AGENDA

PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, June 5, 2018

CBJ Assembly Chambers – 6:00 p.m.

Agenda Item	Presenter	Action Requested
1. Call to Order	Chair, C. Mertl	
2. Agenda Changes		
3. Public Participation of Non-Agenda Items		
4. Approval of Meeting Minutes from May 1, 2018		Motion to approve
5. New Business • Pickleball Presentation	Marc Wheeler	
6. Unfinished Business		
7. Directors Report • PRAC Retreat Discussion • PRAC/Aquatics Board Roles • Project Playground Update	G. Schaaf A. Pierce	
8. Committee, Liaison, and Board Member Reports • Chair Report • Liaison to the Assembly Report • Liaisons: a) YAB b) Aquatic Facilities c) Jensen-Olson d) Lands e) 1% for art f) Treadwell • Other Partners: a) JNU Urban Forestry b) Eaglecrest c) TrailMix d) Park Foundation • Other Member Business	C. Mertl N. Gregory T. Rutecki T. Rutecki T. Gilmour C. Mertl J. Anderson VACANT C. Mertl E. Palmer K. Shelton C. Mertl	
9. Adjournment	Chair, C. Mertl	

AGENDA SYNOPSIS
PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, June 5, 2018
CBJ Assembly Chambers – 6:00 p.m.

New Business—

A. Pickleball Presentation: Pickleball player Marc Wheeler will make a presentation regarding shared use of tennis courts for pickleball purposes.

Unfinished Business— *None*

Directors Report—

A. PRAC Retreat Discussion: I recommend the PRAC identify a window in October for a one-day retreat at the Eagle Valley Center. The retreat should focus on (1) board development and (2) connecting PRAC's work to Assembly goals. The Department will provide a facilitator.

B. PRAC/Aquatics Board Roles: I met with City Manager Rorie Watt on May 21, 2018 to clarify the roles of the Aquatics Board and the Parks & Recreation Advisory Committee with respect to management of Juneau's pools. Mr. Watt confirmed that the Aquatics Board and the PRAC both have a responsibility to advise the CBJ on aquatics programs. I also reviewed the legislation that established both the PRAC and the Aquatics Board (attached). According to Assembly Resolution 2646, 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 & Borough. The Assembly did not remove or modify this responsibility when it established the Aquatics Board. [*Page 7-12*]

C. Project Playground Update: Alix Pierce will provide a 10-minute update of Project Playground.

DRAFT MINUTES
PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, May 1st, 2018
City Hall Chambers– 6 p.m.

I. Call to Order at 6:02 p.m. – C. Mertl, Chair

Present: J. Anderson, T. Gilmour, C. Mertl, E. Palmer, C. Prussing, T. Rutecki, K. Shelton
Absent: E. Carrillo
Staff Present: Kirk Duncan, Director; Lauren Verrelli, Staff Liaison; Alix Pierce, Project Manager

II. Agenda Changes – None.

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

IV. Approval of Meeting Minutes from April 3, 2018 – T. Rutecki makes amendment; T. Gilmour moves to approve the minutes with amendments, no objection. ***Minutes adopted.***

V. New Business –

A. Switzer Marriott Fund Transfer

A. Pierce: We are working with the four Rotary clubs and the Juneau Community Foundation to improve the Switzer/Marriott Trail next summer. The trail serves as an access corridor between the Lemon Creek neighborhood and Dzantik'i Heeni Middle School, helping students avoid busy streets. Rotary is contributing $35,000 in raised and grant funding, the JCF is contributing $10,000, and Parks & Rec has committed $10,000 to the project to match funds for the Rotary grant. We are hoping to move the $10,000 from the Treadwell Ditch CIP, which has a balance of $40,000. We also applied for a grant for $30,000, which would fund an additional portion of the trail if successful.
K. Duncan: PRAC do you have an objection to us transferring these funds?
C. Mertl: The board unanimously is in support of this fund transfer.

B. CIP Trails Update

K. Duncan: The memo in the packet is good reading material for our next meeting.
A. Pierce: Trail CIP fund transfers have to go through the Public Works & Facilities Committee and two Assembly meetings. What we're hoping to do in the future is pool the trail CIP money we have left so we don't have to go to the Assembly for the two month process multiple times.

