

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

February 24, 2014 6:00 PM

City Hall Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. January 27, 2014 Human Resources Committee DRAFT Minutes

IV. PUBLIC PARTICIPATION

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

V. AGENDA TOPICS

- A. Board Matters

- 1. Fisheries Development Committee - Appointments & Annual Report
 - 2. Parks and Recreation Advisory Committee - Appointments & Annual Report
 - 3. Sister Cities Committee - Appointments & Annual Report

- B. Liquor Licenses

- C. Other Business

- 1. Juneau Affordable Housing Commission - Proposal for Juneau Housing Action Plan

IV. STAFF REPORTS

V. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VI. ADJOURNMENT

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

January 27, 2014 Human Resources Committee DRAFT Minutes

ATTACHMENTS:

	Description	Upload Date	Type
☐	January 27, 2014 DRAFT Human Resources Committee Minutes	2/21/2014	Minutes

Draft

Minutes
REGULAR HUMAN RESOURCES COMMITTEE (HRC) MEETING
Monday, January 27, 2014; 6:00p.m.
Municipal Building – Chambers

I. Call to Order: Chair Jesse Kiehl called the meeting to order at 6:00p.m.

Committee members present: Jesse Kiehl, Loren Jones, Kate Troll, and Jerry Nankervis
Other Assemblymembers present: Mary Becker, Karen Crane, Carlton Smith

Absent: None.

Staff present: Deputy Clerk Beth McEwen; Library Director Robert Barr; Community Development Director Hal Hart; CDD Planning Manager Travis Goddard; CDD Planner I Chrissy McNally

II. Agenda Changes: None

III. Public Participation on Non-Agenda Items: Mark Stopha, a North Douglas resident, addressed the committee on the issue relating to over \$300,000 in severance pay and moving fees that were recently paid out to three former administrators at the Bartlett Regional Hospital. Mr. Stopha said he and other members of the community feel that the taxpayers have been swindled. He requested that the Assembly, as the representatives of the taxpayers, investigate fully what happened at the hospital and make that investigation publicly available. He also asked that they decide what reforms were needed to prevent that from happening again and provide more oversight of the Hospital and other enterprise boards such as the Docks and Harbors Board that handle tens of millions of dollars.

Ms. Troll thanked Mr. Stopha for his comments. She asked if he was aware that CBJ is taking a little more oversight responsibility. CBJ has merged the Human Resources Department and also the Department of Law resources with the Hospital so that there is more oversight. Additional discussion took place and Mr. Stopha expressed his frustrations with the amounts of money this involved verses the lack of \$200,000 funding for increased transportation plan recommendations. He said he understands that they come from different funding sources however he feels it is ultimately the responsibility of the Assembly to provide the oversight of all the municipal finances.

IV. Approval of Minutes

A. January 6, 2014 Regular HRC Meeting
Hearing no objection, the minutes of the January 6, 2014 regular Human Resources Committee meeting were approved.

V. New Business

A. Boards/Commissions

1. Jensen-Olson Arboretum Advisory Board (JOAAB) - Appointments and Annual Report

There were 4 open seats on the JOAAB and two incumbents applying for reappointment.

Chair Ed Buyarski and caretaker/staff liaison Merrill Jensen presented additional information to supplement the annual report that was in the packet. Mr. Buyarski said last year was a wonderful year for growing all sorts of stuff. They are looking at trying to get funding for a number of items they'd like to change out there including the addition of a conservatory green house. There has also been discussion on possibly converting the existing garage to an educational facility or tearing it down and starting fresh.

Discussion took place regarding invasive species eradication. Mr. Jensen said that he has used the one small isolated patch of Japanese Knotweed as an experiment to see how long it would take to mechanically eradicate a species rather than using herbicides. It has taken him approximately six years of diligent weekly cutting and he hopes it will be gone this year.

Mr. Buyarski said that they had a lot more snow than downtown or Douglas did in November and December – about 100 inches. That means they lost trees in the process. There was no damage to buildings although one did fall on the kiosk. Mountain Ash, Katsuras and other trees were lost or damaged in the process so there will be some replacements in the spring.

Mr. Kiehl asked if there was any additional progress on designing parking for the Arboretum. Mr. Jensen said that he is working with Michelle Elfers in the Engineering Department on a new master plan and parking is in the forefront in that. She just sent him two designs earlier in the day and they hope to work with the State of Alaska Dept. of Transportation on it as it will eventually be in their right of way. For the moment, things are now down on paper and they are making progress.

MOTION by Mr. Jones to recommend the reappointments of Kim Garnerro and Patricia Newman to the Jensen-Olson Arboretum Advisory Board to seats expiring January 31, 2017.

Discussion took place regarding term adjustments and it was decided those could be done administratively. Mr. Jones said he'd prefer to leave those term ending dates as January 31, 2017. *Hearing no objection, the motion carried.*

2. Juneau Public Library Endowment Board – Appointment and Annual Report

There was 1 open seat on the Juneau Public Library Endowment Board and one applicant, Barbara Berg.

Library Director Robert Barr reported that the big action the board took this year was the \$300,000 transfer to the new Valley library CIP. This is something the endowment board has been working on for quite some time. There is a second resolution in the packet that expresses the will of the board to preserve the value of the original principal and the board is planning on taking action to allocate future interest back into the principal of the

endowment. There was some talk about the board looking into a more aggressive portfolio towards long term growth rather than short term capital access.

Additional discussion took place regarding individual fund balances and the board's new goal to refocus on inflation-proofing the funds in the future since the most recent focus had been in having capital available to be used for the new Valley library.

MOTION by Mr. Jones to appoint Barbara Berg to the Juneau Public Library Endowment Board to a term expiring January 31, 2017. *Hearing no objection, the motion carried.*

3. Local Emergency Planning Committee – Appointments and Annual Report Seats 3 and 3a (Firefighter), 7 and 7a (American Red Cross) and 8a (Alt. Public Right to Know Act of 1986) open.

Dan Garcia, Chair provided additional information to the annual report provided in the packet. They appreciate the participation of the Assemblymembers in the group and they have a sizable group of approximately 22 people who attend the meetings. There is strong participation from the seated members and alternates as well as the general public.

Discussion took place regarding one new development this year in which they are proposing to add another seat to the committee dedicated to vulnerable populations. They recognize the need for extra accommodations for vulnerable populations and bringing this seat to the board will highlight the needs in the community to the responders as well as give the vulnerable populations a voice at the table. They anticipate the change to their governing legislation to provide for this seat to be coming before the Assembly sometime in the next 4-6 months since it is something that will need to go through both the State and CBJ processes.

