

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

November 25, 2013 7:00 PM

City Hall Assembly Chambers
Regular Meeting 2013-29

Submitted by: _____
Kimberly A. Kiefer
City and Borough Manager

I. FLAG SALUTE

II. ROLL CALL

III. SPECIAL ORDER OF BUSINESS

- A. 2013 Friends of the Library Bookmark Contest Winners

IV. APPROVAL OF MINUTES

- A. October 28, 2013 - Special Assembly Meeting 2013-27
- B. October 30, 2013 - Assembly Retreat Minutes
- C. November 4, 2013 - Regular Assembly Meeting 2013-28

V. MANAGER'S REQUEST FOR AGENDA CHANGES

VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VII. CONSENT AGENDA

- A. Public Requests for Consent Agenda Changes, Other Than Ordinances for Introduction
- B. Assembly Requests for Consent Agenda Changes
- C. Assembly Action

- 1. Ordinances for Introduction

- a. Ordinance 2013-11(Y) An Ordinance Appropriating To The Manager The Sum Of \$12,505 As Funding For The Purchase Of Law Enforcement Equipment; Funding Provided By The Roaded Service Area Fund Balance, Asset Forfeiture Reserve

This ordinance would appropriate \$12,505 for the purchase of six Nikon D5200 cameras for use by the Criminal Investigations Drug Unit and one Tac Ops Delta Sniper Rifle with a Nightforce 3.5-15X50 Illuminated Mil Dot riflescope to be assigned to the SWAT Unit. Funding is provided by the asset forfeiture reserve, which is a portion of the Roaded Service Area fund balance.

The funding source is from asset forfeiture and seizure monies the police department has received as a result of major drug investigations. Under state and

federal asset seizure statutes, monies that are realized as a result of the seizure and disposal of personal assets of individuals involved in drug trafficking can be equally divided among the various agencies involved in the investigation. Once those assets are allocated to the agencies involved, the monies seized must be expended in the area of law enforcement/drug enforcement efforts.

The asset forfeiture reserve currently has \$295,000 available for use.

I recommend this ordinance be introduced and set for public hearing at the next regular Assembly meeting.

- b. Ordinance 2013-11(Z) An Ordinance Appropriating To The Manager The Sum Of \$75,000 As Funding For Enhanced Security And Monitoring Capabilities At The Downtown Cruise Ship Docks; Grant Funding Is Provided By A US Department of Homeland Security Port Security Grant
This ordinance would appropriate \$75,000 for the design, procurement and installation of new security cameras for the downtown cruise ship docks and for enhanced portable radios. Grant funding is provided by the US Department of Homeland Security – Port Security Grant Program.

This is an operating grant and requires a \$25,000 match for a total approved project amount of \$100,000. This match will be met by the Docks Fund existing FY14 adopted budget and there is no need to appropriate the \$25,000 from the Docks Fund fund balance.

This project will provide greater security and monitoring capabilities consistent with federal law and the CBJ Docks & Harbors Facility Security Plan.

The Docks & Harbor Board reviewed and recommended approval of this grant funding at its October 31, 2013 meeting.

I recommend this ordinance be introduced and set for public hearing at the next regular Assembly meeting.

2. Resolutions

- a. Resolution 2667 - A Resolution Authorizing the Manager to Apply for and Enter Into a Loan Agreement with the State of Alaska Department of Environmental Conservation Through its Alaska Clean Water Fund for the Glacier Highway Sewer Improvements Project.

This resolution is to authorize the City Manager to enter into a loan agreement with the Alaska Department of Environmental Conservation, Alaska Clean Water Fund, to provide \$1,150,000 of funding for the Glacier Highway Sewer Improvements Project.

The general scope of work for the Glacier Highway Sewer Improvements Project includes replacement of 2,500 feet of sewer force main along Glacier Highway from Anka Street to Davis Avenue and the Gruening Park lift station.

The Gruening Park lift station work includes replacement of the existing 33-year-old suction style sewage lift station with a new CBJ standard duplex sewage lift station, new submersible pumps, new control systems, and the

replacement /upgrade of the existing generator. The existing generator building is in excellent condition (CMU Block structure) and with minor routine maintenance will provide a sound structure exceeding the design life of the new CBJ lift station.