C. Land Trade on Southern Mendenhall Peninsula

A. Pierce: The Lands & Resources Division was approached by Alan Rogers with a proposal for a land trade with Parkland on the Southern Mendenhall Peninsula. It should be noted that in the upcoming Parks & Rec Master Plan, the land is slated for possible divestment. We don't have any issues or concerns with this lands transfer.
Rachel Freelander: When the neighborhood was subdivided, no land access was provided so the homeowners of the Smugglers Cove Pioneers Neighborhood Association were granted a utility and driveway easement that would be privately maintained but still allows public access. The uplands (Parkland) square foot value to the waterfront (Rogers property) square foot value ration is 2.5 to 1. The Parkland the Rogers would like to trade for is already partially developed (70%) and is part of the access road. This is a benefit of the City because we will be securing more waterfront.
A. Pierce: We recommend that the PRAC finds the proposed equal value land trade proposed by Alan and Ellen Rogers to be acceptable and forwards the proposal to the Lands Committee for further consideration and recommendations.
E. Palmer: How would this trade benefit the public?
R. Freelander: The site is waterfront property and the way it would benefit the public is securing more

of it. Water front in this area is more valuable than upland parkland that has already been developed, it is an equal trade.

Alan Rogers: I am the property owner for the last 37 years. The property we're looking at obtaining is at the top of the site; I had originally looked for a 1 SF to 1 SF trade until the city asked for it to be accessed and it had to be a zero net gain on either side. The land we're looking at is 9,000 SF and 6,000 SF of that 9,000 is already part of the access easement so it's an actual net gain of only 3,000 SF. We want to build at the top of the site so we can age in place that is accessible and it is the only flat area on the property.

T. Gilmour: Have you talked to the other homeowners in the area?

Alan Rogers: There has been no objection from the people I have talked to. The site is well removed from the main drive. The house would be built over this property line because of the topography of the property is too steep, we have to set the house back. I would actually be giving up some of the most scenic parts of my property which is part of a bluff.

C. Prussing: This would be an asset to the City's Parkland.

C. Mertl: The intent of trading this land is to provide access for the public to the water front correct?

K. Duncan: No, it is to provide value. There is no desire to develop this land to provide access. We're just adding to our Parkland along the waterfront.

C. Mertl: Would the easement go away with this land swap?

Alan Rogers: The easement would probably need to be adjusted. *Discussed Proposed Boundaries map included in minutes.*

C. Mertl: If the easement was pulled back in the north corner, does that restrict access to the CBJ Parkland at the waterfront.

K. Duncan: No, I do not see this entire request as an issue or concerned about.

T. Gilmour: I make a motion that the PRAC recommends that the proposed equal value land trade proposed by Alan and Ellen Rogers to be acceptable and forward the proposal to the Lands Committee for further consideration and recommendations.

E. Palmer: I object. I don't see how this benefits the public and would not be gaining anything through this land swap.

J. Anderson: The current easement that Mr. Rogers already has and what he is asking for isn't that much more. The trade seems to be null, nobody is going to be denied access to the property and CBJ already owns all the property to the left.

C. Mertl: All this development is already occurring outside of his current property and I don't see the value of adding this strip to CBJ Parkland.

Alan Rogers: The house on the map is proposed, it does not exist.

Yea: J. Anderson, T. Gilmour, C. Prussing, T. Rutecki, K. Shelton

Nay: C. Mertl, E. Palmer

Motion passes.

VI. Unfinished Business –

K. Duncan: I would like to add my comment about the April minutes. In the minutes T. Rutecki stated what the PRAC could and could not comment on. I spoke to the City Manager and he said the PRAC can comment on any recreational activity in the borough, which includes the Aquatics Board and Treadwell Board. I suggest we ask the City Manager clarification on what he was saying.

VII. Director's Report – K. Duncan –

A. Project Playground Update

A. Pierce: We tentatively have a contractor, Carver construction which came in with the lowest bid at $1.14. Their bid is significantly lower than the engineer's estimate which is $1.9 million. The alternates which are the items the steering committee is fundraising for (zip line, turf field, plaza and poured-in-place) came in higher than other bidders.

