient manner (pool covers, food service, etc.) - o Pool Manager can spend more time on pool management and less time on bureaucratic activities • Provides more flexibility in program offerings leading to potentially significantly increased usage. • Improved simplicity and transparency of accounting and administrative functions. Significant savings in overhead costs. • D3 provides YMCA depth for pool operations. Extensive experience both inside and outside the State operating pool facilities. Significant experience operating government owned facilities.	• Potentially, greatest risk to the City. • Requires significantly longer to complete transition. • Some uncertainty for users, employees and CBJ with transition. We believe this will be greatly mitigated with YMCA operation the facilities. • Option D1: The Board is not aware of any local non-profit organization that has this capacity. • Option D2: Extensive effort to create non-profit. This would also require the identification of a group of citizens – or assign to CBJ staff – to take this project on.

Option	Pros	Cons
	- Option D3 provides access to the Y's institutional knowledge about Aquatics program design and operations. - Option D3 provides broader pool for staff recruitment when needed.	

Next Steps and Recommendations

- A No Action
1. Assembly Decision
- B Extend Term of Existing Board
1. Assembly Decision
2. We recommend the Assembly consider amending the board structure if this option to make the School District seat a voting seat and to add a seat for GSC that would be a voting seat.
- C Eaglecrest Model of Empowered Board
1. Assembly Decision
2. Form a Transition Management Team
3. Develop a Checklist of To Dos for the Transition
4. Develop a Timeline for the Transition
5. Implement the Transition
6. We recommend the Assembly consider amending the board structure if this option to make the School District seat a voting seat, to add a seat for GSC that would be a voting seat, and to add a seat for the CBJ Parks and Rec Director that would be a voting seat of the Board.
- D3 Contract with the YMCA
1. Get references from other municipalities
2. Get advice on transition process from other municipalities
3. Meet with City Attorney and Manager to nail down procurement method
4. Assembly Decision
5. Get clarity/commitment re timing of ABP renovations (\$5 million from Sales Tax)
6. Form a Contract Negotiation Team
7. Form a Transition Management Team
8. Develop a Checklist of To Dos for Transition
9. Develop a Timeline for the Transition
10. Implement the Transition
11. If the Assembly elects to move in this direction the Board anticipates making a host of recommendations related to the implementation, governance and operation of the pools.