AGENDA

PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, November 1st, 2016

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 October 11th, 2016		Motion to approve
5. New Business • Hut to Hut Concept		
6. Director's Report • Priority Based Budgeting • Seawalk Maintenance • Master Planning Timeline • Amended Steering Committee Memo • Parks & Rec Senior Staff EVC Retreat	K. Duncan	
7. Unfinished Business • Summary on previous 1% sales tax		
8. Committee, Liaison, and Board Member Reports • Chair Report o Members special projects update o Parliament Training Date Discussion • 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 M. Gladziszewski T. Rutecki T. Rutecki E. Ouderkirk C. Mertl J. Anderson C. Mertl C. Mertl O. Brudie B. Farrell C. Mertl	
9. Adjournment	Chair, C. Mertl	

AGENDA SYNOPSIS

PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, November 1st, 2016

CBJ Assembly Chambers – 6:00 p.m.

New Business —

A. **Hut to Hut Concept:** See attached whitepaper on Hut to Hut (or Cabin to Cabin) concept. *[Page 8-10]*

Director's Report —

A. **Priority Based Budgeting:** The Manager's office has developed a program entitled priority based budgeting. We have been asked to breakdown the various services that we offer, to determine how much each service costs and how many employees are involved in each service. Then each service will be listed in one of four quartiles with quantile one being the highest priority and quantile four being the lowest priority.

In the Aquatics operation we have divided the services offered as listed below:

Aquatics - Augustus Brown Pool	Administration	G	1	General Admin	HR, Finance, Operational functions of the pools, Board Relations
Aquatics - Augustus Brown Pool	Glacier Swim Club use	E	13a	Pool Use	Communicating with a large user group of the pool
Aquatics - Augustus Brown Pool	Public Use	E	13a	Pool Use	Ensuring proper scheduling of the pools with the correct pricing to maximize usage
Aquatics - Augustus Brown Pool	High School Use	E	13a	Pool Use	Working with the high schools to allow for their usage of the facility
Aquatics - Augustus Brown Pool	4th Grade Program	E	13a	Pool Use	Coordinate time with groups and instructors
Aquatics - Augustus Brown Pool	Lifeguards	E	14a	Pool Programming	Ensuring adequately trained and certified lifeguards are available as needed
Aquatics - Augustus Brown Pool	Swim Lessons	E	14a	Pool Programming	Plan and execute lessons to promote the pool and increase revenue
Aquatics - Augustus Brown Pool	Facility Operations - Maintenance	G	15a	Pool - physical plant	Maintaining the physical plant at the pool
Aquatics - Augustus Brown Pool	Public special events	E	16a	Marketing& PR	Plan and execute special events to promote the pool and increase revenue
Aquatics - Augustus Brown Pool	Retail Sales	E	17a	Retail Sales	Plan and purchase retail items to increase revenue
Aquatics - Dimond Park Aquatic Center	Administration	G	1	General Admin	HR, Finance, Operational functions of the pools, Board Relations
Aquatics - Dimond Park Aquatic Center	Glacier Swim Club use	E	13b	Pool Use	Communicating with a large user group of the pool
Aquatics - Dimond Park Aquatic Center	Public Use	E	13b	Pool Use	Ensuring proper scheduling of the pools with the correct pricing to maximize usage
Aquatics - Dimond Park Aquatic Center	High School Use	E	13b	Pool Use	Working with the high schools to allow for their usage of the facility
Aquatics - Dimond Park Aquatic Center	4th Grade Program	E	13b	Pool Use	Coordinate time with groups and instructors
Aquatics - Dimond Park Aquatic Center	Lifeguards	E	14b	Pool Programming	Ensuring adequately trained and certified lifeguards are available as needed
Aquatics - Dimond Park Aquatic Center	Swim Lessons/ Classes	E	14b	Pool Programming	Plan and execute lessons to promote the pool and increase revenue
Aquatics - Dimond Park Aquatic Center	Facility Operations - Maintenance	E	15b	Pool - physical plant	Maintaining the physical plant at the pool
Aquatics - Dimond Park Aquatic Center	Public special events	E	16b	Marketing& PR	Plan and execute special events to promote the pool and increase revenue
Aquatics - Dimond Park Aquatic Center	Food sales	E	17b	Retail Sales	Plan and purchase food items to increase revenue
Aquatics - Dimond Park Aquatic Center	Retail Sales	E	17b	Retail Sales	Plan and purchase retail items to increase revenue

This information is provided in order for the PRAC to understand that in the upcoming budget process this prioritization of services will be utilized and I will be happy to answer any questions people may have. It should be stressed that while this is entitled priority based budgeting it is really a process about educating the residents of Juneau about what we do and related costs.

