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

October 23, 2017, 6:00 PM.
Municipal Building - Assembly Chambers

Assembly Work Session - No public testimony heard

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. AGENDA TOPICS

A. **Community Development Block Grant**

B. **Parks and Recreation Master Plan**

C. **Airport Sustainability Master Plan**

D. **Homeless Task Force Update**

E. **Essential Public Facilities**

F. **2018 Assembly Calendar**

V. ADJOURNMENT

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

(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

DATE: October 10, 2017

TO: Assembly Committee of the Whole

FROM: Chrissy McNally, Planner
Community Development Department

SUBJECT: Applications for FFY 2017 Community Development Block Grant

INTRODUCTION

This memorandum contains the staff recommendation for application to the FFY 2017 Community Development Block Grant (CDBG) program.

Project ideas were solicited from the community for a grant from the federal CDBG program administered in Alaska by the State Department of Commerce Community and Economic Development (DCCED). Grant proposals must be sponsored by a local government and sent to DCCED by December 1, 2017, where the proposals will be reviewed and compete against each other on a statewide basis. A local government has the choice of generating its own project ideas or soliciting ideas from the general public. The CBJ has a tradition of working with community organizations to develop proposals and has been successful in obtaining CDBG grants using this method in the past.

Process

CDD uses a standardized process for soliciting project ideas, review, selection and timelines. This process was developed by CDD staff and endorsed by the Human Resources Committee. The purpose is to create a level playing field for applicants, so that all applicants are submitting similar types and amounts of information about their proposal. This process helps CBJ staff and elected officials in evaluating the projects.

Display ads in the Juneau Empire advertised an informational meeting that was held August 9, 2017. Letters of invitation were also sent to social service agencies. This meeting explained the CDBG program, the CBJ process and established deadlines for project idea submittals as well as what to include in the preliminary submittal. This meeting was attended by representatives

from two organizations. The deadline for proposals was 4:30 p.m. September 6, 2017; two were submitted for review.

A staff review committee made up of three CDD staff members met and reviewed the proposals. In the initial review committee meeting, staff discussed the proposals, reviewed the CDBG criteria and identified information needed to fully evaluate the proposals. Additional information was requested from one of the proposers while the second proposal was found to contain all necessary information to conduct a complete evaluation. Any concerns that were raised by the review committee were shared with proposers. The staff review committee met a second time, considered the new information provided, and the CDBG criteria and decided which proposal to recommend that CBJ submit for CDBG grant funds.

BACKGROUND

Any Alaskan municipal government (except Anchorage) is eligible to apply for the Community Development Block Grants. In a typical year, applications are distributed to municipalities in late fall, and awards are made the following spring. Federal regulations require that at least 51 percent of the persons who benefit from a funded project must be low and moderate income persons as defined by the federal Department of Housing and Urban Development (HUD).

CBJ will be competing with the rest of the eligible communities in the state for this opportunity. As such, it is imperative we put together as strong a proposal as possible.

The Goals of the Program are to:

- Ensure that the CDBG funds will be used to principally benefit low and moderate income persons;
- Provide financial resources to address public facility problems which encourage community self-sufficiency, increase health and safety of local residents, and reduce the costs of essential community services, and;
- Provide capital to assist in the creation or retention of jobs that primarily benefit low and moderate income persons.

The following objectives guide distribution and use of funds:

- To support activities which provide a substantial or direct benefit to low and moderate income persons;
- To support activities which eliminate clear and imminent threats to public health and safety;
- To support local efforts toward solving public facility problems by constructing, upgrading, or reducing operational/maintenance costs of essential community facilities;

- To support activities which demonstrate the potential for long-term positive impact;
- To support activities which encourage local community efforts to combine and coordinate CDBG funds with other available private and public resources whenever possible, and;
- To support activities which will result in business development and job creation or retention which principally benefit low and moderate income persons.

Past successful projects that CBJ has funded through the CDBG program include the Community Crisis Respite Center created under the umbrella of Gastineau Human Services, and the Family oriented homeless shelter built by Saint Vincent De Paul. The most recent CDBG grant CBJ received was in 2011 for the AWARE shelter. However, this money was returned to the granting agency as AWARE discovered unanticipated site development challenges that exceeded their budget. AWARE ultimately constructed their project at a different location without CDBG funds. The CBJ was also awarded CDBG funds in 2007. This was a unique grant proposal as it grouped four separate projects together in one application formalized by a memorandum of understanding. This grant funded renovations and energy improvements to the AWARE shelter, the Glory Hole, Gastineau Human Services housing, and the St. Vincent De Paul shelter.

We are asking the Committee of the Whole to make a recommendation to the Assembly. Printed grant applications, with original signatures must be received in Fairbanks by 5:00p.m. December 1, 2017.

PROPOSALS

This year the Community Development Department received two proposals; maximum funding available from CDBG for FFY 2017 is $850,000.

REACH, Inc.

The applicant proposes to use CDBG grant funds for the renovation of one of their Community Living residences. The residence would provide supportive housing for four low income individuals with intellectual and/or developmental disabilities. The proposed construction would renovate a 5-bedroom single family residence located at 9377 Northland Street which is currently uninhabitable.

Rough budget numbers were provided. Total project cost is estimated at $192,500. SEARHC requested $250,000 in CDBG funds. A cash match was not identified in the request.

