ASSEMBLY STANDING COMMITTEE
COMMITTEE OF THE WHOLE
THE CITY AND BOROUGH OF JUNEAU, ALASKA

April 14 2014, 6:00 PM.
Municipal Building - Assembly Chambers

Assembly Worksession

I. ROLL CALL

Deputy Mayor Mary Becker called the meeting to order at 6:02 p.m. in the Assembly Chambers.

Assemblymembers Present: Mary Becker. Karen Crane, Loren Jones, Jesse Kiehl, Jerry Nankervis, Carlton Smith, Kate Troll and Randy Wanamaker

Assemblymembers Absent: Merrill Sanford

Staff present: Kim Kiefer, City Manager; Rob Steedle, Deputy City Manager; Tricia Everson, Executive Assistant II; Hal Hart, Community Development Director; Bob Bartholomew, Finance Director; Eric Feldt, Planner II; Beth McKibben, Senior Planner, Charlie Ford, Building Codes Official

II. APPROVAL OF AGENDA

Ms. Becker said the City Manager would like to add a Letter of Support for HB358 to the agenda. Hearing no objection, the agenda was approved.

III. APPROVAL OF MINUTES

A. March 10, 2014 Assembly Committee of the Whole

Ms. Becker had changes to page one to say “minutes,” page two in seventh paragraph, second line, “school” needed to be corrected; page four, third paragraph second sentence should be “she.” Ms. Troll said page four, same paragraph, third sentence from bottom should be “shielding” the light. Mr. Kiehl said on page four third sentence from the bottom, the first word should be “pursuing” and on page one, the name should be Travis Goddard.

Hearing no objections, the minutes of the March 10, 2014 Committee of the Whole meeting were approved as corrected.

B. March 24, 2014 Assembly Committee of the Whole Minutes

Hearing no objections, the minutes of the March 24, 2014 Committee of the Whole meeting were approved.

IV. AGENDA TOPICS

A. Juneau Economic Development Plan Update

Jim Calvin of the McDowell Group introduced Barbara Sheinberg and Kirsten Shelton Walker, who had been very busy collecting information on the economy and holding meetings. They were developing a road map for a path towards a stronger, more diverse, economy over the next ten years. They broke it down into three tasks: 1) the economic baseline work; 2) community engagement effort, and 3) the actual strategic planning exercise.

The economic baseline included the over-arching trends, including a slow population growth. Juneau was growing at about the same rate as the rest of the state. Mat-Su was the fastest growing area in the state, about the same rate as Anchorage. Last year Juneau gained about 225 residents. Juneau was up to about 33,000 residents now. There was a downward trend of Juneau residents in the labor force – there were 600 fewer Juneau residents in the labor force in 2012 than there were in 2003. During the same time, the non-resident labor force had grown quite dramatically, with 1,900 more non-residents in the labor force than 10 years ago. The most recent data showed Juneau paid $170 million dollars in wages to non-residents. This was something to think about in terms of economic opportunity, to determine what could be done to keep wages in the hands of Juneau residents.

Another interesting trend was the increasing reliance on investment income in the personal income picture. About 2/3 of personal income comes from wages and salaries. About 22% or so comes from investment income and 10-11% comes from transfer payments which is money that comes from government to individuals. Income from wages was pretty flat, growing about 1% a year in the last decade. Investment income was growing about 4-5% a year, and about 50% over what it was ten years ago. This was largely a function of the growth in the retired population. Investment income included rents and income on investments in the stock market, retirement income, 401(k)s, IRA's etc. Income from those sources was increasingly an important part of the income mix and would continue to grow as more people reached retirement years. A question to ask was how to keep that retirement income in the community, and how to provide necessary senior services. Another trend was a relatively flat employment picture over the last decade, growing at a rate of about 1/3 of the state overall. There was a net gain of about 860 jobs over the last decade, which included about 400 fewer government jobs and about 1200 private sector jobs. Overall employment in the state had grown 1.5% per year, and Juneau was growing at about .5% per year.

They were waiting for statistics from Dept. of Labor for 2013. The population was aging rapidly and had profound implications for the economy and the community. Currently 10% of the Juneau population was over 65 years of age, by 2015, it would be 20%. 45% of the State of Alaska labor force was over 50 years of age. Making sure we have the right services for the aging population and ensuring a replenishment of the workforce were concerns to keep jobs and population in Juneau.

Mr. Calvin spoke about the resident and business surveys underway and their publicity to get the word out. He discussed the questions asked during the telephone surveys and some of the answers they were hearing. There was a high level of interest in the project from many community groups. In June all the information would be gathered from the work to date and be provided to the Assembly to identify goals/obstacles and direction. The detailed planning would be done in the fall, with an action plan, identification of responsible parties, timeframes, the metrics for measurement of progress and a final plan by December.

The Assembly asked questions of and provided input to Mr. Calvin.

B. Ordinance 2014-13 - An Ordinance Amending the Purchasing of Supplies and Services Code Related to the Disposal of Surplus Supplies

Bob Bartholomew provided an issue paper regarding the revised code regarding the surplus of CBJ property. The current program was not working as well as it should and needed streamlining. The amendments to the code would allow much of the detail to be moved to an administrative policy approved by the manager and implemented by the Purchasing Division. The new process was tested and the response was good. There was a pent up demand from departments to move excess property out of CBJ and to where it could be used or destroyed. He answered questions and took comments from the Assembly.

C. Housing Group Report

Wayne Coogan, Contractor/Developer; Mike Ban, Realtor; Dave Hanna, Manufacturer/Building, Russ McDougal, Builders and Erroll Champion, Realtor were present to speak to the Assembly.

Mr. Coogan said the Community Development Department was the primary regulator of the housing industry and everyone was aware of the need for housing in the community. Builders he spoke with were encouraged by the new staff and the customer service attitude was noticed and appreciated. Mr. Coogan related that there were few places available for Section 8 housing, and for seasonal rentals. He did not like the label "affordable housing." There was no housing that was cheap to build or buy and he thought the need was great and every kind of housing should be encouraged.

Mr. Hanna said he started taking notes in 2006 about the discussions on the issue of housing in Juneau and thought that some progress had been made regarding increasing density, updating the Comprehensive Plan, changes to development standards, and service standards at CDD. He said the CDD's staff's hands were tied to some extent by regulations, but those were being reviewed. He said it almost seemed that the balance was tipping in some instances about being over zealous about development and he suggested that a meeting with staff and developers, a peer review group, might be needed to review standards so that adequate safeguards were in place to protect the city and the buyers of property. Mr. Hanna spoke in favor of the D-10 SF designation that was underway and mobile home subdivisions. He encouraged a tax abatement program rather than deferral regarding the subdivision of property pending development.

Mr. Ban said the price point is very frustrating for first time home buyers - $250,000 - $300,000. This is generally a starter home price in Juneau and it was very difficult to find something in that range, and often led to people relocating out of Juneau. The majority of homes in that price range were condos or attached homes. Very few single family homes would be built in that price range. It did not appear that land had been made available to encourage construction of new attached homes for that market.

Mr. McDougal said it was important to implement the housing matrix. Changes in planning, zoning and providing incentives were important. The tax abatement issue was downsized and implemented as a tax deferral program. He would like that law changed at the state level. He supported allowing higher square footage in accessory apartments, and allowing a second bedroom in accessory apartments, as a way to provide more housing. He was concerned with the slow pace of implementing the changes. He spoke about the workforce at the local mines that were able to afford to buy homes, and a pending mine coming on-line, which would create a greater need for housing than existed now.

Discussion continued with Assemblymember questions and comments.

D. Housing Matrix Review

Hal Hart, Community Development Director, said staff was working on several of the issues on the matrix. He said their goal was to get people into housing. Since last year, 154 housing units were approved, it was similar to last year, and there were some on the horizon. The Planning Commission subcommittee on subdivision standards was meeting on April 22 and would there would be a joint Assembly / Planning Commission meeting on August 18 to consider a recommendation. Work continued on D-10 SF in the Pederson Hill area, which would allow smaller lot single family homes. Another trend was in-fill subdivisions in existing neighborhoods, taking large lots and putting in 2-4 homes. Beth McKibben spoke about a recent subdivision utilizing the bungalow housing option. Mr. Hart said housing was developing in most areas with the exception of downtown, and spoke about the barriers and opportunities for development.

E. FEMA Mapping Update

Mr. Hart said since the passage of the flood ordinance in August, 2013, there was an ongoing effort to reach out to the community and staff had worked on over 50 map amendments to date. Eric Feldt was the lead on the project and said that FEMA had removed several properties from the flood zone on their maps due to the applications that were made. Mr. Hart said that the USGS had approved the LIDAR mapping data for use, which would allow the discovery report process to proceed. This would allow FEMA to look at CBJ data and issues with this new tool. Good data led to better certainty and would eventually be available to the public for its use regarding development of property. Mr. Feldt explained the "Risk Map Process," and said Juneau was selected by FEMA to have CBJ tell them about the known hazards and request assistance for management suggestions. This did not mandate CBJ to incur any expenses but did put Juneau on FEMA's radar of communities that wanted to move forward in making the community more resilient to hazards. The Assembly discussed the flood velocity zones and issues surrounding the experience with FEMA regulations. Mr. Steedle explained the benefits of the LIDAR mapping and that any partnership with FEMA was not mandatory and all risks would be evaluated.

F. Ordinance 2014-22 - An Ordinance Amending the City and Borough of Juneau Code Relating to Street and Sidewalk Vending.

Mr. Steedle said the ordinance was before the Assembly because of Mr. Kiehl's concerns about the deletion of street vending.

Mr. Kiehl suggested opening opportunities for street vending rather than deleting. He thought it would be better to leave the code on the books as is, even if it had not been used, rather than to delete the section. On page 3, lines 18-23, no street vending was allowed in PD1 and PD2, the traditional downtown district, and he would like to see the ordinance opened to PD1, which might increase the vibrancy of downtown.

MOTION, by Wanamaker, to direct staff to incorporate Mr. Kiehl's comments into the ordinance.