B. **Seawalk Maintenance:** Parks and Recreation, Dock and Harbors and the Manager's office met and it was determined that Docks and Harbors will continue to provide services to the existing Seawalk and that Parks and Recreation will maintain the new Seawalk from Gold Creek to Bridge Park.

C. **Master Planning Timeline:** The first phase of public meetings has been completed. We received many good comments from these meetings and together with the results from the telephone survey, online survey and stakeholder meetings, we will produce a document entitled "What We Heard" which will be released in late December 2016.

D. **Amended Steering Committee Memo:** At the last PRAC meeting, a memo was distributed that spoke of the Assembly approving the steering committee member selection. The memo has been corrected to reflect that the staff will suggest people to be placed on the steering committee with approval by the PRAC. *[Page 11-12]*

E. **Parks & Rec Senior Staff EVC Retreat:** The 11 member senior staff met on Wednesday from 8:30 am to 1:30 pm and discussed what the department has accomplished and where it is going. It was a very good meeting with discussion about the department mission (*Essential partners in a healthy community*), the 3 Pillars concept, past year's successes and where we are heading now.

Unfinished Business —

A. **Summary on Previous 1% Sales Tax:** Engineering will be providing an update on this topic.

DRAFT MINUTES
PARKS & RECREATION ADVISORY COMMITTEE
Tuesday, October 11th, 2016
CBJ Assembly Chambers – 6 p.m.

I. Call to Order at 6:00 p.m. – C. Mertl, Chair

Present: J. Anderson; O. Brudie (T); B. Farrell; T. Gilmour; C. Mertl; E. Ouderkirk (T); C. Prussing; T. Rutecki
Absent: F. Dowd
Staff Present: Kirk Duncan, P&R Director; Lauren Verrelli, Staff Liaison; Maria Gladziszewski, Assembly Liaison
Guests Present: Alexandra Pierce, Project Manager

II. Agenda Changes – None.

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

IV. Approval of Meeting Minutes from September 6th, 2016 & September 9th, 2016 –

September 6th, 2016: C. Prussing: I have received a request from Lorraine Murray who participated in public testimony to add in a sentence to her testimony that was left out. Motion by B. Farrell to approve minutes after addition, no objection. ***Minutes adopted.***
September 9th, 2016: Motion by B. Farrell to approve, no objection. ***Minutes adopted.***

V. New Business

A. SEAL Trust Letter of Support:
C. Mertl: I have a conflict of interest, I am a paid contractor for this project and will not participate in discussion, and J. Anderson will step in for me.

Allison Gillum, 119 Seward St. Suite 2: I am the executive director of the Southeast Alaska Land Trust (SEAL). Since we started owning property in 2010, we have started to increase our actual management of these properties and increase access for public recreation/use. The project we're looking for a letter of support on is the Ed and Marjory Huizer Fishing Access Site located at 2.7 mile on North Douglas Highway, adjacent to the Mendenhall Wetlands State Game Refugee and across from the DIPAC Hatchery. It was purchased last year with the intent of creating a public access for recreation and fishing. We're now working on fundraising and create a site plan to enhance the site for public parking, trail or stairs down to access the channel and public signage. To enhance this site, we're going for an Alaska Division of Parks and Recreational Trails Grant. As part of that grant, they require different letters of support and one of which needs to be from a municipal entity and we thought PRAC would be a good fit. Our deadline for the grant is November 1st and we're asking the committee what kind of support they could give us.
B. Farrell: I'm enthusiastically supporting this as a fisherman.
T. Rutecki: Would there be any objections to duck hunting there?
A. Gillum: Hunting is allowed in the refugee so this would be access for all types of recreation.
T. Gilmour: Who is going to maintain it?