MOTION by Mr. Jones to recommend the following nominations for appointment:

Seat 3 (Firefighter): Nathan Young indefinite seat end date

Seat 3a (Firefighter Alternate): Rich Etheridge indefinite seat end date
[Rich Etheridge may designate the CCFR Public Information Officer to sit as the alternate when he is unable to attend.]

Seat 7 (American Red Cross): Roger Rettig Term expiring 12/31/2016

Seat 7a (American Red Cross Alt.): Scott Novak Term expiring 12/31/2016

Seat 8a (Public Right to Know Act Alt.) Allison Natcher Term expiring 12/31/2016

Mr. Nankervis asked about seat 8a which is identified for an "Owner or Operator of facilities subject to the requirements of the Emergency Planning and Community Right-To-Know Act of 1986." Mr. Nankervis said that while Ms. Natcher may be qualified with knowledge and training pertaining to this Act, she is neither an owner nor an operator of a facility subject to the Act. Ms. McEwen explained that the LEPC governing language provides for membership to be drawn from those criteria "to the extent possible" and so far no one else has applied for this open seat in the past few months during which it has been advertised. There is precedent of appointing interested community members to the

LEPC even when they have not qualified under the specified criteria for a particular seat.

Hearing no objection, the motion carried.

4. Utility Advisory Board - Appointment

There were two open seats on the Utility Advisory Board and one application from Grant Ritter.

Mr. Jones said when he looked in the governing ordinance for the Utility Advisory Board, he did not see any language pertaining to the length of terms of appointment. Ms. McEwen explained that the board was originally established as a Mayor's Ad Hoc committee and then recreated via resolution as a permanent board. The Advisory Rules of Procedure establish terms as three-year staggered terms unless otherwise specified in the board's governing legislation.

MOTION by Mr. Jones to recommend appointment of Grant Ritter to a seat on the Utility Advisory Board to a term expiring May 31, 2017. *Hearing no objection, the motion carried.*

5. Wetlands Review Board - Appointment and Annual Report

CDD Planner Chrissy McNally, presented an overview of the Wetlands Review Board Annual Report. The majority of the work they did was the review of the Wetlands Assessment Method that is being adopted under the Coastal Impact Assistance Program Grant that was awarded to the city. It is a \$1.6 million grant to develop new stream maps and to update the Juneau Wetland Management Plan. The current Wetland Management Plan was adopted in 1992 so it is very outdated and the science has evolved since that time. So far the CBJ has issued the request for proposals for the vendor to update the Juneau Wetlands Management Plan which will utilize the Wetlands Assessment Methodology adopted by the Wetlands Review Board. She said the RFP is currently out and the board will be involved in the update process which is slated to be finalized in the fall of 2015.

Mr. Nankervis asked about the sentence on page 4 of the annual report which states: "*Until recently, CBJ had permitting authority over low-value C and D wetlands through a special agreement with the U.S. Army Corps of Engineers, with an expedited review process to encourage development of these areas.*" He said he couldn't find anything after that in the report that mentions how they handle those now. Ms. McNally said her understanding is that the majority of the C and D wetlands have been developed and so CBJ stopped issuing permits.

Discussion took place regarding the fact that city no longer issues permits but neither have they closed the door totally on the ability to do so in the future if it is warranted.

MOTION by Mr. Jones to recommend appointment of Jerry Medina to a public seat on the Wetlands Review Board to a term expiring January 31, 2017.

Mr. Nankervis said that his question here is similar to the one expressed under the LEPC about the specific seat/qualifications they are looking for. On page 2 of the WRB annual

report, it notes that they are looking for membership expertise from a geologist or similar profession. He said he is looking to get the best fit for everybody. Ms. McEwen said that similar to the LEPC appointment, advertising for this open seat has been ongoing since the fall and no other applications were submitted. The governing legislation outlines the areas of specific expertise to fill the open seats "to the extent possible" but that it would be up to the HRC to determine how they wished to proceed.

Hearing no objection, the motion carried.

VI. Other Business

Mr. Kiehl said that he has been in conversation with the Clerk's Office, Law Department, and Police Department about a potential ordinance that would deal with a concern that JPD has with what they perceive as an outlet through which stolen goods are being handled in our community. An ordinance is being prepared and Mr. Kiehl said he intends to review that with some members of the business community who would potentially be affected by it. He wanted to alert the committee that it would be on its way for consideration at either the late February meeting or the March meeting. Mr. Nankervis asked if Mr. Kiehl was referring to this as something that would be handled at the city level or the state level because he is aware that issues relating to this were pushed to the capitol building approximately 3-4 years ago and it did not get anywhere.

Mr. Kiehl said he was aware of a discussion at the state capitol last year that didn't get very far so this discussion would be of a CBJ ordinance to come before the HRC in the near future.

VII. Adjournment There being no further business, the meeting adjourned at 6:43p.m.

Respectfully submitted this 24th day of February, 2014.

Beth McEwen, Deputy Clerk

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

Fisheries Development Committee - Appointments & Annual Report

ATTACHMENTS:

Description	Upload Date	Type
☐ Fisheries Development Committee 2014 Annual Report	2/21/2014	Presentation
☐ Fisheries Development Committee Membership	2/21/2014	Resolution

FISHERIES DEVELOPMENT COMMITTEE
ANNUAL REPORT FEBRUARY, 2014

The purpose of the Fisheries Development Committee is to advise and assist the Assembly in regards to all aspects of fishing activities in the City and Borough of Juneau. The members of the committee are Thomas Fletcher, Greg Fisk, Abe Tanha, Brian Holst, Kyle Moselle, and Jim Becker, chair. We currently have one vacancy.

We continue to work on many of the issues identified from our survey of 2008-09.

Last year we spent much of our time working with ADF&G Sports Fish Division on roadside fisheries. We have identified two sites that show real promise in the near future. Both sites will require some involvement by CBJ. Site one is a parcel of land on North Douglas that can be purchased to provide access to the beach to harvest DIPAC returning fish and several wild species. A deal is in the making to buy the land with private funds. Site two is located on Channel Drive. That would require a "value for value" land trade between the landowner and the CBJ. We have had preliminary discussions with Parks and Recreation, Docks and Harbor and Lands on this matter. Together these two sites offer considerable potential for improving roadside fishing opportunities for both residents and visitors.