Mr. Steedle asked for clarification, that the Assembly was interested in allowing vehicles and carts to be allowed in parking spaces as well as other locations. Mr. Kiehl said that the sidewalk vending would stay in place and he proposed to keep the street vending section in the code for a cart or vehicle to use a parking spot in the PD1 zone.

Mr. Smith suggested review by the Downtown Business Association.

Ms. Kiefer said the rules in Parks are slightly different so there can be different vending in parks than on the streets. Mr. Kiehl said the opportunities for use of a cart or vehicle is enhanced if it could be used in parks as well as streets.

Hearing no objection, it was so ordered.

Ms. Becker opened the floor to discussion of an added topic, the approval of the Assembly to send a letter by the Mayor supporting Senate Bill 220 - regarding state funding for the PRS/TRS program. Ms. Crane said there should also be a letter supporting the House Bill 358. Item 3, second sentence from the bottom on the first page, she said it should say "we understand that this proposal *will* extend the contribution rate" (vs. may). If we do these letters they should be hand delivered, not mailed. Mr. Kielh said in the first paragraph the phrase "on behalf" appears in quotes twice and the second one should be struck.

MOTION, by Kiehl, to send a letter of support for SB220 and HB358. Hearing no objection, it was so ordered.

V. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

Ms. Crane reminded the Assemblymembers about the pending Finance Committee meeting. Ms. Kiefer asked the members to bring the April 2 packet along in order to conserve paper.

VI. ADJOURNMENT

Hearing no objection, the meeting adjourned at 8:30 p.m.

Submitted by Laurie Sica, Municipal Clerk

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

DRAFT

MINUTES
CITY AND BOROUGH OF JUNEAU
ASSEMBLY COMMITTEE OF THE WHOLE
WORK SESSION

Monday, March 24, 2014, 6 p.m.
City Hall Assembly Chambers

I. ROLL CALL

Chair Becker called the meeting to order at 6 p.m.

Assembly Present: Mary Becker, Karen Crane, Loren Jones, Jesse Kiehl, Jerry Nankervis, Carlton Smith, Kate Troll, Randy Wanamaker, Merrill Sanford.

Assembly Absent: None.

Others Present: Kim Kiefer, City Manager; Amy Mead, Municipal Attorney, Rob Steedle, Deputy Manager; Laurie Sica, Municipal Clerk; Hal Hart, Community Development Director; Rorie Watt, Engineering Director; Greg Chaney, Lands and Resources Manager; Myiia Wahto, Recreation Superintendent.

II. APPROVAL OF AGENDA – Hearing no objection, the agenda was approved as presented.

III. APPROVAL OF MINUTES (None available)

IV. AGENDA TOPICS

A. Afterschool Coalition Update

Kevin Ritchie presented information about the Afterschool Coalition. Other members of the coalition present were UAS Chancellor John Pugh, Betsy Brenneman, Molly Yerkes, DZMS Principal and Terry Campbell. He also credited Tom Milliron, FDMS Principal, for also being one of the significant people to help make the program work. Mr. Ritchie said the program was an inexpensive way of improving academic achievement, preventing issues that dog people throughout their lives and a way to help make students better citizens and get them ready for jobs. The focus is on middle school – a time in life when students are starting to make their own decisions, and we hope to help them make better decisions. He cited studies that show activities improve attendance, engagement and learning. Some examples of the afterschool program offerings were art studio, archery, cooking, table tennis, outdoor adventure games, Safe Sitter, driver education, and junior police academy. Last year 975 students participated in the afterschool activities, and this did not include those in traditional sports programs. Their goals are to add more activities and integrate more with the school curriculum. They would like to broaden the funding and deepen the involvement with CBJ Parks and Recreation, and strengthen the advisory group.

Molly Yerkes thanked the Assembly for the past funding and the opportunities the program had provided for kids to stay afterschool and be around positive adults. It has made a huge difference and they have seen kids enjoy school more, get better grades and spend less time in the office and have seen improved attendance.

Mr. Smith asked what the coalition hoped for the coming year. Mr. Ritchie said adding more activities, and connecting to school activities and instruction staff. Finding the right activities for the right kids was a key.

Ms. Becker thanked the coalition members for their efforts and said that the funding request was on the Finance Committee's list.

B. CDD Builders Annual Meeting Report

Greg Chaney reported on the Annual Builder's Meeting program held a month ago. This year 5 continuing education credits were offered for the day long program, which included information provided by the Community Development, Fire, Engineering, and Public Works Departments, and the Lands Division. 35 people attended. Subjects reviewed included the affordable housing commission programs, lands disposal program, permitting requirements, timelines for zoning, and an overview of what was important for a site plan, recycling, a round table discussion and feedback. 24 people filled out feedback form. Half the people in attendance had not participated before. Everyone agreed the forum should be held again. He said the program was good in that it got people getting issues out on the table before a specific project was proposed.

Hal Hart said the Lands Division staff did a great job in putting the event together. The event provided a collaborative dialogue about housing affordability, permit process improvements, recommendations for economic development, discussion about condominium ownership, and discussions about Pederson Hill development.

Mayor Sanford asked if headway was being made on the recommendations from the housing forum last year. Mr. Chaney said he couldn't comment on the specific recommendations on the list but this event was a positive way to meet the goal of opening up communication with builders.

Ms. Becker thanked both for the report.

C. West Douglas Road Purpose and Need

Ms. Kiefer said that one of the Assembly goals was to work on the West Douglas Road, figuring out the route and the start of permitting. Part of permitting was to define the purpose and need. Another Assembly goal was to identify land for future industrial development.

Mr. Watt said the Engineering Department had had been surveying and mapping habitat, eagles nests wetlands, and sometime over the summer would be ready to apply for a U.S. Army Corps permit for fill. He asked the Assembly to consider how much direct involvement it wanted with that process. One decision to make was to do a longer, narrower road (one lane 12- 14 feet wide with pullouts for about three miles), or a shorter, wider road (2 lane 20 ft. wide for about 2 miles) with the $2 million budget for the project. Mr. Watt said the Corps Permit required an outline of a purpose and need for the project, and he suggested that a longer road getting past the Peterson drainage would open the area for exploration, allow potential developers access, general public use such as subsistence hunting, fishing and cultural uses. The road alignment was all on CBJ property and would provide access to adjacent Goldbelt lands. He suggested a management plan for the road that included a gate to prevent illegal dumping. In the short run uses could include dog walking, mountain biking, and skiing. He distributed a draft purpose and need document drafted by former CBJ Lands Manager Heather Marlow and Goldbelt in 2011 for the Assembly to consider and said no decisions needed to be made at this meeting. He did want to know what level of detail the Assembly wished to see in tracking this project. The permit application would be submitted this summer and he would revisit this issue in a few months and for the Assembly to make some decisions.

Mr. Wanamaker said he favored a longer, narrower road. He asked if CBJ would allow a road developer to sell the timber to pay for part of the project. Mr. Watt said that would be a policy decision and he would like to know what the Assembly preference would be.

Mayor Sanford asked if there was enough in the Purpose and Need statement about development plans with Goldbelt, including future housing, nodes for industrial and commercial land – not only for recreational and cultural uses but to make sure those uses that were in the MOU.

Mr. Watt said the primary use of the road would be to explore economic development opportunities. We are thinking long term. Housing, port, industrial land is far enough out there that the Corps does not see that as a reason to build a road. The immediate need was to access the land to develop the ideas in the 1997 concept plan and in the MOU.

Mr. Kiehl said his primary interest was to reach past the Peterson Creek watershed to get to one of the development nodes in the West Douglas plan. A higher standard road was appealing but didn't reach the eventual goal. He supported a longer road that could be improved at a later time.

Mr. Smith asked if it made sense to update the West Douglas Plan done 14 years ago and asked if Goldbelt was involved in this decision making. Mr. Watt said Goldbelt was involved. They saw development a bit off in the future and if there was progress on the road they could make the plan more up to date. Mr. Smith asked if the 1997 plan was jointly funded and Mayor Sanford said yes and the MOU was updated about 8 years ago. Mr. Watt said the original concept had the road aligned between Goldbelt and city property, but since then the "best route' was chosen to be on city land, which was good for Goldbelt, but the MOU was less relevant now.

The Assembly discussed the funding, which Mr. Watt described as "much travelled" within the state, and was eventually re-appropriated as a grant for this purpose.

Mayor Sanford said he would like to see the Brotherhood Bridge be reused and asked if there was a place for it within this project. Mr. Watt said he did not believe this was the project for that re-use, but DOT was facing a federal requirement to try to reuse the entire structure.

D. Lemon Creek Access

Mr. Watt said a few meetings ago the Assembly was provided with the access study and it was discussed by the Public Works and Facilities committee as a long term idea. He spoke about the status and lack of funding for a complete project from Twin Lakes on Old Glacier Highway to the Walmart area. The Loop Road was in same category and those projects could be interchanged. He said a second access route into Lemon Creek was a $9 – 10 million project and opened some opportunities, but was a long term goal. SEAL Trust was talking with property owners in the area about Vanderbilt creek wetlands, but Mr. Watt described this as a "slow moving conversation." conversation. The land CBJ would need for a road would be uplands. There was not much for CBJ to do at this time but to see how negotiations went between SEAL Trust and area property owners. The realities of finding funds for this project were not on the near horizon.

V. STAFF REPORTS – No further reports.

VI. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

Mr. Kiehl noted Mr. Jones' birthday on March 25. Mr. Jones said he would be celebrating by attending meetings with the Planning Commission.

Ms. Crane asked for an update on the status of the Gastineau Apartments at a future meeting.

Mr. Smith said JEDC was helping on a welcome for Delta Airlines and asked if there would be any CBJ participation. Mayor Sanford said he would be participating.

Mr. Nankervis said TSA got funding for another baggage scanner and staff increases at the airport which would hopefully help avoid delays. He thanked to all who pushed for those improvements.