The sewer force main has broken numerous times in recent years, with 2 or 3 breaks within Glacier Highway occurring in the past 5 years due to deteriorated pipe. Replacement of this force main with a new HDPE force main is planned to occur in conjunction with the ADOT project as it will be installed within the DOT ROW and will most likely be placed under the new bike lane or sidewalk.

The terms of the low interest loans under the Alaska Clean Water Fund program are 20-year repayment at 1.5 percent interest. The project loan will be re-paid with Wastewater Utility customer revenues for the project.

The Public Works and Facilities Committee passed a motion of support for the resolution at its November 18, 2013 meeting.

I recommend this resolution be adopted.

- b. Res. 2668 - A Resolution Authorizing the Manager to Apply for and Enter Into a Loan Agreement with the State of Alaska Department of Environmental Conservation Through its Alaska Drinking Water Fund for the Water Main Replacement – Egan Drive, 10th Street to Main Street Project.

This resolution is to authorize the City Manager to enter into a loan agreement with the State of Alaska Department of Environmental Conservation, Alaska Drinking Water Fund, to provide \$2,000,000 in funding for the Water Main Replacement – Egan Drive, 10th to Main Street Project.

The project will replace the 43-year-old water system along Egan Drive from 10th Street to Main Street. This work includes replacement of approximately 4,000 feet of water piping within the Egan Drive corridor between 10th Street and Main Street. The current system extends from Main Street to Whittier Street and connects to each of the side streets and the Whittier Street water main. The system begins again at Glacier Avenue, and extends to 10th Street, connecting to each of the side street intersections, as well as, the mainline feeds that cross the Juneau Douglas Bridge. An alternate plan of connecting the two ends of the water system to form another secondary redundant water system loop along Egan Drive is being evaluated in the event additional funds are available. The work within the Egan Drive corridor will include replacing all existing services within the extents of the project.

The terms of the low interest loan under the Alaska Drinking Water Fund program are 20-year repayment at 1.5 percent interest. The project loan will be re-paid with Water Utility customer revenues for the project.

The Public Works and Facilities Committee passed a motion of support for the resolution at its November 18, 2013 meeting.

I recommend this resolution be adopted.

3. Bid Award

a. Bid E14-022 Pioneer Avenue Reconstruction Phase III

This project consists of reconstruction of Pioneer Avenue from No. 3151 Pioneer Avenue through the Blueberry Hills Road intersection.

Bids for this project were opened on November 8, 2013. The bid protest period expired at 4:30 p.m. on November 13, 2013. Results of the bid opening are as follows:

<u>Responsive Bidders</u>	<u>Total Bid</u>
Arete Construction Corp.	\$1,034,925.00
Admiralty Construction Inc.	\$1,047,885.00

Engineer's Estimate: \$1,043,044.00

I recommend Award of this project to Arete Construction, Corp. for the total amount bid of \$1,034,925.00.

4. Transfer

a. T-948 Transfer \$75,000 from Auke Lake Sewer to Auke Bay Sewer Extension

This transfer of \$75,000 from the Auke Lake Sewer CIPU76-006, would create a new CIP, Auke Bay Sewer Extension, to investigate the feasibility of extending municipal sewer across Wadleigh Creek to the urban service boundary adjacent to Auke Nu Creek.

Currently, the municipal sewer system from Auke Bay stops at Wadleigh Creek. There has been a recent request from the owner of a large tract of land to look into the possibility of a sewer extension beyond Wadleigh Creek. The area under consideration is within the urban service boundary and adjacent to the Auke Bay planning area. The request from the developer is logical and we think it makes sense to properly investigate the issue. We do not know if there is support from other property owners in the area for municipal sewer.

The Auke Lake Sewer Project will be constructed next spring. Due to a competitive bidding climate, we received bids significantly lower than our initial estimates, which allow us to utilize this \$75,000 to investigate the sewer expansion and retain sufficient funds to complete the Auke Lake project. The Public Works and Facilities Committee reviewed and forwarded this request at its October 28, 2013 meeting.