We have also been working on an important infrastructure issue – the lack of adequate vessel servicing facilities in Juneau. Our current 35-ton Marine TravelLift is both inadequate in capacity and very near the end of its useful life. A 150-ton lift and more uplands servicing area has long been identified a serious infrastructure requirement for the commercial fishing industry and for larger tourism vessels and visiting yacht traffic. Toward that end our committee has been trying to revive talks between the CBJ and UAS about a possible land swap that would be beneficial to both parties. Earlier efforts stalled about 5 years ago. Our interest is in gaining clear title to lands and tidelands now leased by the CBJ at the University site between Harris and Aurora Harbors – the goal being to eventually fill the tidelands and build a new lift facility. Toward this end we have met with the City Manager to brief her and staff on the issue and have also worked with Docks and Harbors to help facilitate discussions with the University's lands office.

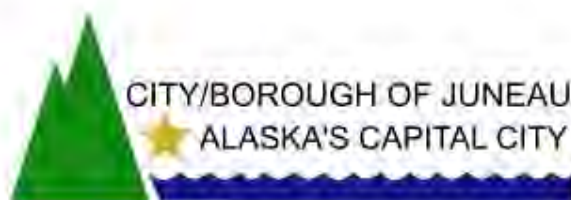
In the future we are going to:

- A. Follow proposed mining activity on the Taku River
- B. Continue to assist shellfish mariculture potential within the CBJ.
- C. Work with Docks and Harbors to assess needs of the fishing community for additional infrastructure
- D. Support the Juneau Maritime Festival as a way to increase awareness of the importance of fishing and other maritime industries to our economy
- E. Analyze the information from the recent Innovation Summit to see how it applies to the seafood processing industry in Juneau
- F. Address other fishing issues as they come up

Jim Becker, Chair

FISHERIES DEVELOPMENT COMMITTEE
Governing Legislation: Resolution 2418
Total # of Seats: 7

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Fisheries Development Committee	Mr.	Thomas	Fletcher	Public		4/22/2013	1/31/2016	6/29/2009	3/15/2010	4/22/2013	Resource Data Inc. Project Manager
Yes	Fisheries Development Committee	Mr.	Glenn	Haight	Public		3/21/2011	1/31/2014	6/11/2009	3/21/2011		UAF - AK Sea Grant Marine Advisory program (Fisheries Business specialist) [Will not be applying for reappointment 1/2014]
Yes	Fisheries Development Committee	Mr.	James	Becker	Public	Chair	3/21/2011	1/31/2014	6/11/2009	3/21/2011		Commercial Fisherman; DIPAC, United SE Alaska Gilnetters member
Yes	Fisheries Development Committee	Mr.	Kyle	Moselle	Public		2/1/2012	1/31/2015	11/29/2010	3/5/2012		ADF&G Habitat Biologist; Membe Tongass Futures Roundtable
Yes	Fisheries Development Committee	Mr.	Brian	Holst	Public		2/1/2012	1/31/2015	6/11/2009	3/5/2012		JEDC Executive Director
Yes	Fisheries Development Committee	Mr.	Greg	Fisk	Public		11/4/2013	1/31/2015	11/4/2013			Self Employed "Seafisk Consulting" Fisheries Development Consultant; Previous member of FDC and Docks & Harbors Board.
Yes	Fisheries Development Committee	Mr.	Abe	Tanha	Public		4/22/2013	1/31/2016	4/22/2013			Owner/Fishing Tour Guide "Hooked on Juneau"



City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Fisheries Development Committee Fact Sheet

Title: Fisheries Development Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2418

-Date Created: September 11, 1989

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: Section 2. Committee Purposes. The purpose of the Committee shall be to advise and assist the Assembly regarding all aspects of fisheries development and enhancement in the Juneau area, including expanded salmon production such as wild stock stream enhancement and aquacultural development, infrastructure requirements, cold storage facilities, secondary processing facilities, fisheries terminal facilities, and recreational fishing opportunities. In carrying out its functions, the Committee should draw on the expertise of professionals in the field from the University of Alaska Southeast, the National Marine Fisheries Service, and the Alaska Department of Fish and Game as technical advisers. The Committee shall perform such other functions and advise the Assembly on such other matters as the Assembly may request.

Membership: The Committee shall consist, of seven members appointed by the Assembly to serve for three-year staggered terms. In future appointments, the Assembly shall endeavor to select persons with demonstrated interest in fisheries development, including but not limited to such areas of interest and experience as commercial fishing, sport fishing, processing and transporting of fish, support, service, and supply needs of the commercial fishing fleet and recreational fishing boats, aquacultural development, and fish habitat protection and enhancement.

Officers: Chair - Jim Becker

Quorum: 4

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

Meetings: The Fisheries Development Committee meeting dates are set at the close of each meeting. Typically, they try to meet the First Thursday of every month at 6:30p.m. in the Juneau Economic Development Council Boardroom (612 Willoughby). Click on the Calendar Link in the top menu to view the Master City Calendar for the next scheduled meeting of the committee.

Special Facts:

Staff Contact: City Clerk's Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Fisheries_Development_Committee.php

[Back to List](#)

Presented by: The Manager
Introduced: 09/24/2007
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2418

A Resolution Reestablishing the Fisheries Development Committee, and Repealing Resolution 1399.

WHEREAS, fisheries development, including the production, harvesting, primary and secondary processing, and transporting businesses associated with commercial and recreational fisheries, continue to be a very important area of economic activity in Juneau; and

WHEREAS, in Resolution 1399 the Assembly determined that the establishment of a fisheries development committee would assist in furthering the goal of fisheries development in Juneau; and

WHEREAS, it is in the public interest to reduce the membership on the Fisheries Development Committee from nine to seven members to better meet quorum requirements and recruitment needs.

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

Section 1. Committee Reestablished. There is reestablished the City and Borough of Juneau Fisheries Development Committee. The Committee shall consist of seven members appointed by the Assembly to serve for three-year staggered terms. In future appointments, the Assembly shall endeavor to select persons with demonstrated interest in fisheries development, including but not limited to such areas of interest and experience as commercial fishing, sport fishing, processing and transporting of fish, support, service, and supply needs of the commercial fishing fleet and recreational fishing boats, aquacultural development, and fish habitat protection and enhancement.

Section 2. Committee Purposes. The purpose of the Committee shall be to advise and assist the Assembly regarding all aspects of fisheries development and enhancement in the Juneau area, including expanded salmon production such as wild stock stream enhancement and aquacultural development, infrastructure requirements, cold storage facilities, secondary processing facilities, fisheries terminal facilities, and recreational fishing opportunities. In carrying out its functions, the Committee should draw on the expertise of professionals in the field from the University of Alaska

Southeast, the National Marine Fisheries Service, and the Alaska Department of Fish and Game as technical advisors. The Committee shall perform such other functions and advise the Assembly on such other matters as the Assembly may request.