Ms. Troll asked about the Transit Plan and how the financial aspects of the plan would come before the Assembly. Ms. Kiefer said that those issues would be discussed in the Finance Committee meetings.

VII. ADJOURNMENT - 7:40 p.m. Submitted by Laurie Sica, Municipal Clerk

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

March 24, 2014 Assembly Committee of the Whole Minutes

ATTACHMENTS:

	Description	Upload Date	Type
☐	March 24, 2014 Draft Committee of the Whole Minutes	4/9/2014	Minutes

ASSEMBLY STANDING COMMITTEE
COMMITTEE OF THE WHOLE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
March 10 2014, 6:00 PM.
Municipal Building - Assembly Chambers

Assembly Worksession - No Public Comment - This meeting will begin immediately following the Special Assembly Meeting which begins at 6 p.m.

I. ROLL CALL

Chair Becker called the meeting to order at 6:40 p.m. in the Assembly Chambers.

Assembly Present: Mary Becker, Karen Crane, Loren Jones, Jesse Kiehl, Jerry Nankervis (telephonic), Carlton Smith, Kate Troll, Randy Wanamaker (telephonic), Mayor Sanford.

Assembly Absent: None.

Others Present: Kim Kiefer, City Manager; Amy Mead, Municipal Attorney; Laurie Sica, Municipal Clerk; Bob Bartholomew, Finance Director; Kirk Duncan, Public Works Director; Rorie Watt, Engineering Director; Hal Hart, Community Development Director; Revis Goddard, Planning Manager; Ben Lyman, Senior Planner; Eric Feldt, Planner II; Brent Fischer, Parks and Recreation Director; Myiia Wahto, Recreation Superintendent; Chief Brice Johnson, JPD; Carl Uchytil, Port Director, and Patty deLaBruere, Airport Manager.

II. APPROVAL OF AGENDA

Hearing no objection, the agenda was approved as presented.

III. APPROVAL OF MINUTES

A. February 10, 2014 Assembly Committee of the Whole

Hearing no objection, the minutes of the February 10, 2014 Committee of the Whole meeting were approved.

IV. AGENDA TOPICS

A. CBJ Budget Projections

Kim Kiefer said the FY15/16 budget preparations were underway and there were issues to bring to the Assembly now prior to the start of the Finance Committee meetings. Bob Bartholomew explained information regarding the Preliminary FY15 & FY15 General Government Budget Status dated February 26, 2014. These numbers would likely change and were very preliminary. The message was the challenges that would be faced in bringing a balanced budget to the Assembly. This information reflected the work of the departments to do a preliminary summary of all revenues and expenses - revenue decreases and expenditure increases shows the increased financial need for FY15 for General Government was $3.9 million. Carrying forward the same need in FY16, and additional revenue decreases and expenditure increases, the need will be $6.3 million. Over a two year budget cycle there is an additional need of $10.2 million. The biggest surprise was the dropping revenue from federal, state and local sources. FY15 & 16 increase in major revenues totalled $1,421,000 in FY15 (which included a one time PILT contribution) and $762,000 in FY16 for a total of 2,183,000. Fund balance previously committed to negotiated wage and benefit increases totalled $985,000 in FY15 and $2,135,000 in FY 16 for a total of $3.1 million. The remaining shortfall was $1.5 million in FY15 and $3.4 million in FY16, for a total of $4.9 million over a two year budget period.

Mr. Bartholomew said some factors in this scenario included revenues (property tax and sales tax) were estimated higher than actual. Department revenue declines include Ambulance/EMS (federal and local reimbursements were declining and the budget anticipated greater use); loss of federal transit grant and a federal grant for JPD officers which required positions be maintained with general government revenues. CBJ had gone through a 3-4 year period of a hold the line approach, keep positions open, focus on essential services, and this helped during the national recession. There were a few areas that needed to be put back on a sustainable path such as insurance fund balance, and training, which helped to maintain a professional work force and the level of services expected. There were some increases based on the base student allocation being the same as last year, and if that was increased through the legislature, this could increase even more.

Mayor Sanford said the JSD was asking for a $440 BSA increase over the $85 anticipated increase in these figures. Ms. Kiefer said the figures before the Assembly just reflected the information from the municipality, and did not factor in any pending changes from the legislature, such as BSA or revenue sharing. This would continue to be a moving target as it was every year until the legislative session was done. She asked the Assembly to review proposals she would provide regarding reductions to services and funding options, such as use of fund balance, budget reserve, property tax / mill rate, a 1% seasonal sales tax increase - all could be evaluated. CBH would need to look at the sales tax exemptions to see if those should be kept in place. The next Finance Committee meeting would be March 19 and Ms. Kiefer asked for Assemblymember input.

Mr. Smith asked to see scenarios with an executive summary and spreadsheets.

Mr. Nankervis asked for suggestions from the manager on how to decrease expenditures as well as raise revenues.

Mr. Wanamaker asked if a reduction in work force was part of the options. Ms. Kiefer said yes, at this point, CBJ would need to reduce employees to reduce services.

Mr. Kiehl asked about fund balances. Ms. Kiefer said in FY14, $1.7 million in savings would be rolled in to the fund balance. Mayor Sanford said in past years, there had been greater amounts of savings. Mr. Bartholomew said that as budgets get tighter, the funds to go to fund balance would be smaller.

Ms. Troll said she hoped the staff and Assembly would consider ways to generate new revenues. She mentioned tours that are booked on cruise ships are currently exempt from taxation. There may be legal issues to consider.

Mr. Wanamaker said that considering the school district budget, the Assembly needed to scrutinize it carefully and the schoool needed to be a community partner.

Ms. Kiefer said she would provide different scenarios with a list of specific reductions that could be sustainable for FY15 and FY16.

B. Transit Development Plan

Ms. Kiefer said the Transit Development Plan was before the Assembly in its final form and the Planning Commission recommended approvel. She sought a motion to forward the plan to the Assembly for adoption, which was the vision for where the community wanted to take Capital Transit. Staff was not seeking the funding for the various scenarios in the plan at this time, and the various pieces of the plan would be brought forward for funding consideration separately from plan adoption.

There was discussion by the Assembly regarding the nuances between "accepting" and "adopting" the report, and whether plans were "aspirational" or "set in stone." There were concerns expressed that by adopting a plan, the public could assume that the Assembly would provide the funds to complete all of the items within the plan.

<u>MOTION</u>, by Wanamaker to forward the Transit Development Plan to Assembly with a

recommendation that it be adopted as an aspirational planning document.

Roll call:
Aye: Nankervis, Smith, Wanamaker, Sanford.
Nay: Becker, Crane, Jones, Kiehl, Troll.
Motion failed, 4 ayes, 5 nays.

MOTION, by Kiehl, to forward the 2014 Transit Development Plan to the Assembly with a recommendation for adoption.

Roll call:
Aye: Becker, Crane, Jones, Kiehl, Nankervis, Smith, Troll
Nay: Wanamaker, Sanford.
Motion passed, 7 ayes, 2 nays.

C. Asset Management - Building Maintenance, Airport, Docks and Harbors, Public Works

Mr. Watt said the packet showed the variety of ways departments currently reviewed and tracked their assets. He did not see asset management as a one-size fits all program. He explained the difference between maintanence of the sewer/water system and the maintenance of buildings and the life spans of those assets. Harbors had old harbor facilities that could be rebuilt, or they could be inventoried as being beyond the useful life. Asset management could be many different things, and driven by inventory or by a looser approach. It was difficult to predict funding revenues in the future so it was different than what was done for private enterprise.

The Assembly discussed the CIP vs. the building asset list and an interest in seeing a stronger link between the two. There was concern about identifying costs for yearly ongoing maintenance in every budget for large items such as replacing boilers, roofs. Mr. Watt said that building maintenance lists included in the packet were the immediate short term projects. Staff looked at the most pressing needs and directed the funds to those. A giant looming question was the 40-year old Augustus Brown pool - it was at the end of life in mechanical systems. A condition survey was underway to get a better idea on the mechanical and roof systems and if it could qualify for state funding under DOE due to learn to swim programs.

Mayor Sanford said the CIP should be built off an asset management document. Mr. Watt said the CIP is built off of all the maintenance needs, community goals, and was a broader document. It is not just a maintenance funding vehicle.

Ms. Crane asked where asset managmenet fell within the budget specifically. Mr. Watt said for example, building maintenance was in the operating budget and small things were charged back to the facilities internally without much detail. The CIP was a look ahead for the projects we see in the short term.

The Assembly continued discussion on the importance of understanding the facilities and assets maintained by the CBJ and the need to have good information on this for budget planning. Ms. Becker thanked the staff for their work on this topic.

D. Cell Tower Master Plan & Ordinance Review

Mr. Steedle said the ordinance was not available yet, and this was an informational item. This effort had been underway for more than five years, and momentum was building. There was an aggressive timeline included in the packet for moving this forward. Mr. Hart said the plan would provide implementing policies, history, service area maps and an inventory of towers. The schedule included was aggressive. He outlined key dates and said the effort would culminate with an ordinance for the Assembly to adopt on May 19.

Ms. Crane said she was pleased to see the public meetings in the schedule. Travis Goddard said public comments would be compiled and a website for the topic was established to keep those interested up to date. He was working closely with the CBJ Law Department to ensure consistency with Federal regulations. The master plan was a step ahead of the ordinance and provided policy to direct the ordinance. Ms. Crane was interested to know the plan for drafting regulations.

E. Spuhn Island Cell Tower Update

Mr. Steedle reviewed his memo with six options regarding what could be done regarding cell towers. CBJ had no good options. There was a cost associated with each option, some were more viable than others and those tended to be more expensive. There were unknowns in this and the costs were fairly rough. He wanted to know the Assembly's direction on this.

Mr. Nankervis said based on the numbers, he did not support any of the options, based on concerns about the CBJ budget.