I recommend this transfer be approved.

b. T-949 Transfer \$150,000 from Waterfront Seawalk to Last Chance Basin Hydro-Geo

This request would transfer \$150,000 from the Downtown Seawalk CIP H51-091 to the Last Chance Basin CIP W75-037 to partially fund the design for the rehabilitation of the Last Chance Basin Well Field.

Well field production in the Last Chance Basin has been declining to the point

that the Water Utility was unable to meet peak drinking water demand this summer. Peak demand occurs in the summer months and is largely driven by the desire of cruise ships to fill up with drinking water while in our port.

This past summer the Utility was unable to supply cruise ships with a stable or predictable water supply. Last month, staff from Engineering, Public Works and Manager's office met with cruise ship representatives to discuss the issue. Well field rehabilitation is a priority of the Utility and Assembly as is evidenced by our DEC Grant application and designation of it as a priority project by the Assembly. It is a priority of the cruise ship industry to improve the water supply as soon as is feasible.

Depending on the decisions made, a well field rehabilitation project could cost on the order of three million dollars. It is in both the Utility and cruise ship industry's interests to better define and estimate a well field rehabilitation project. At our meeting, there was support from the industry representatives to use Passenger Fees towards that end.

The Pubic Works and Facilities Committee reviewed and forwarded this request at its November 18, 2013 meeting.

I recommend this transfer be approved.

- c. T-950 Transfer \$100,000 from Lemon Flats 2nd Access ROW to Flood Plain Mapping Technical Assistance

This request would transfer \$100,000 from the Lemon Flats CIP to the Flood Plain mapping Technical Assistance CIP to help provide technical assistance to the public impacted by the adoption of the newly adopted National Flood Insurance Program flood plain maps.

The CBJ adopted a new flood map and study in August of this year through the National Flood Insurance Program. This new map replaced the previous 20- and 30-year old flood map and study. The flood map shows high- and low-risk flood areas, such as the 100-year flood zone. Owners are required to pay for flood insurance if their building is located in a high-risk flood zone and if it is financed through a mortgage or loan. While the new mapping removed 272 structures from the high risk zone, it included 226 new buildings which are now categorized in high risk flood areas.

During the public process prior to adoption, concerns were raised about the accuracy of the new flood maps. Upon adopting the flood maps, the CBJ made a list of options that could help re-map buildings out of the high-risk flood zones. Since the adoption of the flood map, CDD has helped some owners amend the maps to place them into a low-risk flood zone. However, much work still lies ahead. One of the biggest options that could help owners would be to have an engineer complete a new hydraulic and hydrologic study along the coastal area where flood insurance is most expensive and where the public had greatest concern about the accuracy of the flood map.

The Pubic Works and Facilities Committee reviewed and forwarded this request at its November 18, 2013 meeting.

I recommend this transfer be approved.

5. Liquor License

a. Liquor License Renewals

1. Beverage Dispensary License #728: JD Entertainment Inc. d/b/a The Island Pub, location: 1102 2nd Street, Douglas

2. Beverage Dispensary License #1166: Triangle Club Inc. d/b/a Triangle Club, location: 251 Front Street

3. Package Store License #2066: Fred Meyer Stores Inc. d/b/a Fred Meyer #158, location: 8181 Glacier Hwy.

4. Package Store License #521: Thibodeau's Market Inc. d/b/a Home Liquor, location: 465 W. Willoughby Ave.

5. Package Store License #661: Thibodeau's Market Inc. d/b/a Kenny's Liquor Market, location: 619 Willoughby Ave.

6. Package Store License #1129: Thibodeau's Market Inc. d/b/a Liquor Barrel, location: 5235 Glacier Hwy.

7. Package Store License #4422: Thibodeau's Market Inc. d/b/a Thibodeau's Valley Liquor, location: 9106 Mendenhall Mall Road

8. Restaurant/Eating Place License #2812: Genuine Ventures LLC d/b/a Tracy's King Crab Shack, location: 356 S. Franklin Street

The above-listed liquor license renewals are before the Assembly to either protest or waive its right to protest these renewals. The Finance, Police, Fire, and Community Development Departments have reviewed the above businesses and found them to be in compliance with CBJ Code. In the event the Assembly does protest one or more of the above mentioned liquor license renewals, CBJ Code 20.25 requires notice, with specificity regarding the nature and basis of the protest, to be sent to the licensee and provides the licensee an opportunity to exercise their right to an informal hearing before the Assembly.