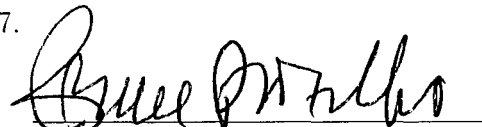
Section 3. Staff Assistance. Staff support and assistance to the Committee shall be provided by the Harbors Department, as available and appropriate.

Section 4. Procedures. The rules of procedure for Assembly advisory committees as established by Resolution Serial No. 2246, as it may be amended from time to time, shall govern the conduct of business by the Committee.

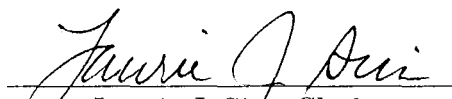
Section 5. Repeal of Resolution. Resolution 1399 is repealed.

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 24th day of September, 2007.


Bruce Botelho, Mayor

Attest:


Laurie J. Siga, Clerk

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

Parks and Recreation Advisory Committee - Appointments & Annual Report

ATTACHMENTS:

	Description	Upload Date	Type
☐	Parks and Recreation Advisory Committee 2014 Annual Report	2/21/2014	Presentation
☐	Parks and Recreation Advisory Committee Membership	2/21/2014	Resolution

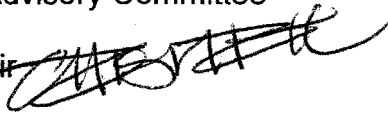


PARKS & RECREATION ADVISORY COMMITTEE

155 S. Seward Street
Juneau AK 99801
(907) 586-5226

To: Assembly Human Resources Committee

From: Jeffrey Wilson, Chair
Parks & Recreation Advisory Committee

Through: Chris Mertl, Vice Chair 

Date: February 4, 2014

Subject: Parks & Recreation Advisory Committee 2013 Annual Report

The City & Borough of Juneau Parks & Recreation Advisory Committee (PRAC) meets the first Tuesday of each month at 6:00 P.M. in the Assembly Chambers. The PRAC is comprised of nine members appointed by the Assembly for three-year terms.

In 2013, the PRAC represented a broad-spectrum of diverse members that include a Professional Engineer, Retired Wildlife Biologist, Landscape Architect, Economist, Marine Biologist and active volunteers and parents of children who participate in CBJ Parks and Recreation programs. Mr. James King resigned in April, 2013, leaving his lasting impact on the Juneau's recreation opportunities from over 40 years of Parks & Recreation Advisory involvement. The PRAC terms are staggered so there is continuity by overlapping appointments. This past year two members were reappointed and one new member was appointed. There were more applicants than seats available.

In 2013 PRAC held ten meetings.

Over the last year the PRAC took public comment on a wide range of issues, providing support for several Parks & Recreation initiatives, and making recommendations to the Assembly. Planning and management Highlights of 2013 include:

- Auke Lake Management Plan,
- Auke Lake Wayside,
- Auke Bay Master Plan,
- Cope Park Master Plan,
- Capital School Park Master Plan,
- Juneau Sea Walk Planning,
- "Under-the-Bridge" Park development plan,
- Off Highway Vehicle Park (OHV) Plan,
- Riverside Rotary Park Improvements,

2013 PRAC Annual Report
February 4, 2013

- New community garden sites,
- 1% Temporary Sales Tax/General Obligation Bond Projects Planning,
- The continued restoration of the CBJ portion of the Treadwell Ditch Trail,
- Treadwell Mine Historic Pump House Roof,
- Completion of the John Caouette Memorial Warming Hut at Twin Lakes,
- Governor's Picnic at Savikko Park,
- Third Annual Day of Play,
- Region V and Alaska State Aquatic Association High School Swim & Dive Meets,
- Alaska Recreation and Parks Association's Annual State Conference,
- 2013 Rainforest Classic XI Old Timers Hockey Tournament,
- Empty Chair Project at Capital School Park.

Visitations to CBJ's Parks & Recreation facilities remained strong at more than 400,000 in 2013 that does not include non-commercial trail use.

PRAC will work on the Parks & Recreation Comprehensive Plan in a retreat in 2014 to focus on upcoming projects and action to support CIP projects.

On behalf of the PRAC, we would like to thank Parks & Recreation staff for their hard work in providing the facilities that contribute to the quality of life for us all in Juneau. The Department's facilities, staffing and programs add significantly to the quality of life of Juneauites and visitors to the Capital City. We would like also to thank the Assembly for their support and in particular, Mayor Sanford, past Assembly Liaison Jerry Nankervis and current Assembly Liaison Randy Wanamaker for their guidance and wisdom.

Finally, thank you for this opportunity to serve our community.

If you would like more information please call Jeff Wilson at 586-2100.

/fc

Attachment: 2013 Attendance Record

**PARKS AND RECREATION ADVISORY COMMITTEE (PRAC)
ATTENDANCE 2013**

Tuesdays @ 6pm unless specified	1/8	2/5	3/5	4/2	5/7	7/2	9/3	10/1	11/5	12/3
Odin Brudie	P	P	P	A	P	P	P	A	P	P
Jim King	P	P	P	Resigned						
Dixie Hood	P	P	P	P	P	A	P	A	P	P
Gerry Landry	A	P	P	P	P	P	P	P	P	A
Christopher Merti 2 nd Vice Chair	P	P	P	A	A	P	P	P	P	P
Eric Morrison	A	P	P	P	A	P	P	P	A	P
Tom Rutecki	P	P	P	P	P	P	A	P	P	P
Kate Walters Vice Chair	P	P	P	P	Phone	P	P	P	P	P
Jeff Wilson Chair	A	P	P	P	P	P	P	P	P	P
Traci Gilmour			New appt	P	P	P	P	P	P	P
Randy Wanamaker Assembly Liaison							NEW ASSIGN		P	P

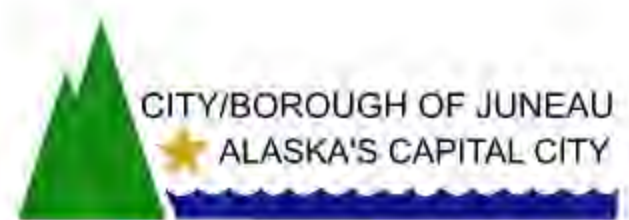
LEGEND: A – Absent / P – Present

Parks Recreation Advisory Committee

Governing Legislation: Resolutions 1082 and 711

Total # of Seats: 9 public seats, 3 Ex-officio seats representing State Parks Rec, UAS Chancellor and USFS, 1 Assembly liaison