A. Gillum: Currently we're planning on owning and maintaining the property. We have talked to the city about potentially transferring this property over but there has not been a lot of interest on the city side; same with the State. Currently, we're the owners and plan on owning and managing it.
T. Gilmour: I move that the PRAC write a letter of support for SEAL Trust to move forward with this project. ***Unanimously consent; motion passes.***

VI. Director's Report – K. Duncan

A. P&R Master Planning update:
A. Pierce: We're currently in the second phase of public consultation of the Master Planning process. I have met with 30 stakeholder groups in 21 meetings and have received some great feedback from community members and active users of our Parks & Rec system. I have about 5 to do. We did a phone survey through McDowell Group in September, with 500 households called. We currently have the same survey online on our PlaceSpeak site with 150 participants so far. We have had 2 of 5 public meetings. We're taking all the information we're gathering and putting it into a document called *What We Heard* which will be completed in December. We will take the information we gather from the public and combine it with the results from a Parks, Facilities and Programs inventory and roll that information up into some recommendations. We will come out with a preliminary recommendation in the spring of 2017. Those recommendations will go out for more public comment both online and through another series of public meetings when we will then create a draft plan in the Summer/Fall 2017. Final plan will be submitted for acceptance by the PRAC and then Assembly Spring of 2018.

B. Parks Inventory in conjunction with the Parks Foundation:
K. Duncan**:** We're working with the Parks Foundation; they have $50,000 that was given to them from CBJ. We're going to do a parks inventory where we will hire a landscape architect to look at our existing parks. We want to find out if we have the right parks at the right locations? Are we overserved in some places? We would like to do a high level of trails inventory as well.

C. Steering Committee proposal:
A. Pierce: We discussed the steering committee concept with CDD and they used a community steering committee opposed to a planning commission with the rational that it is difficult for a body to steer a process that results in a document that they have to adopt. What we're planning to do is advertise and recruit for steering committee members; it will be comprised of no more than 15 members, with a PRAC member acting as a liaison. We're interested in having a group that demographically representative of Juneau; people that are passionate community members. The role of the steering committee members are to participate in meetings, form the vision guiding principles of the master plan, participate in community outreach sessions, review outcomes and policy directions that come out of this process and make recommendations to PRAC. PRAC will review the final planned document at the recommendation of the steering committee. We are anticipating the role will be about 12-18 months' time commitment with meetings about every three weeks.

T. Gilmour: It states here that the Director with the input from Parks & Rec staff but you had said the PRAC would have input on that. So who will be making the final decision on these 15 members? I want to see a diverse demographic group on this committee.
A. Pierce: The PRAC will ultimately approve the steering committee members.
C. Mertl: Could a PRAC member be on this committee but as a community member, not a PRAC member?
K. Duncan: Yes.

D. Lena lot line adjustment:

K. Duncan: We successfully negotiated with Alaska Power and Telephone on the lot line adjustment. We now have fiber-optic cables from here to Haines and down to Seattle.

E. Point of Sale implementation:

K. Duncan: We finally have credit card integration which was very important to us. It's giving us great data and information for all of our facilities.

F. Hall Report update:

K. Duncan: This spreadsheet is an update on where we are with the Jim Hall report. The only things that we're not doing right now according to his recommendations is combining the building custodians into one division, not putting together a volunteer program and we didn't eliminate the aquatic manager position or the volleyball program. Other than that, we have a many of his recommendations completed, we have many that are underway and under consideration.

G. AmeriCorps Coordination:

K. Duncan: Parks and Rec is looking at taking on the AmeriCorps program which is funded by the federal government. Currently we have 12 AmeriCorps volunteers in Juneau and they're being administered out of a group in Sitka. Faith Lee who organizes it in Sitka is retiring and Serve Alaska has asked us to take on this program. This program is self-funded.

H. Eagle Valley Center:

K. Duncan: We have remodeled the upstairs where we can have business meetings for 25 people, a wedding for 50 people and an overnight stay for 12 people. It has the challenge course left over from SAGA and we're working with SAIL to get that up and running next summer.

T. Gilmour: Have you figured out how much you will charge the public to use it as a venue?

K. Duncan: We charged $375 for an overnight retreat recently. Kristi West has been researching what the Shrine and Methodist Camp charges because we do not want to compete with them; we want to work with them.

I. 1% Sales Tax Package

K. Duncan: It's time to put together the 1% sales tax package. Parks & Rec staff is putting together what we think we should be asking for. What are the packages and priorities the PRAC would like to see? This needs to be developed by March.

C. Mertl: I would like to get a summary on the previous 1% CIP. Is there money still sitting around? Are there projects that haven't come through full term? It would be nice to get a report on how everything went on the previous go around.

VII. Unfinished Business

A. Fireworks Motion sent to the COW:

K. Duncan: The memo is in the packet just for history sake, no action to be taken. This was included and discussed last night at the COW.