B. Board Vacancies

K. Duncan: We still have one vacancy on the PRAC.

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C. Director Transition & Department Update

K. Duncan: George Schaaf is our new Director which I am very excited about. George previously was the Executive Director of Trail Mix and then became the Superintendent of Park Maintenance & Landscape with Parks & Rec. He left for the Forest Service and worked as the Partnership Coordinator for this region. George has begun and my last day will be May 11th. I'm going to give a quick update on where the Department is at this current time. I was asked to take over the Department when I was working at Public Works in 2014. There was a report created by Jim Hall a previous Director for the Department; it was very negative, with low staff morale and poor guest experience at our facilities. That has turned around due to the works of lots of folks. As part of the report, it recommends that the P&R Master Plan needed to be updated which Alix has been working on. The Zach Gordon Youth Center was asked to take over the Afterschool Program and Jorden Nigro has done an excellent job bringing the program along. We created the Youth Employment in the Parks (YEP) program, added a Youth Outreach Coordinator position and moved Youth Sports under Zach Gordon to provide better coordination for all youth services offered to the community by the Department. The Eagle Valley Center is breaking even operationally and providing a great venue for meetings and outdoor activities. Treadwell Arena continues to be a great investment for the community with over a 65% cost recovery. There has been a lot of conversation about the pools. Since 2014 we have lowered the general fund support by 14% or over $200,000 a year. We have a lot more business and happy people coming into the pools. Our trails are used by 80% of the Juneau community and we spend the least amount of money on them, something we will need to look at. Parks & Rec provides the high quality of life in our community. Once the Master Plan is complete, Alix will be taking on the Trails Master Plan. We have worked really hard the last few years to turn the Department around and now it is time for George to take it to the next level.

VIII. Committee, Liaison, and Board Member Reports

A. Chair Report— Thank you Kirk for all the positive changes you have made for the Department.

B. Liaison to the Assembly Report— None.

C. Liaison Reports—

YAB – T. Rutecki: Provided YAB memo sent to the Assembly. Awarded $332,500 to various community non-profit organizations serving Juneau's youth.

Aquatics – T. Rutecki: The board was extended another year.

Jensen-Olson Arboretum—T. Gilmour: None.

Lands – C. Mertl: None.

1% for Art— J. Anderson: None.

Treadwell Arena Board – *VACANT*

JNU Urban Forestry – C. Mertl: None.

Eaglecrest – C. Palmer: None.

TrailMix— *K. Shelton:* None.

Park Foundation— C. Mertl: the $50,000 was approved and moving to the Juneau Community Foundation on July 1, 2018.

Other Member Business –

C. Mertl: Mr. Rutecki, will you be proposing some dog-free trails? What is your timeline? We need to establish a schedule or date to discuss this since there has been public concern on the topic.