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Reappointed 5	Comments
Yes	Parks & Recreation Advisory Committee	Mr.	Randy	Wanamaker	Assembly Liaison	Liaison	n/a	n/a	n/a						
Yes	Parks & Recreation Advisory Committee	Mr.	Mike	Eberhardt	Ex-Officio Rep from State Parks		n/a	n/a	n/a						
Yes	Parks & Recreation Advisory Committee	Mr.	Eric	Morrison	Public		4/2/2012	2/28/2015	4/2/2012						
Yes	Parks & Recreation Advisory Committee	Ms.	Dixie	Hood	Public		3/22/2011	2/28/2014	12/1/2002	2/11/2008	3/21/2011				PRAC Liaison to Docks & Harbors Board (Applied for reappointment)
Yes	Parks & Recreation Advisory Committee	Mr.	Gerry	Landry	Public		4/1/2013	2/28/2016	5/23/2011	4/1/2013					Park Specialist State of AK Dept. of Natural Resources; PRAC liaison to Eaglecrest Board
Yes	Parks & Recreation Advisory Committee	Ms.	Traci	Gilmour	Public		4/1/2013	2/28/2016	4/1/2013						Self Employed Massage Therapist. Member of Juneau Sports Association, Amateur Softball Assn., Juneau United States Bowling Congress
Yes	Parks & Recreation Advisory Committee	Mr.	Christopher	Mertl	Public	2nd Vice Chair	3/22/2011	2/28/2014	8/24/2009	3/21/2011					PRAC Liaison to Juneau Urban Forestry Partnership (Applied for reappointment)
Yes	Parks & Recreation Advisory Committee	Mr.	Tom	Rutecki	Public		4/2/2012	2/28/2015	4/2/2012						Former Member of PRAC, PRAC Rep to YAB
Yes	Parks & Recreation Advisory Committee	Mr.	Odin	Brudie	Public		3/22/2011	2/28/2014	3/21/2011						(Applied for reappointment)
Yes	Parks & Recreation Advisory Committee	Ms.	Kathryn "Kate"	Walters	Public	Vice-Chair	4/1/2013	2/28/2016	6/23/2008	3/15/2010	4/1/2013				ORCA Program Director; PRAC liaison to Jensen-Olson Arboretum Board & Aquatic Facilities Adv. Board
Yes	Parks & Recreation Advisory Committee	Mr.	Jeffrey	Wilson	Public	Chair	4/2/2012	2/28/2015	5/1/1999	1/1/2000	1/1/2003	2/1/2006	2/23/2009	4/2/2012	PRAC Rep to Assembly Lands Committee
Yes	Parks & Recreation Advisory Committee	Mr.	Brent	Fischer	Staff Liaison	staff liaison	n/a	n/a	n/a						
Yes	Parks & Recreation Advisory Committee	Ms.	Fran	Compton	Staff Liaison	staff liaison	n/a	n/a	n/a						



City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Parks & Recreation Advisory Committee (PRAC) Fact Sheet

Title: Parks & Recreation Advisory Committee (PRAC)

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:

-Resolution 2646 (Repealed Bylaws and Res 711 and Res 1082)

-Date Created: April 01, 1964

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: The purpose of the PRAC is to act in an advisory capacity for planning and development of all aspects of juvenile and adult recreation in the City and Borough. This direction includes authority to advise the Assembly and the Parks and Recreation Department Director on issues affecting parks and recreation in the community. A secondary purpose of the Committee is to act as a citizens' proponent for parks and recreation facilities, recreation activities, and trails within the City and Borough. The Committee shall gather relevant information from all sources available, hold public meetings as necessary on issues under review, and report to the Assembly concerning the status of the above-named issues.

Membership: The PRAC consists of nine public members.

Officers: Chair, First Vice Chair, Second Vice Chair

Quorum: 5

Term Limits: None

Annual Appointment Period (Annual Reports Due): February

Meetings: First Tuesday of each month at 6pm in the Assembly Chambers

Special Facts: Resolutions 711 and 1082 and the bylaws were repealed by the adoption of Resolution 2646 on June 3, 2013.

Staff Contact: Brent Fischer, Parks & Recreation Director - 586-5226 - Brent_Fischer@ci.juneau.ak.us

Website: <http://www.juneau.org/parkrec/prac.php>

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Presented by: Manager
Introduced: 06/03/2013
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Resolution 2646

A Resolution Reestablishing the Parks and Recreation Advisory Committee and Repealing Resolutions 711 and 1082.

WHEREAS, the Assembly, by Resolution 711, as amended by Resolution 1082, established a Parks and Recreation Advisory Committee (PRAC) of nine members in order to advise the City and Borough on matters affecting parks and recreation issues in the City and Borough; and

WHEREAS, the Parks and Recreation Advisory Committee adopted its own bylaws on May 12, 1999, in order to achieve its objectives and goals; and

WHEREAS, the CBJ Parks and Recreation Department and the PRAC wish to repeal the Parks and Recreation Advisory Committee bylaws, as well as Resolutions 711 and 1082, in order to simplify them and incorporate them into a single resolution;

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

Section 1. Parks and Recreation Advisory Committee Reestablished.

There is established the Parks and Recreation Advisory Committee, which shall consist of nine members appointed by the Assembly.

Section 2. Membership Qualifications. The Assembly shall appoint members to the Committee to staggered three-year terms. A new member shall be seated upon appointment by the Assembly and serve until their term ends or until their successor is appointed.

Section 3. Parks and Recreation Advisory Committee's Purpose. The purpose of the PRAC is to act in an advisory capacity for planning and development of all aspects of juvenile and adult recreation in the City and Borough. This direction includes authority to advise the Assembly and the Parks and Recreation Department Director on issues affecting parks and recreation in the community.

A secondary purpose of the Committee is to act as a citizens' proponent for parks and recreation facilities, recreation activities, and trails within the City and Borough.

The Committee shall gather relevant information from all sources available, hold public meetings as necessary on issues under review, and report to the Assembly concerning the status of the above-named issues.

Section 4. Procedure. The Committee's procedure shall be governed by Roberts Rules of Order except where superseded by the Advisory Board Rules of Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

Section 5. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Committee shall select its own officers, and shall hold regular meetings on a schedule established by the Committee as well as such special meetings as required to conduct business.