Discussion on memo PRAC sent to the COW.

M. Gladziszewski: The COW talked about the ordinance before us. We didn't change the draft at all, just discussed it. They want to make a distinction between fireworks that blow up on the ground vs. in the air. The current ordinance, plus a couple new ideas will be at the two public meetings.

VIII. Committee, Liaison, and Board Member Reports

A. Chair Report— None

B. Liaison to the Assembly Report—

M. Gladziszewski: The Parks & Rec Master Plan says the steering committee will be appointed by the PRAC and approved by the Assembly, is that correct?

K. Duncan: No, that needs to be corrected.

M**.** Gladziszewski: It also says no more than one PRAC member can hold the position on the steering committee; it doesn't say they're non-voting. This needs some clarifying if a PRAC member can be on it as a member of the public.

M. Liaison Reports—

YAAB – T. Rutecki: We approved two contingency grants. We have a new member, Bonita Nelson.

Aquatics – T. Rutecki: Revenue is up and we have over 120,000 visits per year, up from 98,000. Food service will be happening hopefully soon at DPAC. We will need a new board member.

Jensen-Olson Arboretum—E. Ouderkirk: None

Lands – C. Mertl: There is a developer interested in putting in commercial and housing units at the North Franklin parking lot. The issue is the loss of parking. It was sent onto the Assembly for review with a not recommended recommendation from Lands.

1% for Art— J. Anderson: None

Treadwell – C. Mertl: None.

Urban Forestry – C. Mertl: None

Eaglecrest – O. Brudie: None

TrailMix—B. Farrell: Working on setting up meeting but did hear they want to be included in the 1% tax.

Park Foundation—C. Mertl: They're working on their 501C3 application.

N. Other Member Business –

a. T. Rutecki**:** Bringing up our special projects from a while ago; mine were fireworks and Auke Lake. I have more information from Brent Fischer about Auke Lake; I'm going to review hours of tape from the cameras that are being pulled off the trees.

b. T. Gilmour: JSA is working on hiring a new executive director. Kirk, a while ago we talked about opening up Pocket Park, did that become a reality?

K. Duncan: The fence line has stayed where it is but there is room for vendors.

Adjournment – 7:32 p.m. *Having no other business before the board.*

Respectfully submitted by Lauren Verrelli, P&R Administrative Assistant II, 10/21/2016

From: Rorie Watt
Sent: Monday, October 31, 2016 1:04 PM
To: Kirk Duncan; Chris Mertl (CMertl@corvus-design.com)
Subject: Hut to Hut

See attached whitepaper on Hut to Hut (or Cabin to Cabin) concept. If PRAC members have questions on this, please note the following on OHV's:

1. It is NOT meant to send a negative message about the desire for or the future of an OHV project.
2. Simply put, the OHV project is on hold. The money is not being used – we can't do that, we have many needs.
3. At such time as there is a OHV project that is identified and supported, the Assembly is receptive to restoring funding.

I would appreciate if you could relay this information to PRAC members. From an OHV perspective, it should not be perceived negatively.

Thanks.

DRAFT

Juneau/TNF Cabin to Cabin Concept Whitepaper

Issue/Opportunity:

Juneau is fortunate to be surrounded by wilderness, mostly composing of lands managed under the jurisdiction of the Tongass National Forest. Cruise ship industry visitation has been robust and Juneau has been mostly able to manage the impacts of the approximately 1,000,000 passengers and 400,000 that visit each year. Shore based tour operators have developed many half or full day tour opportunities. However, multi-day wilderness experiences are out of reach for these visitors and even for many Juneau residents. Juneau must compete in the world market for independent tourism (and cruise ship visitors could be targeted for subsequent visits to Alaska).

Alaska's economy is headed for uncertain times. Development of more independent and multi-day tourism would have regional economic benefits and assist the USFS in meeting its management goals for the forest.

Goal:

Plan and implement self-sustaining multi-day cabin system that grows independent travelers, supports sustainable harvest of Tongass timber, supports visitor and local access to the most fantastic forest wilderness ever known to mankind.

Key Planning Issues:

- Governance – Who could best operate such a system? What would their relationship be to the CBJ and the USFS?
- Upfront Capital Costs – What sources of funds could be used to permit and construct the system?
- Where should the system be located?
- What is the planned visitation load?
- What business models have been successful in other parts of the US Forest System, in other countries?