T. Rutecki: There is something coming, next meeting maybe, definitely by the end of the year.

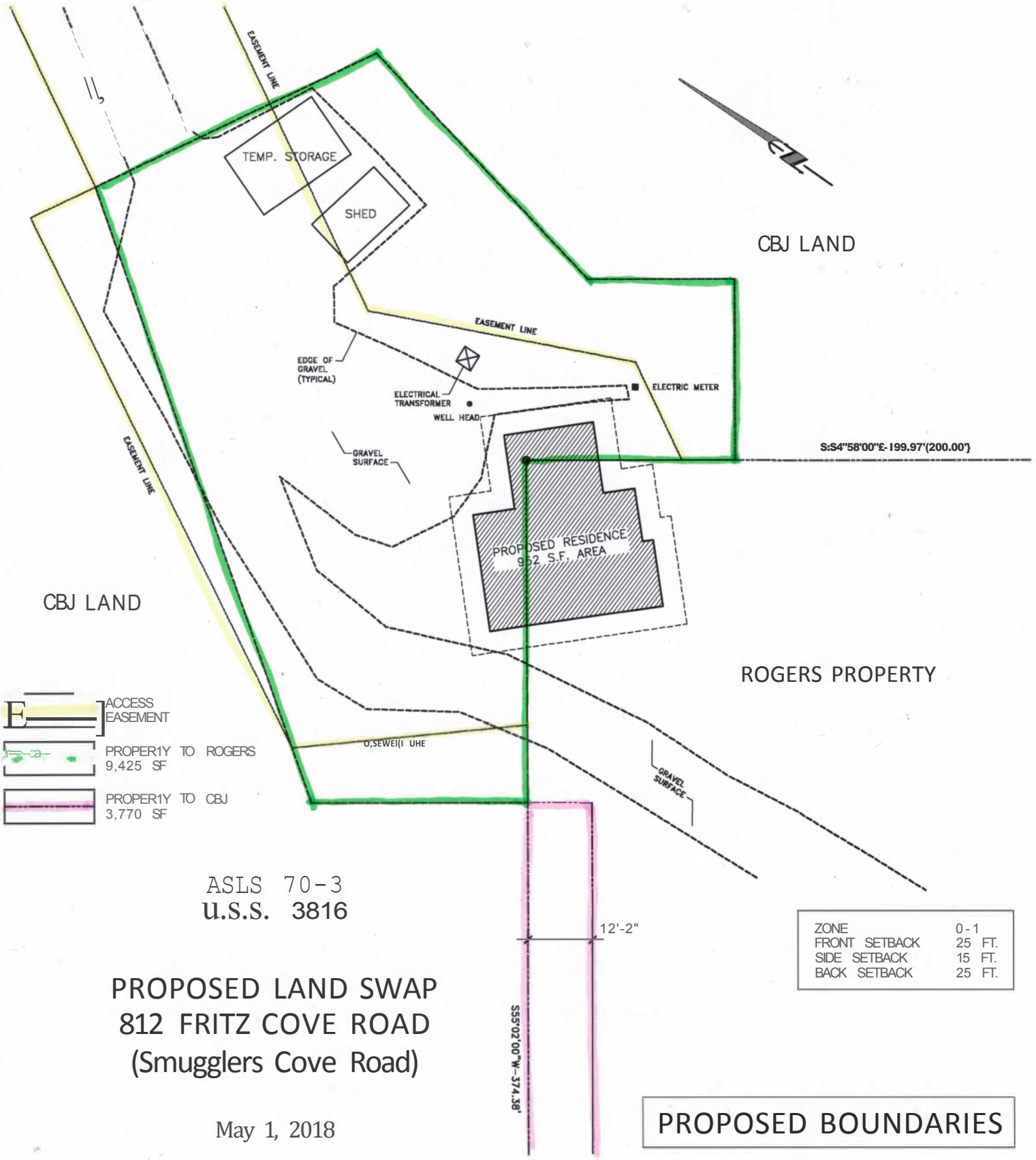
C. Mertl: We have peaked the interest of the public and to respect the public time and interest, to give them an idea of when they will see a proposal for discussion.

T. Rutecki: Once the public shifts over to logical thinking instead of intuitive/emotional thinking we will be ready.

Adjournment – 7:09 p.m. ***Having no other business before the board.***

Respectfully submitted by Lauren Verrelli, P&R Administrative Assistant II, 5/20/2018

DRAFT



ASLS 70-3
u.s.s. 3816

PROPOSED LAND SWAP
812 FRITZ COVE ROAD
(Smugglers Cove Road)

May 1, 2018

ZONE	0-1
FRONT SETBACK	25 FT.
SIDE SETBACK	15 FT.
BACK SETBACK	25 FT.

PROPOSED BOUNDARIES

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

Presented by: The Manager
Introduced: 04/06/2015
Drafted by: A. G. Mead

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2015-23(b)

An Ordinance Amending the Recreation, Parks and Community Centers Title to Add a New Chapter on Aquatics Facilities.

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. Adoption of New Chapter. Title 67 Recreation, Parks and Community Centers, is amended by adding a new chapter to read as follows:

Chapter 67.10

Aquatics Facilities

67.10.010 Board of directors.

(a) The Aquatics Board shall consist of seven voting members appointed by the Assembly to serve without compensation for staggered three-year terms, and one liaison from the Juneau School District. The liaison shall not have the power to vote or be counted in determining whether a quorum of the board is present. Members of the board shall serve at the pleasure of the Assembly. Terms shall commence on July 1. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the Assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No board member who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the Assembly.

(b) No board member, or member of a board member's immediate family or household, may be employed by an aquatics facility owned by the City and Borough. To the extent possible, appointments to the Aquatics Board shall include persons having skills relevant to matters concerning the aquatics facilities. No more than two members of the Aquatics Board shall be a member or employee of any local swim organization, or the immediate family member of any member or employee of any local swim organization.