Section 6. Special Committees. Special committees to facilitate any PRAC business may be created either at the sole discretion of the PRAC chairperson or by a majority vote of the members. The PRAC chairperson shall appoint one member to serve as chairperson of each special committee.

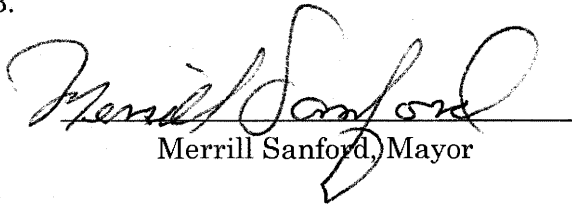
Section 7. Staff Assistance. Staff support and assistance to the PRAC may be provided by the City Manager as available and appropriate.

Section 8. Repeal of Resolutions. Resolution 711, adopted November 6, 1980, and Resolution 1082, adopted January 7, 1985, are hereby repealed.

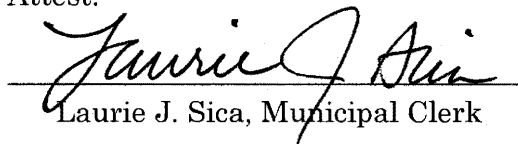
Section 9. Repeal of Bylaws. The Bylaws of the Parks and Recreation Advisory Committee, adopted May 12, 1999, are hereby repealed.

Section 10. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 3rd day of June, 2013.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

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

Sister Cities Committee - Appointments & Annual Report

ATTACHMENTS:

Description	Upload Date	Type
☐ Sister Cities Committee 2014 Annual Report	2/21/2014	Presentation
☐ Sister Cities Committee Membership	2/21/2014	Resolution

The background of the slide is a scenic landscape photograph. In the foreground, there is a green valley with a small stream winding through it. In the middle ground, a small town with several buildings is visible. In the background, there are large, rugged mountains with patches of snow and a large glacier hanging from the peaks. The sky is clear and blue.

Juneau Sister City Committee

Annual Report to CBJ Assembly

February 24, 2014

Presented by:

**Sue Baxter, Maria Uchytel, Chloie Watson, Joan Mize,
Glenn Gray**

Juneau Sister City Committee 2014 Annual Report



- **Members**
- **Juneau's Sister Cities**
- **2013 Accomplishments and 2014 Objectives**
- **2014 Committee Goals**

Juneau Sister City Committee 2014 Annual Report

Committee Members

- **Maria Uchytel – Co-chair**
- **Sue Baxter – Co-chair**
- **Glenn Gray – Assistant Secretary**
- **Joan Mize - Secretary**
- **Chloie Watson - Treasurer**

Juneau Sister City Committee 2014 Annual Report

- u **Sister Cities International supports 2,000 communities partnered in over 176 countries**
- u **The Committee advises and assists the Assembly with respect to the CBJ's ongoing sister cities**

Juneau's Sister Cities

- u **Camiling, Philippines – Established in 1980s**
- u **Chia-Yi, Taiwan – 1988**
- u **Whitehorse, Canada – 1989**
- u **Vladivostok, Russia – 1991**
- u **Mishan City, China – 2001**
- u **Kalibo, Aklan, Phillipines – Pending 2014**

Kalibo, Aklan, Phillipines

Accomplishments in 2013	Objectives for 2014
Collaborated with Filipino Community and Philippine Counsel General, Jenny Strickler, to explore new Sister City relationship with Kalibo	Create sub-committee of Sister City Committee and Juneau Community to develop Kalibo relationship
October 14, 2013 Juneau Assembly approved Sister City Invitation to Kalibo, Aklan, Philippines Resolution 2663.	Collaborate with Filipino Community and City Officials to plan and execute official Sister City relationship with Kalibo
November, Supported fund raising efforts of Filipino Community for Typhoon Disaster Relief	At least one exchange activity with Kalibo
December 5, Sargent at Arms of Filipino Community, Larry Snyder, presented the Resolution to Mayor Lachica of Kalibo	Display case at the airport to highlight new Sister City Kalibo with newly created permanent display



The Kalibo Sister City proclamation was presented to Mayor Lachica in Kalibo, Aklan on December 5, 2013 by Larry Snyder (FCI Sgt. at Arms), his wife Luz, and Linda Taylor.

Whitehorse, Yukon Territory, Canada

Accomplishments for 2013	Objectives for 2014
Established hockey tournament trophy for Juneau and Whitehorse at Rainforest Hockey Old-timers Tournament that was presented to Whitehorse by Mayor Sanford March, 2013	In conjunction, with Assembly meeting, establish ongoing Sister City relationship with Whitehorse Sister City Committee - Sports - Student Activities - Cultural
Mayor Sanford sent letter to re-establish joint meetings with Whitehorse.	Support hockey tournament
His Worship Mayor Dan Curtis invited Assembly to explore potential dates in Whitehorse	
Mayor Sanford responded suggesting early spring, 2014	



Mayor Merrill Sanford presented the 2013 Sister City Classic Hockey Trophy to Yukon Minister of Health and Social Services Doug Graham, a player on the Whitehorse Knights, and his Whitehorse teammate Blaine Demchuk at the Rainforest Classic Hockey Tournament banquet.

Vladivostok, Russia

Accomplishments in 2013	Objectives for 2014
Established productive contact with Sister City official in Vladivostok, Yulia Galtseva	Sister City Committee is going to establish liaison position with UAS
Invited to 2013 Vladivostok International Youth Festival, but because of late notice and visa requirements it was not possible for travel arrangements	Respond to invitation from Vladivostok to send delegation to three exchange opportunities - International Youth Festival June 19-23 - Vladivostok City Day Celebration July 3-7 - Autumn Festival 2014

Vladivostok, Russia

Accomplishments for 2013	Objectives for 2014
Gained support from Lieutenant Governor's office for student exchanges	Attend at least one of the three functions in Vladivostok. While in Vladivostok, explore returning delegation

Mishan City, China

Accomplishments for 2013	Objectives for 2014
Established correspondence with city officials	Develop ongoing official relationship
	Explore possibilities for exchanges

Chia-Yi, Taiwan

Accomplishments for 2013	Objectives for 2014
No contact	Establish contact
	Create exchanges

Camiling, Philippines

Accomplishments for 2013	Objectives for 2014
Emeritus Status	Establish with Sister Cities International official Emeritus Status

Other Accomplishments in 2013

- Received Juneau City Museum grant and applied toward creating permanent display for airport case
- Created permanent display at airport case
 - Cities completed Vladivostok and currently displaying, Whitehorse
- Mayor attended Juneau World Affairs Forum on Canadian relations
- Welcomed visiting students from Nishiokoppe, Japan
- Introduced exchange students to Assembly and School Board
- Hosted exchange student community reception