I recommend the Assembly waive its right to protest the above liquor license renewals.

VIII. PUBLIC HEARING

A. Ordinance 2013-28 An Ordinance Relating to Snow Removal Parking Prohibitions, Civil Fines and Civil Fine Procedure, and Providing for a Penalty.

This ordinance would replace the criminal infraction process in place for handling violations of the snow removal parking prohibition ordinance and the ordinance prohibiting the placement of snow and ice in public ways by making violations of those code sections civil violations. The penalty amounts remain unchanged.

I recommend adoption of this ordinance.

- B. Ordinance 2013-29 - An Ordinance Establishing the Human Resources and Risk Management Department.

Human Resource Risk Management (HRRM) is currently a division within the Administrative Department. This ordinance would create a Human Resources Risk Management Department, similar to other CBJ Departments such as Engineering, Library and Community Development. The responsibilities of the Human Resources Division have increased over the past few years to include the Risk Management responsibility. The Risk Management function provides services to the Juneau School District and Bartlett Regional Hospital. Most recently HRRM has expanded service to provide consolidated HRRM services to Bartlett Regional Hospital.

I recommend adoption of this ordinance.

- C. Ordinance 2013-11(W) An Ordinance Appropriating To The Manager The Sum Of \$145,550 As Funding for the State Homeland Security Program, Grant Funding Provided by the State of Alaska Department of Military and Veterans Affairs

This ordinance would appropriate \$145,550 for the 2013 State Homeland Security Programs (SHSP) Grant from the Alaska Department of Military and Veterans Affairs.

These funds would be used to support the goals and activities of the Emergency Management Program through funding of planning, training, exercises and equipment purchases. These projects include:

- CBJ Staff Participation in Alaska Shield 2014 Exercise
- After Action Review Travel for Alaska Shield 2014 Exercise
- Camera and Access Systems for JPD and CCFR Facilities
- Bulk Fuel Storage Facility Assessments and Response Planning
- Pagers for CCFR
- Portable Radio Repeater for First Responders

The term of this grant is October 1, 2013 through March 31, 2015.

There is no match requirement for this grant.

I recommend adoption of this ordinance.

- D. Ordinance 2013-11(X) An Ordinance Appropriating To The Manager The Sum of \$58,000 As Funding For Law Department Office Space To Accomodate Additional Staff; Funding Provided By The General Fund Fund Balance.

This ordinance would appropriate \$58,000 for additional office space to accommodate 2 new Law Department staff members. Funding would be provided by the General Fund fund balance.

Two options were provided to the Assembly Finance Committee at its October 16, 2013 meeting to provide the additional space needed. Option 1 would remodel existing office space in the Municipal Way Building at an estimated cost of \$52,000. This also includes estimates for custom office furniture that would make the best use of the remodeled space. Option 2 would allow the Law Department to move to the Sealaska Building and allow Human Resources staff to move out of the Municipal Way Building basement to the space currently occupied by the Law Department. Option 2 is estimated to cost \$58,000, which includes moving, IT installation and furniture. The Assembly Finance Committee

approved pursuing Option 2 and requested more definite cost estimates be presented at the next finance meeting.

The Assembly Finance Committee reviewed staff recommendations at its November 13, 2013 meeting.

I recommend adoption of this ordinance.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

A. 1% For Art - Mendenhall Valley Public Library

PWFC reviewed the 1% Art selection for the new Mendenhall Valley Public Library at its November 18, 2013 meeting, and recommended forwarding to the full Assembly for approval.

I recommend approval of the 1/% Art selection.

XI. STAFF REPORTS

XII. ASSEMBLY REPORTS

- A. Mayor's Report
- B. Committee Reports
- C. Liaison Reports
- D. Presiding Officer Reports

XIII. ASSEMBLY COMMENTS AND QUESTIONS

XIV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XV. EXECUTIVE SESSION

- A. O'Brien v CBJ Assessor Appeal - Review of DRAFT Decision

XVI. ADJOURNMENT

Note: Agenda packets are available for review online at www.juneau.org.

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