Ms. Troll thanked staff for the work, and she shared the concern about the costs. He thought it would be worth discussing the issue with the regulatory agencies and the cell tower owner to investigate any voluntary changes they might make. Mr. Goddard said the FCC adopted the FAA advisory and they were made law. Ms Troll asked if there could be partial blinders installed on the blinking light and if the owner of the tower was willing to reduce the height of the tower to match the trees. She thought it was worth having this discussion. Mr. Steedle said CDD staff did work with FAA staff to see if sheiling the light was possible and the result was a resounding no. As for approaching Atlas Tower to see if they were willing to lower the tower - that would affect the signal, which had a cost. He asked if the Assembly would be willing to afford that cost if pursued.

Mr. Kiehl asked Mr. Goddard if the FCC had provisions for the possibility for waivers, modifications, condition specific changes and was there a process to apply. Mr. Goddard said the FAA circular was adopted as a condition of approval for the FCC permit. The tower would have to reapply for a license for that tower. The implications for the flashing light was significant for pilots as it helped pilots to figure out the 3-D standards and the top of the pole - a single tower with lights, as opposed to brake lights on a road, for example. If we were to try to approach the FAA to change the blinking standard - it effects the entire industry because it is for every pilot, not just those familiar with Juneau. Mr. Kiehl asked about the intensity and blinking of the light. Mr. Goddard said there were only two standards, high or medium intensity. The Spuhn Island light had medium intensity. The light could blink faster, but it was at the lowest blinking standard now that would meet the FAA Advisory standard.

Ms. Becker appreciated the research from staff.

<u>MOTION</u>, by Sanford, to discontinue the investigation through staff of moving the tower and the light, on Spuhn Island.

He said that many people had looked into this and the FAA circular spelled out the national standards. In talking with FAA safety people, there were no way around standards. Staff looked at the angles and did not find any cost effective alternative.

Mr. Kiehl objected and and said this process was very dissapointing. He read some of the discussion with the Planning Commission, there were discussions with the FAA and the type of lighting that was described to the Planning Commission was not the same as installed. The answers we have gotten to what could be done have centered on the fact that it had already been done. It put everyone in a bad spot. He did not like the reference in the memo about "not having a hammer, so there was no point in talking." With the limited array of choices, there was not much that this Assembly was interested in pursing further, but the tone and approach was dissappointing. He withdrew his objection.

Mr. Smith said that from his standpoint regarding the tone of the memorandum, it might be good to have the content of the dialogue between the administration and the agencies. There have been substantial discussions and the Assembly needed confirmation of that. He was not asking for additional fact-finding but if there was any doubt that the city manager's office did not have those discussions, he would like that clarified.

Mr. Steedle said neither he nor Ms. Kiefer spoke with the FAA or the FCC. They relied on Community Development staff to do that.

Hearing no objection to the motion, it was so ordered.

V. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

None.

VI. ADJOURNMENT

Hearing no further business to come before the committee, the meeting adjourned at 8:47 p.m.

Submitted by Laurie Sica, Municipal Clerk

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

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

March 10, 2014 Assembly Committee of the Whole

ATTACHMENTS:

	Description	Upload Date	Type
☐	March 10. 2014 - DRAFT COW Minutes	4/11/2014	Minutes

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Community Development Department

MEMORANDUM

Date: April 9, 2014

To: Committee of the Whole

From: Hal H. Hart, Director HHH
Community Development Department

Re: FEMA Update

The City and Borough of Juneau has several strategies being advanced to address flood hazard and other risks.

First, the CBJ is continuing to work directly with property owners to ensure that they have the most up to date information regarding flood prone properties and what choices they may have available through Letters of Map Amendment and/or Map Revisions.

Second, we are conversing with FEMA Region 10 as we consider entering into the RiskMap program by jointly evaluating Flood Hazard Risks, Landslide or Avalanche hazard risks and developing programs to respond to these risks that will make our community more resilient to disaster over time.

Third, we are consulting with a third party contactor to address critical Velocity Zone issues for area property owners through the Coastal Flood Study effort. We will continue monitoring Federal Agency responses to the Velocity Zone as they are identified.

U.S. Department of Homeland Security
500 C Street, SW
Washington, DC 20472

FEMA

MAR 0 7 2014

RECEIVED
MAR 1 7 2014

The Honorable Mark Begich
United States Senate
Washington, DC 20510

Dear Senator Begich:

Thank you for your letter dated February 12, 2014, to the Department of Homeland Security, Federal Emergency Management Agency (FEMA), on behalf of the City of Juneau, Alaska. Specifically, you encouraged FEMA to study the variability in the use of fill in V Zones in comparison to the local geography and methods used for fill placement.

As stated in your letter, the City of Juneau has been building on fill in V zones for a number of years. The placement of fill for structural support under these circumstances is prohibited in the Code of Federal Regulations (CFR), as stated in 44 CFR 60.3(e)(6). When the Flood Insurance Rate Maps were recently updated on August 19, 2013, the City of Juneau passed a new ordinance in order to be compliant with the National Flood Insurance Program that prohibits the placement of fill in V zones for structural support.

The Fiscal Year 2014 (FY14) appropriations report directed FEMA to conduct a study to investigate the use of fill in V zones in Juneau. FEMA is committed to initiating this study in FY14 and will update your office as the study progresses.

I hope this information is helpful to you. If you need additional information or assistance, please have a member of your staff contact the FEMA Congressional Affairs Division by telephone at (202) 646-4500.

Sincerely,

Roy E. Wright
Deputy Administrator for Mitigation
Federal Insurance and Mitigation Administration

cc: Representative Begich's District Office
Kenneth Murphy, Regional Administrator, FEMA Region X

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

FEMA Mapping Update

ATTACHMENTS:

	Description	Upload Date	Type
☐	Memo from CDD Director	4/9/2014	Cover Memo
☐	Letter from FEMA	4/9/2014	Exhibit

		April 2014 update	City Manager Task	Committee Task	Staff Comments
3	Code Change	Resolve the FEMA Flood Map		COW	Complete. Ordinance was adopted July 2013.
8	Code Change	Redundant Ordinances - if state or fed, remove from city books		COW	CBJ enforcement staff are not authorized to enforce most state and federal laws. In some cases, local governments are required to adopt particular standards in accord with state or federal laws. Ultimately, if a requirement is "redundant," it must be met anyway, so it does not cost builders anything extra to meet it for CBJ requirements than for state or federal requirements.
41	Other	Assembly should create relationship with industry		COW	The Assembly could regularly schedule this item for the Committee of the Whole.
42	Other	Lobby AHFC to extend Energy Rebate Program to rental properties and to extend the period of time to complete work.		COW	The Assembly could make a request to AHFC.
47	Other	Create a Community Development Association		COW	
49	Other	Disagree with Subsidized Housing		COW	Not an action item.
56	**Planning**	**Adopt a Housing Plan to provide a roadmap to remove barriers to development and provide incentives so that a sufficient number of new housing units are built to meet the needs of the community now and in the future. The Housing Plan must include a detailed analysis of Juneau's housing situation that reflects recent zoning changes, infrastructure development, and the specific types of housing units needed. It will include a range of strategies for housing development including community financing, property tax and financing incentives, and strategies to broadly and specifically remove barriers to development.**		**COW**	**Affordable Housing Commission has drafted a Scope of Work for a Housing Action Plan. They will be requesting authorization to fund plan development by using loan program monies.**
62	**Zoning**	**Minor subdivision be increased from 4 lot max to 12 lots.**		**COW**	**Staff has been developing subdivision code changes, and will present their recommendations to the Assembly and Planning Commission at a joint Committee of the Whole meeting in August 2014.**
63	**Zoning**	**Reevaluate minor and major subdivisions**		**COW**	**Staff has been developing subdivision code changes, and will present their recommendations to the Assembly and Planning Commission at a joint Committee of the Whole meeting in August 2014.**
66	Zoning	Seek Zone Change Suggestions (rezone all properties-D1 to 3, 3 to 5, etc)		COW	D3 zoning is often problematic: it allows for lots too small for on-lot wastewater disposal, and allows for lots that are too big to be cost-effectively served by public sewer. The D3 district could be abolished in all but a few built-out neighborhoods where it "fits." Depending on access to public sewer, other D3 areas should either be down-zoned to prevent subdivision into additional lots that cannot support on-site wastewater disposal or up-zoned to take advantage of existing sewer service. Staff is creating a map of current zoning, urban service area and existing water & sewer lines for evaluation and discussion.

		April 2014 update	City Manager Task	Committee Task	Staff Comments
67	Zoning	Efficiency Units—single-room with no parking requirements downtown		COW	
22	**Financing**	**Provide alternative funding for mobile home as a revolving loan fund**		**Finance**	**The Assembly could authorize the use of the JEDC-managed Revolving Loan Fund for this purpose.**
23	Financing	City could encourage AHFC financing of mobile homes		Finance	Affordable Housing Commission has drafted a program for low interest down payment assistance loans to assist in mobile home purchases.
24	Financing	Caution to City Involvement—City cautious about financing housing projects with public funds that competes with private developers		Finance	Not an action item.
25	Incentive	Support changing tax deferral to tax abatement		Finance	This was requested at a meeting of several Assembly members and the City Manager with Governor Parnell before the last legislative session. The Assembly could pass a resolution to formally request this.
26	Incentives	Abate Inventory Lot Tax—property tax on unsold lots held in abeyance until lots are sold HB264/SCR34		Finance	DONE
40	Inspection	City be Responsible (financial responsibility for its inspection oversights)		Finance	While significant inspection oversights are rare, they do occur. The CBJ has taken financial responsibility for correcting problems caused by its errors and omissions.
52	Permitting	Evaluate Permitting and Fees for addition of an apartment		Finance	In 2010 the Accessory Apartment permit process was revised so most are permitted through the building permit process. Only lots not on city sewer and/or less than the minimum lot size now require a Conditional Use Permit.
57	Staffing	Create a permanent, high-profile affordable housing coordinator to champion solutions to our high cost of housing.		Finance	The Affordable Housing Commission made this recommendation in an April 2,2013 letter to the Assembly, and reiterated it in their annual report delivered to the Human Resources Committee on February 3, 2014.
58	Staffing	Create an Ombudsman position		Finance	
74	Zoning	Evaluate zoning impacts on financing		Finance	
1	**CBJ Land**	**Facilitate development of affordable housing by allocating some land for affordable housing in newly released land**		**Lands**	**Lands Manager is preparing the Switzer "2A" parcel for subdivision to facilitate a housing project. Application for wetlands permit under review by Corps of Engineers. Pederson Hill access road planning is underway.**
2	**CBJ Land**	**Move forward with infrastructure development and disposal plans for the Switzer and Pedersen Hill tracts without delay.**		**Lands**	**Lands Manager is preparing the Switzer "2A" parcel for subdivision to facilitate a housing project. Application for wetlands permit under review by Corps of Engineers. Pederson Hill access road planning is underway.**
4	**Code Change**	**Parking-Formula-driven parking requirements should be eliminated and should reflect actual parking load of a development**		**Lands**	**The Comprehensive Plan Update includes a Bonus Eligible Area map that will enable us to move forward with developing and adopting bonus procedures to further reduce parking requirements in appropriate situations. Although parking requirements will not be eliminated altogether, they will be reduced in certain areas and conditions.**
7	Code change	Allow higher square footage and 2 bedrooms for Accessory Apartments		Lands	The advantages and disadvantages of larger accessory apartments needs to be weighed. Because this usually is infill development, it has the potential for altering the character of neighborhoods. Input from the community should be sought in a public forum.