Juneau Sister City Committee 2014 Annual Report

- **2014 Goals and Objectives**

- Goal #1: Strengthen committee operations**

- **Participate in training, conferences, & resources**
 - **Create a budgeting process and a budget**
 - **Establish a mentoring process for new members**
 - **Investigate expansion of mission to include other international relations**
 - **Continue to maintain membership in SCI**
 - **Increase committee size to 7 members**
 - **Add UAS liason**

Juneau Sister City Committee 2014 Annual Report

Goal #2: Strengthen Regional Relationships

- **Continue networking with Juneau international organizations**
- **Participate in regional outreach (e.g., work with Ketchikan to strengthen regional relationship with Prince Rupert, its sister city)**

Juneau Sister City Committee 2014 Annual Report

Goal #3: Strengthen community partnerships

- Kalibo, Philippines – Develop sub committee with Filipino Community to develop and enhance relationship
- Raise awareness in Juneau of Committee activities (e.g., display at airport, display at downtown visitor center)
- Add UAS liason to Committee

Juneau Sister City Committee 2014 Annual Report

Goal #4: Continue to improve existing sister city relations

- See individual Sister City slides

Juneau Sister City Committee 2014 Annual Report

Susan Baxter

Maria Uchytel

Glenn Gray

Chloie Watson

Joan Mize

SISTER CITIES COMMITTEE

Governing Legislation: Resolution 2508

Total # of Seats: 5

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Comments
Yes	Mr.	Glenn	Gray	Public	Secretary/Treasurer	1/30/2012	1/1/2015	1/12/2009	1/30/2012	Past President Sister Cities International (18 yrs sister cities experience); Former member of Juneau International Relations Advisory Committee
Yes	Ms.	Susan M.	Baxter	Public	Chair	2/28/2011	1/1/2014	2/28/2011		[Applied for reappointment]
Yes	Ms.	Brenda Joan	Mize	Public		2/11/2013	1/1/2016	2/11/2013		
Yes	Ms.	Maria E.	Uchytel	Public	Vice-Chair	7/16/2012	1/1/2015	7/16/2012		
Yes	Ms.	Cloie L.	Watson	Public		2/11/2013	1/1/2016	2/11/2013		



City and Borough of Juneau
155 S. Seward Street
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tel. 907-586-5240
fax 907-586-5385
<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Sister Cities Committee Fact Sheet

Title: Sister Cities Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2508

-Date Created: September 08, 2008

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: The Sister Cities Committee Advises and assists the Assembly with respect to the CBJ's ongoing sister cities relationship, hosting foreign guests, and promotion of international relations. This is a five-member committee which encourages participation from the general public in its meetings and activities.

Membership: Section 1. Sisters Cities Committee. (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.

Officers: Chair, Vice-Chair, Secretary

Quorum: 3

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

Meetings: The committee meets approximately once a month - dates for the next meeting are determined at each meeting held. Please click on the "Calendar" link in the gold menu bar at the top of this page to find out more.

Special Facts: Juneau's Sister Cities are: ~ Whitehorse, Yukon Territory, Canada ~ Chai Yi City, Taiwan, China ~ Vladivostock, Russia ~ Mishan City, Heilongjiang Province, People's Republic of China

Staff Contact: City Clerk's Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/Sister_Cities/CBJs_Sister_Cities.php

[Back to List](#)

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2508

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

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

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

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

Section 1. Sister Cities Committee.

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

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

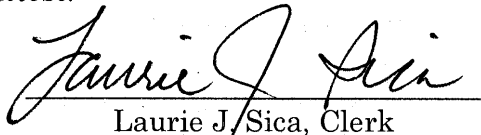
Section 2. Repeal of Resolution. Resolution 2420(c) is hereby repealed.

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

Adopted this 23rd day of November, 2009.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

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

Juneau Affordable Housing Commission - Proposal for Juneau Housing Action Plan

ATTACHMENTS:

	Description	Upload Date	Type
☐	Juneau Affordable Housing Commission - Letter to Mayor and Assembly re: Proposal	2/21/2014	Cover Memo
☐	Juneau Affordable Housing Commission - Proposed Scope of Work for Juneau Housing Action Plan	2/21/2014	Exhibit

Juneau Affordable Housing Commission

Commissioners

Norton Gregory, Chair
Honey Bee Anderson
Wayne Coogan
Mandy O'Neal Cole
Margaret O'Neal
Tamara Rowcroft
Justin Shearer

February 20, 2014

Mayor Merrill Sanford & Assembly
Human Resources Committee
Lands Committee
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Juneau Affordable Housing Commission Proposal for a Juneau Housing Action Plan

Dear Mayor Sanford, Committee and Assembly Members:

For over seven years the Juneau Affordable Housing Commission (AHC) has been working on a wide range of tasks and projects intended to spur development of affordable housing in Juneau. The CBJ has accomplished many of the tasks on the AHC's task list, but Juneau's housing supply is still not keeping pace with demand. One of the recommendations of the Housing Element of the updated Comprehensive Plan is development of a Housing Action Plan. Development of this plan is the top priority of the AHC.

The Housing Action Plan we envision for our community will include a more thorough demand analysis of the types, sizes, price levels and location of rental and owner-occupied housing most needed in our community now and in the future. It will be developed through a process that engages our community and brings innovative solutions and a deeper understanding of best practices to ensure Juneau finally achieves a healthy housing supply and demand. It will present an integrated and broad range of prioritized and cost-benefit analyzed strategies that can inform the budget and work plans of the CBJ over the next five to ten years.

We estimate the attached Scope of Work will require \$50,000 to \$75,000 to complete, and hope a consultant with a distinguished background in planning for housing will be engaged. Enclosed is a scope of work we propose for the CBJ's FY2015 budget. We are committed individually and as a group to guide and labor alongside staff and the consultant with referrals, background, outreach, information gathering, vetting survey questions, and more.

Sincerely,



Norton Gregory, Chair

PURPOSE & OBJECTIVE

The City and Borough of Juneau (CBJ) seeks to develop an overall Housing Action Plan to provide a stable supply of housing for current and future residents of Juneau affordable at all income levels. The Housing Action Plan will focus on finding ways to provide housing to those segments of the community identified as having the highest needs through an updated Housing Needs Assessment. Broad community outreach and engagement with key housing stakeholders including social service agencies, non-profit housing providers, home builders, major employers, realtors, mortgage lenders, the University of Alaska Southeast, the Juneau Coalition for Housing and Homelessness, the Juneau Economic Development Council, and the Juneau Affordable Housing Commission, is expected to provide the best overall outcome. The Housing Action Plan process will use the AHC as a Steering Committee.