67.10.020 General powers.

(a) Subject to state laws and City and Borough ordinances, the Aquatics Board shall generally exercise all powers necessary and incidental to the operation and maintenance of the municipally-owned aquatics facilities according to the best interests of the public and in a sound business manner. The Aquatics Board:

(1) Shall be responsible for the operation, maintenance, development and marketing of the municipally owned and operated aquatics facilities, except as otherwise provided by the Assembly by resolution.

(2) Shall prescribe the terms under which persons and groups may use the aquatic facilities under the board's management and establish and enforce standards of operation.

(3) May adopt regulations pursuant to CBJ 01.60 necessary for the administration of the aquatics facilities under the board's management.

(b) The aquatics facilities shall conform to the City and Borough Personnel Management Code, the City and Borough Personnel Rules, Personnel Classification Plan, and the City and Borough Manager's Administrative Policies. The aquatics facilities shall utilize the services of the Human Resources and Risk Management Department when hiring or terminating any employee, when responding to grievances, in labor agreement negotiation, and in substantial disciplinary matters.

(c) All legal services for the Aquatics Board and aquatics facilities shall be provided by or under the supervision of the Municipal Attorney.

67.10.030 Organization.

The Aquatics Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The board may establish an executive committee with authority to act on behalf of the board and may appoint such other committees as it deems necessary.

67.10.040 Vacancies.

(a) A vacancy in the Aquatics Board shall exist under the following conditions:

(1) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

(2) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;

(3) If a member submits his or her resignation to the board or Assembly;

(4) If a member is unable to attend regular board meetings for a period of more than 90 days;

(5) If a member misses more than 40 percent of the regular board meetings in a 12-month period; or

(6) If a member is removed by the Assembly, in its sole discretion, for the convenience of the City and Borough.

(b) For the purposes of counting attendance, a member participating telephonically in accordance with the Assembly Rules of Procedure shall be counted as present.

(c) The chair of the Aquatics Board shall notify the clerk's office of any vacancy on the board. Upon notification, the Assembly shall appoint a new member for the unexpired term.

67.10.050 Meetings.

The Aquatics Board shall meet at least once each month at an accessible location and time to be designated by the board.

67.10.060 Membership in associations.

The Aquatics Board may maintain membership in any local, state or national group or association organized and operated for the promotion of swimming or for the safety of pools or the advancement of the efficiency of pool system administration.

67.10.070 Manager designated.

The chief executive officer of the aquatics facilities shall be the Parks and Recreation Department Director.

67.10.080 Director; duties and responsibilities.

The director is responsible for the overall supervision of the municipally-owned aquatics facilities under the Aquatics Board's management. The director's authority and duties shall include the following:

(1) To be responsible for carrying out all applicable laws, ordinances and regulations.

(2) To be responsible for carrying out policies established by the Aquatics Board not in conflict with policies established or adopted by the Assembly or Manager.

(3) To prepare an annual budget as required by City and Borough ordinance.

(4) To attend all meetings of the Aquatics Board and its standing committees except as otherwise directed by the board and not otherwise conflicting with other duties of the position of Parks and Recreation Director.

67.10.090 Schedule of fees and charges.

(a) A schedule of fees and charges for use of the aquatic facilities shall be approved by the Aquatics Board annually or more often as the need may arise. All such board approvals shall be forwarded immediately to the City and Borough municipal clerk who shall transmit them to the Assembly.

(b) All charges approved by the Aquatics Board shall become effective upon board approval unless the board of directors sets a later effective date. The Assembly, by motion or resolution, may change any fee or charge approved by the Aquatics Board.

67.10.100 Preparation and submission of budget.

The director shall prepare the budget in accordance with approved City and Borough procedure and shall submit it to the Aquatics Board for approval. The operating portion of the budget submitted by the Aquatics Board shall, to the extent practical given safety concerns and maximizing operating hours of the pools, minimize its general fund subsidy. The Aquatics Board shall make its recommendations and submit the budget to the City and Borough Manager for transmittal to the Assembly in the same manner as general government departments.

67.10.110 Other fiscal matters.

All other fiscal matters including custody of and expenditure of funds, accounting and collection shall be governed by general City and Borough ordinance.

Section 3. Termination Date. This chapter shall be automatically repealed on May 28, 2018.

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

Adopted this 27th day of April, 2015.

Merrill Sanford, Mayor

Attest:

Laurie J. Sica, Municipal Clerk