		April 2014 update	City Manager Task	Committee Task	Staff Comments
55	Permitting	Streamline permitting in neighborhoods with older homes where owners want to do improvements		Lands	
73	Zoning	Infill Proposals—City seek proposals for downtown infill such as building condos on top of public or private buildings		Lands	GC, LC, MU and MU2 zoning allows for this
6	**Code Change**	**Infrastructure, such as paving and sidewalks, add to the cost of housing**		**PWFC**	**Due to high levels of PM10, DEC and EPA have paid to assist in paving streets in the CBJ that contributed to this problem.** **Staff has been developing subdivision code changes, and will present their recommendations to the Assembly and Planning Commission at a joint Committee of the Whole meeting in August 2014.**
9	Code Change	Allow Detached Zero Lot Line		PWFC	This will be evaluated.
27	**Incentives**	**CBJ Contribute to a percentage towards infrastructure, water, sewer, drainage, streets. In all new development within the next 5 years or until re-evaluated**		**PWFC**	**Policy recommendation is being reviewed.**
28	**Incentives**	**Lessen subdivision standards at least for a limited time, until development is stimulated. Then re-evaluate, as Juneau grows it will better be able to afford the luxuries.**		**PWFC**	**Staff has been developing subdivision code changes, and will present their recommendations to the Assembly and Planning Commission at a joint Committee of the Whole meeting in August 2014.**
50	Permitting	Reviews the policies on intersections and traffic studies		PWFC	The thresholds for requiring a Traffic Impact Analysis (TIA) are fairly high: 0-250 ADT, no TIA required; 250-500 Average Daily Trips (ADT), TIA may be required; 500+ ADT, TIA required. It should be noted that these thresholds mirror AKDOT requirements for TIAs.
64	**Zoning**	**Reduce requirements for building a Subdivision**		**PWFC**	**Policy recommendation is being reviewed.**
65	**Zoning**	**City put in place cost saving measures for building a subdivision.**		**PWFC**	**Policy recommendation is being reviewed.**

		April 2014 update	City Manager Task	Committee Task	Staff Comments
5	Code Change	Keep Housing Regulations Under Control—zoning and building regs are excessive			In the last ten years, ordinances have: reduced setbacks, reduced parking requirements, increased height limits, increased density limits, allowed for smaller lot sizes (bungalow), allowed for new housing types (SROs, bungalows, and cottages), increased the number of dwellings considered minor development, narrowed lot width requirements for panhandle subdivisions, upzoned property, created and then expanded the Fee-In-Lieu of parking district, expanded the PD-1 parking district, simplified accessory apartment process, allowed detached accessory apartments, and increased the threshold for allowable use permits. CDD will examine code for additional areas to encourage housing development. Zoning and building codes are in place to protect public health safety and welfare.
10	Code Change	Make possible to build Zero Lot Lines and duplexes			Duplexes may be built in any zoning district other than D10SF, WI and I. 0-lots, or Common-Wall subdivisions, are allowed in the D5, D10, D15, D18, MU and MU2 zoning districts.
11	Code Change	Redefine 3-Story Structures			There are no maximum height limits in the Industrial and MU districts. The only places that there are 35 foot height limits are in residential and Waterfront Commercial districts. 35 feet is approximately 3.5 stories - Title 49 height specification will be revised to be more understandable.
12	Code Change	Do legal research to see how much liberty city has to modify code for is own use.			Title 19 incorporates the International Building Code, which is updated by the International Building Council every three years. The State Fire Marshal reviews the revised code and makes any necessary modifications for Alaska. Although the State Fire Marshal can be less stringent than the International Code, the CBJ cannot be less stringent than the State Fire Marshal. The CBJ has considerable latitude to modify the land use code in Title 49.
13	Code Change	For every new code provision created take three or four out of the code.			As new code provisions are considered by the Planning Commission and the Assembly, opportunities for comment regarding redundant or conflicting provisions exist.
14	Code Change	So many codes and some don't apply to smaller development (example: 50' separation between doors to meet code is expensive and not logically necessary.)			The International Building Code is updated by the International Building Council every three years. The State Fire Marshal reviews the revised code and makes any necessary modifications for Alaska. Although the State Fire Marshal can be less stringent than the International Code, the CBJ cannot be less stringent than the State Fire Marshal.
15	Code Change	Remove requirement of underground utilities			Title 62 does require underground electric service. Staff will seek comments from AELP.
16	Code Change	Re-evaluate codes; the list of codes that Juneau can do without is enormous. Most local codes stem from communities ten times the size of Juneau. Over regulation is choking development.			Examples are needed of the specific codes recommended for elimination.
17	Culture	Every City employee at every level should be serving as a pro-active advocate of housing development			Affordable Housing Commission recommendation, April 2, 2013 letter to Assembly.

		April 2014 update	City Manager Task	Committee Task	Staff Comments
18	Culture	More manners need to be shown at hearings (Planning Commission)			Planning Commission rules of order prevent any disparaging comments or questioning the applicant's ethics or integrity. If poor behavior occurs in a meeting, applicants should contact the City Manager citing the meeting, so that the recording can be listened to, and corrective action taken if needed.
19	Culture	Evaluate City's Culture when it comes to building—messages from various City offices are contradictory			CBJ staff does its best to understand what information is desired. If there is a problem with inconsistency, contact the City Manager for review. CBJ is working to further open the lines of communication and coordination between departments.
20	Culture	Take Advice to Heart—listen to advice from developers			CBJ welcomes input from all citizens.
21	Culture	Create "How may we help you" at CDD rather than the "you can't do that" department. Organize plan review, zoning, engineering under one department. Let planners get back to planning for the future rather than reacting to what comes across their desks.			Plan review, zoning, and general engineering are all handled by the permit center. The planners who do long-range planning are the same people who handle permit requests, because there is insufficient funding to allow staff to specialize.
29	Incentives	Reduced permit fees , lower plan review by 75% vs 40% for repetitive plans submitted unless new code has been adopted			Developers do not usually take advantage of this reduced fee, as it is today. Very little demonstrated demand in the development community for repeat plans.
30	Incentives	Cut Permit Fees			CBJ's permit fees are low compared to most Alaskan communities, and do not cover costs currently. Refer to the fees comparison provided.
31	Incentives	Incentives for Amenities (picnic, recreation, playground exempt from property tax)			Property dedicated to the public is not taxed.
32	Incentives	Incentive for Green Areas—be exempt from property tax			Property dedicated to the public is not taxed.
33	Incentives	Consider tax incentives for existing condo associations that renew their association approval with investors			State law does not permit a property tax emption for this. However, the Assembly could establish a separate financial incentive program if it wished. If the Housing Coordinator position was funded, this could be a education function performed by that person.
34	Incentives	Offer tax offsets for costs necessary for condo audits and inspections			State law does not permit a property tax emption for this. However, the Assembly could establish a separate financial incentive program if it wished.
35	Incentives	Establish an incentive for associations that have by-law requirement for eligibility with investors			State law does not permit a property tax emption for this. However, the Assembly could establish a separate financial incentive program if it wished.
36	Incentives	Tax Incentive—new multiplex apartments declining property tax for first 5 years			State law does not permit a property tax emption for this. However, the Assembly could establish a separate financial incentive program if it wished.
37	Incentives	Tax Incentives to help mitigate the cost of development—defer increase tax			State law does not permit a property tax emption for this. However, the Assembly could establish a separate financial incentive program if it wished.
38	Incentives	Establish property abatement for up to five years for builders of rental properties			The CBJ could lobby for this.