BACKGROUND

In 2013, the CBJ updated the Housing Chapter of the Comprehensive Plan. One of the principle recommendations of the Plan is to develop a housing plan. In 2012 the CBJ and Juneau Economic Development Council updated the 2010 Housing Needs Assessment. As of the 2012 report, Juneau's housing costs were the highest in the state. The 2012 Housing Needs Assessment estimates that to achieve a 5% vacancy rate 683-747 total market rate housing units and 441 new public housing rental units and/or housing vouchers to bring rents to $\leq$ \$700/month were needed. Some other housing issues identified in the Juneau Housing Needs Assessment and other studies include:

- Juneau's aging population, which with its declining household size increases the demand for smaller housing units;
- The age of Juneau's housing stock;
- Changes in public housing and housing vouchers which will require more households to move into fair-market units;
- Building permits have not kept pace with population growth;
- Limited inventory of land for sale which is attractive to home builders, especially small-scale builders;
- Underdeveloped and undeveloped land along the transit corridor; and
- Limited funding in recent years for public financing of supportive housing

SCOPE OF WORK

The CBJ desires to have a comprehensive housing plan for encouraging and promoting new home construction and which addresses the changing housing needs of Juneau's current and projected population over the next twenty years, and which provides creative solutions to Juneau's housing market which is not meeting and for many years has not met the needs of the

community in terms of affordability and choice. The development of the Juneau Housing Action Plan should include, but not be limited to, the following broad areas of engagement:

Background Research and Analysis

The consultant is expected to complete a review of relevant planning, financial, and development documents and engage with other consultants engaged to develop any planning documents in development to aide in understanding local conditions and the community's housing needs.

Examples of such documents include:

- 2013 Comprehensive Plan
- Economic Development Plan (contract awarded January 2014)
- Senior Housing & Services Demand Assessment (contract to be awarded March 2014)
- Transit Plan
- Transportation Plan

Public Outreach

The Housing Action Plan process will use the AHC as a Steering Committee. The planning process will engage the community as a whole, as well as decision makers.

The consultant will develop and implement public outreach and education programs at appropriate times during the Housing Action Plan process. The purpose of the public outreach and education programs is to educate the general public and stakeholder groups regarding the Housing Action Plan as well provide opportunities for input into the plan. The public outreach plan will be reviewed and coordinated with the Steering Committee.

Public outreach will include a variety of tools, such as public meetings/open houses, surveys, key informant interviews, and development of a project webpage. The use of focus groups and study circles or other suitable methods is encouraged. The proposal should include clarification on the expected role of the community, the City, and the consultant for each of these activities, as well as who will be responsible for the production, publication and distribution of informational materials and mailings.

The consultant will work with City staff throughout the process, which will provide:

- § Meeting Coordination
- § Facilitation of Committee Meetings
- § Open Houses
- § Advertisement
- § Informational Handouts
- § Newsletters and Other Mailings
- § On-going Updates

Identification of Issues and Concerns

Using the information contained in the previous tasks, identify the key issues and concerns to providing safe, sanitary and affordable housing to all segments of the community.

The plan shall identify, at a minimum, issues and concerns related to the following components:

- Identify housing needs of the community (location, amenities, size, ownership type, affordability).
- Inventory Juneau's existing housing in relation to identified needs to determine gaps.
- Inventory buildable lands
- Identify barriers to providing affordable housing
- Identify existing housing resources in the community
- Review best practices

As part of plan development the consultant will engage with local builders, multi-family landlords, realtors, mortgage lenders, major employers, supportive & subsidized housing providers, and conduct statistically relevant survey to determine housing needs, barriers to development, and to aide in understanding local conditions and the community's housing needs.

Preparation of Goals, Objectives, and Recommendations

Based upon the information obtained in the previous tasks, the consultant shall work with the community to develop goals, objectives and recommendations for the Housing Action Plan.

Recommendations for Implementation Strategy

The plan shall include a range of strategies to achieve the goals, objectives and recommendations of the Housing Action Plan.

- Strategies that will improve the quality, safety and affordability of existing housing throughout the CBJ.
- Strategies to encourage development of diverse housing types and affordability levels.
- Strategies for developing and redeveloping targeted areas: TBD (Downtown, near UAS, others???)
- Incentives to encourage private sector housing development for all incomes.
- Ways to attract funding, including state, federal and private financing that addresses housing needs and to leverage existing funds with new funds.
- Identify ways to leverage local partners resources, THRHA, CCS, St. Vincent, JEDC, VOA, AHFC, others??? And identify other potential financial/development partners.
- Ways to encourage development of under-developed / vacant land along CBJ's transit corridor.

- Strategies to meet the housing needs of CBJ's seasonal workforce, which is principally engaged in the tourism, seafood and construction industries from early May to mid-October and the state legislature in January through April or May.
- Strategies for encouraging tenants who no longer need subsidies to move into fair market housing.

In addition, this task shall result in the following:

- A timeframe for identified actions.
- An allocation of responsibilities for actions among the various governmental agencies and where applicable, not-for-profit organizations having interests in carrying out the programs.
- A general description of any land use development regulations or incentives that may be adopted by the City in order to achieve the goals, policies, and guidelines set forth in the plan.
- A description of other procedures that the community may use in monitoring and evaluating the implementation of the plan.
- Identification of potential funding sources for projects or other issues identified during the planning process.
- Providing an estimated social and/or economic return on investment for recommended strategies.

Presentations

The consultant will be required to undertake a series of presentations at various stages of the planning effort to the Planning Commission and Assembly. The purpose of these presentations is to provide information and obtain feedback. The consultant is also expected to present the plan when formally reviewed and considered by the Planning Commission and Assembly. Presentations to other boards and commissions may be arranged.

Project Schedule

The proposal should include a schedule of major milestones for the project. The CBJ anticipates the schedule should include, but not be limited to, the following stages:

- Project Start-Up
- Data Collection, Background Research and Analysis
- Community Participation
- Development of Goals, Objectives and Recommendations
- Implementation Strategy/Action Plan
- Public Review Draft Plan
- Planning Commission Draft Plan
- Final Plan

Deliverables

Work collaboratively with AHC/CBJ project team to complete work in phases

- Detailed needs Assessment
- Community outreach/visioning for strategies
- Development of plan
- Vetting plan/comment
- Final plan adoption