Concept System:

City and Borough of Juneau and the USFS jointly contribute towards and jointly study options for implementing a "cabin to cabin" system. Features could include:

A. One time Capital Costs funded to construct 3-5 new cabins, built to a low maintenance, high design life standard.
B. Exploration of use of locally sourced timber products.
C. Exploration of local work force development opportunities for construction of cabins.

D. Management by one operator that would allow for visitors to book the system (similar to a person making one reservation to hike the Chilkoot Trail). Services that the operator could additionally provide include:
    a. Transportation (to start, from end)
    b. Rental of camping equipment (or sea kayaks if it is a marine system)
    c. Booking for local lodging.
    d. Marketing
E. Fees charged to be greater than operations costs, providing for a maintenance reserve.

Proposal:

City and Borough of Juneau and USFS staff jointly prepare draft solicitation for planning services. Upon review and agreement, both parties secure 50% funding to proceed with the study.

Date: September 26, 2016

To: Parks and Recreation Advisory Committee

From: Alexandra Pierce, Project Manager

Subject: Steering Committee Membership for Parks and Recreation Master Plan

The CBJ Parks and Recreation Department requires a steering committee for the Parks and Recreation Master Plan. Below are the terms of steering committee membership and the role of the PRAC in steering committee selection and administration.

Notification & Planning Team Appointment:

Upon completion of the initial round of public consultation, a Steering Committee should be established. Parks and Rec should notify the public via a newspaper of general circulation, the City and Borough's website, and other means appropriate that a steering committee is being formed and that any member of the public fitting the criteria of the desired membership is encouraged to apply. The Director, with input from Parks and Rec staff, should recommend a slate of stakeholders, demographically representative of Juneau and able to consider the needs of the community as a whole. The steering committee should be comprised of no more than fifteen members. A PRAC member may act as liaison to the steering committee, and should not be considered a voting member.

Steering Committee Member Job Description

Talented steering committees create remarkable communities. Your consideration to share your expertise and experience with the City & Borough Juneau is appreciated. As a steering committee member, you may look forward to the rich and challenging experience to strengthen the character, livability, sustainability, and diversity of your community. Through your involvement, service, and fair approach, you will shape Juneau's future, and balance the public good with private rights and interests. This is your opportunity to serve the common good of all the residents of Juneau to create enduring parks, trails, facilities and recreation programs that benefit all residents.

Role of the Steering Committee and its Members

The primary responsibility of the steering committee is to serve as the voice of the public, and the conscious of the plan; and when necessary makes recommendations on the draft policy directions developed for the Master Plan. Additionally, the steering committee may provide guidance to other CBJ Boards and Commissions. An ideal steering committee member must have a willingness and dedication to commit both time and energy to the steering committee; have an interest in planning and development, recreation, civic engagement, and the protection of the environment; and possess a willingness to encourage and accept input from residents and those affected by the actions made by the steering committee.

Below are the types of exercises and tasks that you may expect to participate in, or review, as a steering committee member:

- Participate in steering committee meetings
- Participate in forming the vision for the Master Plan
- Participate in community outreach sessions, such as
  - Attend some, but not all, public participation sessions
  - Attend some, but not all, public events related to the plan
- Review outcomes and policy directions and make recommendations to PRAC
- PRAC will review the final plan document at the recommendation of the steering committee

Steering Committee Membership

Steering committees shall be made up of no less than 9 and no more than 15 members consisting of a diverse group of community representatives. No more than one PRAC member shall hold a position on the steering committee.

Steering committee members are appointed by the PRAC, and serve appointments for extent of the Master Plan (approximately 12 to 18 months). The steering committee members shall ensure and commit to the following:

Reside in Juneau and have an interest in improving local parks and recreation facilities, programs and services;

- Volunteer their time and commit to attending meetings;
- Commit to consider compromises that may assist in managing conflict and build consensus;
- Listen and consider testimony from the public and government agencies;
- Commit to develop a plan that represents the affected study area;
- Commit to distribute accurate information to other community members and clarify misunderstandings or misperceptions.
- Commit to advocating the planning process within the Juneau community
- Commit to putting aside personal interests for the greater community good

Should any steering committee member fail to meet the commitments outlined above, or miss 50% of the steering committee meetings, or miss three meetings in a row, he/she may be removed by the Director.

POSITION: Member of the Steering Committee for the Parks and Rec Master Plan
LENGTH OF TERM: 12-18 months approximately
TIME COMMITMENT: Variable, approximately one meeting every three weeks.