		April 2014 update	City Manager Task	Committee Task	Staff Comments
39	Inspection	Private Inspectors—builders able to retain licensed engineers or certified professionals bonded for inspections in lieu of City inspectors			This is already allowed
43	Other	Empower the code review committee, building department, director, planning director, and engineering director to do everything they can within their power to get housing built			Ongoing Assembly and staff goal
44	Other	Consider projects to house certain employee groups such as seasonal workers			The CBJ is not directly involved in developing housing projects.
45	Other	City Cautious of its Sole-Source Power			Not an action item.
46	Other	Use the Community Land Trust already in place			
48	Other	Help newly formed condo associations with their formation so they get adequate presales and investor approval by providing education and resources			If the Housing Coordinator position was funded, this could be a education function performed by that person.
51	**Permitting**	**Simplify Variances Permits**			**The variance process is currently under review.**
53	**Permitting**	**Do not require developer to bond with City for electrical as must already bond with AELP**			**Currently under review**
54	Permitting	Eliminate City Plan Review			Independent plan review is currently permissible.
59	Staffing	Allocate 2 staff positions to work with applicants to report to City Manager and Assembly (these positions should come from CDD)			The CDD Permit Specialist is charged with ensuring that permits are processed timely. Reducing staffing in CDD will increase the time it takes for the department to process applications for permits and to do planning.
60	Staffing	Create a tool for department heads to use that allows them to rate employees with poor customer service issues, re-positioning of employees who are not suited for their job of authority, not cordial, or cooperative with the public. The CBJ staff does not appear to be conducive to problem solving. Should find solutions instead of finding reasons it can't be done.			Annual performance evaluations, ability of public and other customers to report problems to supervisors already exist.
61	Staffing	Organize the plan review, zoning and engineering under one department			Central permit center has existed for years.
68	Zoning	Development should be able to go higher density			Rezonings and changes to density limits in 2012 alone created development rights for over 15,000 new residential dwelling units. Draft revised bonus procedures are anticipated to add to this total in 2013.
69	Zoning	Offer to change the zoning if developer paves the road, puts in a playground, etc.—increase density for infrastructure.			Rezoning's and changes to density limits in 2012 alone created development rights for over 15,000 new residential dwelling units. Draft revised bonus procedures are anticipated to add to this total in 2013. It is illegal to spot zone. Rezone has been done as noted above.

		April 2014 update	City Manager Task	Committee Task	Staff Comments
70	Zoning	Look at zoning requirements: access to smaller lots; add-on apartments; additional house on lot	X		Bungalow housing and D10-SF are both recent responses to the perceived demand for smaller single-family homes on smaller lots. Accessory Apartments had their review procedure streamlined in 2010, and can now be stand-alone dwellings. A second dwelling of unrestricted size (other than Table of Dimensional Standards restrictions) can be built on any RR, D1, or D3 lot that is at least 200% of the minimum lot size.
71	Zoning	Reduce D5 minimum lot size to 4000 or 5000			"D5" means that roughly five units can be built per acre (7,000 sq. ft. x 5 units = 35,000 sq. ft., leaving 8,560 sq. ft. for roads etc.). At 4,000 or 5,000 sq. ft. lot size, the density is actually seven to nine dwellings/acre, or D7 or D9. New zoning districts in this density range could be created, but the D10-SF district has even smaller minimum lot areas (3,600 sq. ft.), and the only application to rezone property to this designation has come from CBJ Lands.
72	Zoning	Rezone all properties in Juneau: D1 to D3, D3 to D5 and so forth			D3 zoning is often problematic: it allows for lots too small for on-lot wastewater disposal, and allows for lots that are too big to be cost-effectively served by public sewer. The D3 district could be abolished in all but a few built-out neighborhoods where it "fits." Depending on access to public sewer, other D3 areas should either be down-zoned to prevent subdivision into additional lots that cannot support on-site wastewater disposal or up-zoned to take advantage of existing sewer service. Staff is creating a map of current zoning, urban service area and existing water & sewer lines for evaluation and discussion.

	Anchorage	Fairbanks	Ketchikan	Juneau
<u>$350,00 Single Family Dwelling</u>				
Permit Fee	$3,150.00	$1,962.00	$2,393.75	$2,033.34
Plan Review Fee	$1,977.50	$1,472.00	-	$1,016.67
Total	$5,127.50	$3,434.00	$2,393.75	$3,050.01
<u>$750,000 4-Plex</u>				
Permit Fee	$6,000.00	$4,155.00	$7,500.00	$3,716.34
Plan Review Fee	$3,712.50	$4,570.50	$4,875.00	$2,415.62
Total	$9,712.50	$8,725.50	$12,375.00	$6,131.96

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

Housing Matrix Review

ATTACHMENTS:

	Description	Upload Date	Type
☐	Housing Matrix - April 14, 2014	4/10/2014	Cover Memo

Presented by: The Manager
Introduced:
Drafted by: A. G. Mead

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2014-22

An Ordinance Amending the City and Borough of Juneau Code Relating to Street and Sidewalk Vending.

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

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Amendment to Chapter. CBJ 42.20.010 Off-site commercial solicitation restricted, is amended to read:

42.20.210 Off-site commercial solicitation restricted.

(a) Limitations on off-site commercial solicitation activity:

(1) Except as allowed under ~~CBJ 62.10.050 (Street Vending),~~ CBJ 62.10.070 (Sidewalk Vending), CBJ 42.20.200 (Panhandling Restricted), or CBJ 85.25.60 (Dock Vending Permits), no person shall engage in off-site commercial solicitation within the Juneau Downtown Historic District, as it may be amended from time to time, or the adjacent areas as depicted in Exhibit A, except within an enclosed structure encompassing at least 200 square feet.

//

//

Section 3. Amendment to Chapter. CBJ 62.10 Street and Sidewalk Obstructions, is amended to read:

...

62.10.020 Obstructions prohibited.

...

(c) Defenses. It is a defense to prosecution under this section that the impairment is or consists of:

(5) A ~~street or~~ sidewalk vending cart authorized under CBJ ~~62.10.050 or~~ 62.10.070~~,~~ or a newspaper vending apparatus placed as authorized under this section;

...

62.10.050 ~~Street vending; permit required.~~ <u>Reserved.</u>

~~(a) No person may engage in the business of vending goods or services on any street except as authorized by valid street vending permit.~~

~~(b) Applications to vend on a street during the calendar year will be accepted by the manager or the manager's designee beginning October 1. Permits and the conditions thereof shall be issued on a first-come, first-served basis except that priority shall be given to those applications received between October 1 and January 1 from applicants who operated for at least three months during the previous year under a permit specifying the same location as the one applied for. If such location is not available, such applicant shall have priority in the selection of locations not themselves subject to a priority claim by a vendor who operated thereon under a previous permit. Applications shall be accompanied by a nonrefundable filing fee of $50.00. Upon issuance of a permit, the permittee shall pay a permit fee of $150.00 per month for each month or fractional month of the permit period applied for;~~

~~except, if such period is three months or more, the applicant shall pay the first and final month's permit fee with the application, and fees for each intervening month on the first business day thereof. The fees may be adjusted by the manager from time to time to reflect increases in the cost of municipal services and increases in the cost of processing street vendor permits and monitoring street vendors. The application shall include a description of any vending cart or vending vehicle used in the business, including additions or modifications made to the cart or vehicle, the type of goods to be sold, the hours of operation, the requested location, and such other information as the manager or the manager's designee may request.~~

~~(c) Each vendor must obtain at least $1,000,000.00 of public liability insurance naming the City and Borough as an additional insured. Prior to beginning operation, a permittee must provide the City and Borough with a broker's certificate of insurance including provisions for notification to the City and Borough if the policy is modified, canceled or terminated.~~

~~(d) A vehicle from which vending takes place is subject to parking and traffic regulations applicable to all other vehicles.~~

~~(e) Vending carts and vending vehicles may not be located in any on-street vehicle parking space in the PD-1 or PD-2 zoning parking district. Carts may be placed in on-street vehicle parking spaces outside the PD-1 and PD-2 zoning parking districts and may be placed in no parking zones both inside and outside such districts if the manager determines that the size, location and operation of the cart will not create a safety hazard.~~

~~(f) All persons vending from a cart or vehicle on a street shall ensure that persons waiting to make purchases at the cart or vehicle queue up in single file on the side away from the~~

~~traveled part of the street and in such a fashion as to create the least obstruction to pedestrian traffic.~~

~~(g) A cart which is authorized under this section to be placed on the street shall be of such a size and nature or so equipped that it may be moved quickly and easily by one person. The permittee or the permittee's designee shall personally attend the cart while it is on a street.~~

~~(h) The permit issued under this section shall be prominently displayed on the cart whenever the cart is on a street and shall be prominently displayed on any vehicle during the times the vehicle is being used for vending.~~

~~(i) The manager may adopt standards for the construction and appearance of carts, the issuance and renewal of permits, and may impose time, place, method of operation and such other restrictions on a permit as may be necessary to ensure the safe and convenient use of the public streets and sidewalks. Prior to issuance, the applicant shall submit to the manager a certification by the finance department that the applicant has met the requirements of the sales tax code. A permittee may not vend on a street unless there is displayed on the cart or vehicle a current state business license, a current state food handling permit, if appropriate, and the operation meets applicable state and local health and sanitation requirements.~~

~~(j) No permit may be issued except for a street vending location designated under subsection (o) of this section.~~

~~(k) Permits shall be issued only for the sale of:~~

~~(1) Food;~~

~~(2) Goods handcrafted primarily from materials indigenous to Southeast Alaska and vended directly by the permittee;~~

~~(3) Works of visual art depicting Southeast Alaskan scenes or history; and~~

~~(4) Goods characteristic of the Russian American period before October 18, 1867, the early territorial period before 1930, or the heritage or culture of the Alaskan Natives of Southeast Alaska.~~

~~(l) Vending carts may not exceed 15 square feet in plan area as measured squaring off all projections such as handles, wheels and shelves. An umbrella or awning may be added, but its open diameter or length may not exceed eight feet and no part of the projecting area may be less than seven vertical feet from the sidewalk or street. The manager may permit deviations from the requirements of this subsection consistent with the safe and convenient use of the public streets and sidewalks.~~

~~(m) A permittee may not engage in hawking.~~

~~(n) Vending permits may not be assigned or transferred.~~

~~(o) Prior to October 1 each year, the manager shall evaluate possible vending locations and shall designate those available during the following calendar year. Upon the request of an applicant, the manager may consider additional locations after October 1. No location may abut a sidewalk that is less than five feet in width as measured from the curbline to the adjacent property line.~~

~~(p) Vending permits may be denied or revoked by the manager's designee for violation of this section, upon a determination that the operation of the permittee is causing a hazard or a significant disruption of pedestrian or vehicular traffic, that the area affected by the permit is required for a public purpose, or for other cause as defined by regulations adopted by the manager. The permittee shall be given an opportunity to be heard by the manager's designee before any revocation. A person whose application is denied shall be given an~~

~~opportunity to be heard by the manager's designee for reconsideration. The decision of the manager's designee may be appealed to the manager.~~

...

62.10.070 Sidewalk vending; permit required.

...

(b) Applications to vend on a sidewalk during the calendar year will be accepted by the manager or the manager's designee beginning October 1. Permits and the conditions thereof shall be issued on a first-come, first-served basis except that priority shall be given to those applications received between October 1 and January 1 from applicants who operated for at least three months during the previous year under a permit specifying the same location as the one applied for. If such location is not available, such applicant shall have priority in the selection of locations not themselves subject to a priority claim by a vendor who operated thereon under a previous permit. Applications shall be accompanied by a non-refundable filing fee of $50.00. Upon issuance of a permit, the permittee shall pay a permit fee of ~~$100.00~~ <u>$150.00</u> per month for each month or fractional month of the permit period applied for; except, if such period is three months or more, the applicant shall pay the first and the final month's permit fee with the application, and fees for each intervening month on the first business day thereof. The fees may be adjusted by the manager from time to time to reflect increases in the cost of municipal services and increases in the cost of processing sidewalk vendor permits and monitoring sidewalk vendors. The application shall include a description of any vending cart used in the business, the type of goods to be sold, the hours of operation, the requested location, and such other information as the manager or the manager's designee may request.

...

(d) Vending carts may not exceed ~~15~~ 20 square feet in plan area as measured squaring off all projections such as handles, wheels and shelves. An umbrella or awning may be added, but its open diameter or length may not exceed eight feet and no part of the projecting area may be less than seven vertical feet from the sidewalk or street. The manager may permit deviations from the requirements of this subsection consistent with the safe and convenient use of public sidewalks by pedestrians.

...

(h) The manager may adopt standards for the construction and appearance of carts, the issuance and renewal of permits, and may impose the time, place, method of operation, and such other restrictions on the permit as may be necessary to ensure the safe and convenient use of public sidewalks by pedestrians. Prior to issuance, the applicant shall submit to the manager a certification by the finance department that the applicant has met the requirements of the sales tax code. A permittee may not vend on a sidewalk unless the permittee has displayed on the cart or vehicle a current state business license, a current state food handling permit, if appropriate, and a current open flame permit, if appropriate, and the operation meets applicable state and local health and sanitation requirements.

...

(j) Permits shall be issued only for the sale of:

(1) Food;

(2) Goods handcrafted primarily from materials indigenous to Southeast Alaska and vended directly by the permittee;

(3) Works of visual art depicting Southeast Alaskan scenes or history; ~~and~~

(4) Goods characteristic of the Russian-American period before October 18, 1867, the early territorial period before 1930~~, or the heritage or culture of the Alaskan Natives of Southeast Alaska.~~; and

(5) Goods handcrafted and characteristic of the heritage or culture of the Alaskan Natives of Southeast Alaska and sold directly by the artist.

...

Section 4. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this ________ day of ________________________, 2014.

____
Merrill Sanford, Mayor

Attest:

____
Laurie Sica, Municipal Clerk

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

Ordinance 2014-22 - An Ordinance Amending the City and Borough of Juneau Code Relating to Street and Sidewalk Vending.

MANAGER'S REPORT:

ATTACHMENTS:

	Description	Upload Date	Type
☐	Ordinance 2014-22	3/13/2014	Ordinance

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

Juneau Economic Development Plan Update

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

Housing Group Report

City and Borough of Juneau
ASSEMBLY COMMITTEE of the WHOLE
April 14, 2014

<u>Modernize the CBJ Property/Supplies Surplus Program</u>

Attachments:
1. **Ordinance 2014-13** – Amending the Purchasing Code related to disposal of surplus property.
2. **Administrative Policy –** Surplus Property

Issue:
The CBJ program for disposal of surplus Borough property is not working as well as it needs to. Based on a review by the Purchasing Division and input from Department Directors actions are needed in 2 key areas:
1. Dedicate .25 FTE of existing staff to program administration and oversight.
2. Modify the CBJ code to: 1) when in the best interests of CBJ disposed of property in accordance with administrative policy and procedure and 2) significantly increase the dollar value of property to be transferred to another governmental or non-profit organization which requires Assembly approval.

Background:
CBJ Code 53.50.200 – 310 authorizes and defines the CBJ Surplus Supplies Program (including personal property). Surplus property is typically defined as property that is no longer suitable for use by departments. The method of its disposal is outlined in the Purchasing Code and has not been updated since 2002.

Current Status:
Based on these needs the Law Department updated the surplus property code. The draft code change is attached.

Staff has developed a draft Surplus Property Policy and Procedure (P&P) to implement the revised code. The P&P incorporates the code's original intent to dispose of surplus property by selling to the highest bidder or transferring it to another government agency or charitable organization.

The new surplus policy: defines the types of surplus property, clarifies departments' roles and responsibility for disposal, and outlines procedures for how to manage the property until its final disposal. To modernize and streamline the P&P includes provisions to: 1) add internet based sales as the main method of surplus disposal; 2) limit newspaper advertisements to announcements of the new CBJ surplus internet site; 3) define nonprofit organizations as 501(c)(3) or 501(c)(4); and 4) request the Assembly to delegate the approval of surplus property transfers (e.g. to another government or nonprofit organization), less than $50,000, to the City Manager.

Recommendation: The committee review the streamlined approach to the code and determining if they are comfortable with staff moving forward to complete an ordinance for introduction to the full Assembly.

Presented by: The Manager
Introduced:
Drafted by: A. G. Mead

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2014-13

An Ordinance Amending the Purchasing of Supplies and Services Code Related to the Disposal of Surplus Supplies.

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

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Amendment of Chapter. CBJ 53.50 is amended to read:

53.50.200 Authority to dispose of surplus ~~supplies~~ <u>property</u>.

The manager shall have authority to sell<u>, transfer, or destroy surplus property that</u> ~~all supplies which~~ cannot be used by any department or that has become unsuitable for City and Borough use, ~~or to exchange such supplies for, or trade in such supplies for a new supply, or otherwise dispose of~~ as provided in this chapter.

53.50.210 Disposal of surplus ~~supplies~~ <u>property.</u>

(a) ~~Except as provided in section 53.50.220,~~ <u>Except as provided in subsection (b) of this section, all surplus property unsuitable for City and Borough use shall be disposed of in accordance with written policies and procedures established by the manager, when the disposal is determined by the manager to be in the best interests of the City and</u>

Borough. ~~supplies to be sold under the provisions of section 53.50.200 shall be sold to the highest bidder as provided in this section~~

(b) Upon a determination by the manager that the best interests of the public would be served, the manager may transfer any surplus City and Borough property to another governmental or quasi-governmental unit, or to a charitable, civic or non-profit organization, except that where the estimated value of the property to be transferred exceeds $50,000, the transfer may be made only after approval by the assembly by resolution.

~~The manager shall provide at least 14 days notice of each disposal by publication in a newspaper of general circulation in the municipality. The notice shall contain a general description of items for disposal, shall designate the place where the items may be inspected or where a detailed description of the items may be obtained, shall specify whether the disposal is to be by sealed bid or auction, shall designate the time and place of the disposal, and shall specify where the written rules required in subsection (c) may be obtained.~~

~~(c) The manager shall establish written rules for the conduct of the disposal. The rules shall include the method of submitting bids, the method of payment, removal of items sold, and other standards and procedures as may be necessary or useful. The rules shall be available at least ten days before the disposal.~~

53.50.220 ~~Exceptions to disposal procedure~~. *Reserved.*

~~(a) *Sales under $300.00.* When, in the estimation of the manager, the total value of the supplies to be disposed of does not exceed $300.00, or when the individual values in a~~

~~group of essentially identical items does not exceed $50.00 and they are not marketable as a group, such supplies may be disposed of by sale to the public under the following conditions:~~

~~(1) At least 72 hours before the sale, an announcement of the sale shall be posted on the municipal website and delivered to the radio and television stations operating in the area;~~

~~(2) Such other conditions as the manager may prescribe.~~

~~(b) *Abandonment or destruction.* The manager or the manager's designee may authorize the abandonment, or destruction of City and Borough property which has no commercial value or of which the estimated cost of continued care, handling, repair, maintenance or storage would exceed the estimated proceeds of sale.~~

~~(c) *Transfer to another governmental unit or to a charitable, civic or nonprofit organization.* Upon a determination by the manager that the best interests of the public would be served, the manager may transfer any surplus City and Borough supplies to another governmental or quasi-governmental unit or to a charitable, civic or nonprofit organization except that where the estimated value of the supplies to be transferred exceeds $3,000.00, the transfer may be made only after approval by the assembly by resolution.~~

~~(d) *Disposition of police dogs.* Upon a determination by the manager that it would be inhumane to do otherwise, the manager may authorize the disposition by negotiated sale of a police dog to its handler.~~

~~(e) *Disposition of surplus recyclable materials.* The manager may, after soliciting and reviewing written proposals, and upon approval by motion by the assembly, grant to one or more civic, nonprofit, or charitable organizations the right to collect and dispose of surplus City and Borough recyclable materials. Grantees shall be selected and the terms and conditions of their grants established after consideration of the following criteria:~~

~~(1) The ability of the organization to provide efficient, regular and dependable collection of recyclable materials;~~

~~(2) The ability of the organization to realize the maximum financial return from the collected recyclable materials;~~

~~(3) The value to the community of the charitable, civic, or nonprofit service provided by the organization;~~

~~(4) The extent to which the organization receives other forms of support from the City and Borough;~~

~~(5) The degree to which funds generated by the grant will be applied directly to the community service rather than to the overhead or administrative expenses of the organization.~~

~~(f) *Other disposition.* Upon a determination by the manager that personal property owned by the City and Borough is no longer used or has become obsolete or worn out, the assembly may by resolution authorize the manager to dispose of the property by such method as the assembly finds to be in the public interest.~~

53.50.310 Nonapplicability of sections 53.50.200 through 53.50.220.

The provisions of sections 53.50.200 through 53.50.~~220~~210 of this chapter shall not be deemed to apply to property or money subject to confiscation under the laws of the state or of the United States of America, and shall apply to property or money held as evidence only when the same is unclaimed by any person and no other provisions of law are applicable concerning its disposition.

Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this ________ day of ________________________, 2014.

____
Merrill Sanford, Mayor

Attest:

____
Laurie J. Sica, Municipal Clerk

ADMINISTRATIVE POLICY NO. 14-02
CBJ SURPLUS PROPERTY POLICY & PROCEDURE

A. PURPOSE.

This policy provides the City and Borough of Juneau, Alaska (CBJ) employees with a consistent, expedient, and manageable method to dispose of their spare and excess property items. When a CBJ department or division needs to dispose of property, they are expected to adhere to this policy and to exercise prudent judgment in the implementation of the Surplus Property Management Program. By using proper disposal methods, departments and divisions will be able to streamline the process and contribute to the efficiency of the program while attaining the best value for the City.

The following sections outline the surplus property management practice, along with the departments' involvement in reducing excess property in the best interests of the city.

B. ROLES AND RESPONSIBILITIES.

A. The CBJ Purchasing Division shall oversee the Surplus Property Management Program. This includes but is not limited to:

- i. Management and maintenance of internet sales and Surplus Property Management database;
- ii. Assisting departments in understanding the surplus program protocols and practices;
- iii. Assisting departments in ensuring proper disposal of spare and excess property.

B. Department/Division Property Officer Responsibilities: Each Department or Division shall assign a Department/Division Property Officer (DPO), and a back-up to the DPO, as single point of contact that works with Purchasing in the disposal of their unneeded property. It is the responsibility of the DPO and the back-up to:

- i. Know the Surplus Property Policy and comply with all provisions therein;
- ii. Communicate with Purchasing regarding property within their area;
- iii. Check with their Accountant regarding any grant specifications, Fleet, Fixed Asset or CIP numbers associated with excess property items;
- iv. Post excess items to the Surplus Property Management Entry Form, hosted on SharePoint, including any optional viewing hours and applicable asset numbers;
- v. Ensure unneeded property is removed properly from department/division in disposal.

C. Employee Responsibilities: It is the responsibility of the employee to:

- i. Know the Surplus Property Policy and comply with all provisions therein;

ii. Inform the DPO of spare or potentially obsolete property as soon as practical;
iii. Work with the DPO to organize and collect data on spare property, including dimensions/sizes, photographs, quantity, descriptions, etc.;
iv. Ensure the cleanliness and travel-worthiness of the property to be sold, transferred, or otherwise disposed;
v. Coordinate item pick-ups with buyers and answer any questions about the property items.

C. TYPES OF SURPLUS PROPERTY

A. Spare Property: Items no longer needed by a department but are still useful or serviceable by other CBJ agencies. Items are designated for CBJ internal reallocation and made available for viewing to employees. Once claimed by another department or division, items are no longer considered "spare," and ownership changes to the receiving department/division.

B. Obsolete Property: Unusable items (worn out or broken beyond feasible repair) with no commercial value or with an estimated cost of continued care, handling, or storage that would exceed the estimated proceeds of sale. Obsolete property is disposed of at a waste facility equipped to take such items (e.g., the public landfill/dump, a salvage or recycling center, etc.).

C. Recyclable Property: Any items that cannot be used in their current form but can be salvaged to make new property (e.g., any precious metals salvaged from obsolete property). These items will be posted on an internet auction site for viewing by the public to be sold to the highest bidder.

D. Excess Property: Items no longer needed by any CBJ agency, but still useable and with commercial value. Items are posted on an internet auction site for viewing by the public to be sold to the highest bidder.

4. EXEMPT PROPERTY

The following types of surplus property are exempt from the application of this policy.

A. Hazardous or toxic materials, batteries, paint, oils, and similar items must be properly handled and disposed of at a local Hazardous Material Program drop-off at the expense of each department.
B. Police dogs, when it is considered inhumane to do otherwise, will be disposed of to their handlers via negotiated sale authorized by the manager.
C. Property currently overseen through another CBJ program shall be exempt from the Surplus Property Management Program.

5. DISPOSAL METHODS

A. **Internet Sales:** In accordance with any established CBJ policies or procedures regarding telecommunication or social media use, an auction-style e-commerce site dedicated to the competitive sale of surplus property to the public, where property is sold to the highest bidder in accordance with CBJ Terms and Conditions. Internet sales are considered the default disposal method for the CBJ Surplus Property Management Program.

B. **Property Transfers:** Surplus property that is either donated or sold to another governmental or quasi-governmental unit, or charitable, civil or non-profit organization, such as a registered 501(c)(3) or (c)(4) organization. Transfers over $50,000 must be approved by the Assembly; all other requests must be approved by the Purchasing Officer.

C. **Destruction:** Obsolete property that is taken apart for useful components, taken to a salvage company, or sent to a recycling or waste facility (e.g. landfill) to be completely destroyed.

D. **Competitive Sealed Bid Process:** A method of offering surplus property to the public through Purchasing's bid process. Sealed bids are accepted and awarded to the highest bidder. In the event that all other disposal methods are deemed impractical or unfeasible, this method may be considered by Purchasing.

6. PROPERTY MANAGEMENT

A. **Spare Property:** Items identified by the DPO as spare property shall be managed as follows:

   i. **Record Creation:** DPOs shall upload spare items on the online entry form found on the Purchasing SharePoint page, including a description, pictures, and all other relevant information; any Property Transfer recommendations, grant specifications, and Fleet, Fixed Asset or CIP numbers associated with the items must be included.

   ii. **Internal Reallocation:** Recorded items will be uploaded weekly by Purchasing for announcement of availability of items to other CBJ departments. Such property will be available for 14 days from the posting date on a "first come, first served" basis. During the internal reallocation process, property is only available to CBJ departments. No spare property may be sold or donated to external parties prior to being offered to other departments, unless approved by Purchasing. Property claimed by an internal agency will be picked up by requesting department, or other arrangement, and considered disposed; ownership will then lay with the receiving agency. Unclaimed property will be deemed excess and will follow excess property protocols below.

iii. **Commonly Circulated Items (CCI):** Spare property typically used by all departments may be removed from the original location to the CBJ's storage facility for continued availability to CBJ employees, at Purchasing's discretion. CCIs may include, but are not limited to, filing cabinets, office desks, office panels, etc. CCIs will remain on the Purchasing SharePoint site for DPOs to view as their need arises.

iv. **Computer-Related Electronics**: Computer-related electronic equipment (including, but not limited to, keyboards, mice, printers, copiers/Xeroxes and fax machines) must be forwarded to MIS to ensure proper handling and destruction of sensitive data.

B. Obsolete Property: DPOs will determine whether their property is obsolete and ready for destruction. Items taken to a recycling, salvage, or waste facility must have all visible CBJ affiliation (including, but not limited to: logos, stickers, asset tags, and other identifying marks) removed from all components, and have a label attached that reads "Broken beyond repair" or "Too costly to repair."

C. Excess Property: Items deemed as excess shall be uploaded from SharePoint on a weekly basis to the auction site for public viewing and sale to the highest bidder. Auctions will last 14 days and may be extended at Purchasing's discretion. Computers and related equipment will be disposed of through the Surplus Property Program as determined by MIS and Purchasing.

v. **Preparation:** All excess items must have visible CBJ affiliation removed from the item (logos, stickers, tags, embossing, etc.), prior to auction.

vi. **Sale:** Items successfully auctioned will be disposed of in a manner outlined in the CBJ Terms and Conditions. Upon the sale of property, employees must package or otherwise ready items for shipping and coordinate pick-up with the buyer.

vii. **Unsuccessful auctions**: Purchasing will arrange the disposal of unsuccessfully auctioned property.

viii. **Proceeds:** Proceeds generated from each sale will be deposited into the City's general fund, except for the proprietary funds (Airport, Harbor, Docks, BRH, Water, Wastewater, Waste Management, Fleet and Risk Management) and the following special revenue departments/funds (Lands, Eaglecrest, Downtown Parking, and Visitor Services)

ix. **Property Transfers:** Items that are recommended for transfer to another governmental or quasi-governmental unit, or to a charitable, civil or non-profit organization, such as a registered 501(c)(3) or 501(c)(4) organization, may be transferred after having been posted for internal reallocation to CBJ departments. Requests for property transfers must include a complete Property Transfer form on their Sharepoint entry and be approved by Purchasing or the Assembly before transport to the receiving agency.

7. ELIGIBILITY TO BID

A. Once items are determined as surplus, CBJ employees may use the public auction site, as a member of the public, to bid on items. CBJ employees are responsible for the set-up of a personal account on the auction site, and are to bid on and pick up items during their personal time. Under no circumstances should personal accounts reference any CBJ affiliation, such as a CBJ email account, CBJ login or logo. Accounts set up by Purchasing are to be used solely in relation to CBJ auction items.

B. The CBJ may block or ban, on the public auction site, bidders who abandon property or refuse to pay for an item.

8. VIOLATION OF POLICY.

In accordance with any and all enacted CBJ policies and procedures regarding employee misconduct, anyone who willfully misrepresents, distorts, or manipulates any information about an item within the Surplus Property Management Program shall be subject to disciplinary action.

9. GENERAL PROVISIONS.

Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.

Authority to promulgate policy: The Purchasing Officer, as designated by the City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Purchasing Code to order policy and the guidelines for implementation.

Effective Date: This policy will take effect on date policy is signed.

Dated at Juneau, Alaska, this _________ day of ______________________, 2014.

____

Kimberly Kiefer
City and Borough Manager

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

Ordinance 2014-13 - An Ordinance Amending the Purchasing of Supplies and Services Code Related to the Disposal of Surplus Supplies

ATTACHMENTS:

	Description	Upload Date	Type
☐	Issue Paper	4/11/2014	Cover Memo
☐	Ordinance 2014-13	4/11/2014	Ordinance
☐	Surplus Policy and Procedure	4/11/2014	Exhibit