AWARE

AWARE proposes to use CDBG funds for building renovations to accommodate accessibility needs of clients at their emergency shelter. Specifically, the funds would be used for the construction of an accessible entrance and two accessible rooms with accessible bathroom and laundry facilities. AWARE states in their proposal that 41 reoccurring clients have disabilities. The proposal requests $315,000 in grant funds with over $218,025 secured in matching funds. Construction costs for the facility renovation are estimated at $533,025. See attached proposal.

EVALUATION OF PROPOSALS

Will the proposal compete well at the state level?

Is it responsive to the rating criteria used by DCCED? (See attachment A.) If CBJ puts in the effort to make a selection and prepare an application, we want to have a good chance of it succeeding. If a particular project is felt to be very desirable and worthy, but does not respond well to the CDBG goals, then some other means should be found to fund it.

Does the project meet local needs and concerns?

Projects which respond to officially expressed concerns should be given more consideration than those which do not.

How much matching contribution will be provided by the project sponsors?

A project that has a higher match percentage or which will attract or enable significant additional participation should score higher than one that generates little or no match.

How likely or reliable is the match?

Does the sponsor have the match on hand? How much assurance can the sponsor provide that the match will be materialized?

REACH

While the project is at the ready-to-go stage and eligible under the CDBG plan as a Community Development Project it would benefit only 4 low to moderate income community members. Matching funds were not identified in the proposal's budget.

AWARE

The project is at the ready-to-go stage and is eligible under the CDBG plan as a Community Development Project. The applicant has identified $218,025 in matching funds which is 40 percent of the total project cost. The applicant demonstrated the need for accessibility upgrades to the facility in their proposal narrative. A known 41 low to moderate income community members will benefit from the project.

RECOMMENDATION

Based on the above review and for the reasons given below, staff is recommending that the Committee of the Whole recommend to the full Assembly that the City and Borough co-apply with AWARE for a FFY 2017 Community Development Block Grant:

- The AWARE proposal is at the ready to go stage.
- The AWARE proposal can be completed with the CDBG funds and the matching funds that are in hand or have been promised.
- The AWARE proposal is consistent with the State CDBG Plan.
- The AWARE will benefit at least 41 low income individuals with disabilities in need of safe shelter regularly .

While these decisions are not easy, the City and Borough will have the best chance of competing for CDBG funding with the AWARE proposal, for the reasons outlined in this report.

ATTACHMENTS:

Attachment A, which contains:

1. List of Eligible Activities from the DCCED.
2. Rating Criteria in detail (from 2017 CDBG Grant Application Handbook).

Attachment B – REACH, Inc. Proposal

Attachment C – AWARE Proposal

F. ELIGIBLE PROJECT CATEGORIES & ACTIVITIES

The State of Alaska CDBG Program may be used to fund projects in three categories: **Community Development, Planning, and Special Economic Development.** The following summary, identifying the common types of eligible activities in each category, is for general reference only. A complete list of eligible and ineligible activities can be found in Title I of the Housing and Community Development Act of 1974, as amended.

Each applicant is expected to consult with CDBG Program staff about project eligibility and structure prior to submission of an application. It is important that applications be submitted under the appropriate category.

Community Development

Under Section105(a)(2),(4),(5),(14)&(15), CDBG grant funds may be used for:

Public Facilities

- ✓ Health Clinics
- ✓ Daycare Centers
- ✓ Homeless Shelters
- ✓ Water & Sewer Systems
- ✓ Solid Waste Disposal Facilities
- ✓ Flood & Drainage Facilities
- ✓ Docks & Harbors
- ✓ Acquisition
- ✓ Construction
- ✓ Reconstruction
- ✓ Installation
- ✓ Improvements
- ✓ Electrical Distribution Lines
- ✓ Fuel & Gas Distribution Systems

Transportation Improvements

- ✓ Local Service Roads
- ✓ Boardwalks
- ✓ Barge Facilities
- ✓ Airports

Access to Public Facilities & Structures

- ✓ Removal of architectural barriers in conjunction with current renovations
- ✓ Improve access for handicapped & elderly persons

Real Property

- ✓ Acquisition
- ✓ Building Removal
- ✓ Improvements
- ✓ Clearance
- ✓ Demolition

Fire Protection Facilities & Equipment

- ✓ Acquisition
- ✓ Design
- ✓ Construction
- ✓ Rehabilitation
- ✓ Purchase

Note: *Community Development activities do not include the purchase of any personal property or any equipment unless it is attached to a facility or building and considered an "integral structural feature." Fire protection equipment is the only exception.*

Planning

Under Section 105(a)(12), CDBG grant funds may be used for:

- ✓ Data Collection
- ✓ Analysis
- ✓ Plan Preparation
- ✓ Marketing Studies
- ✓ Feasibility Studies
- ✓ Community Economic Development Plans
- ✓ Community Land Use Plans
- ✓ Capital Improvement Plans
- ✓ Plan Updates

Note: *Planning activities do not include engineering, architectural, and design costs related to a specific project activity. These activities may be eligible under the Community Development category.*

Special Economic Development

"Special Economic Development," as used in the CDBG Program, must meet the criteria below. See "Unique Requirements of Special Economic Development Projects" on page 9 for more information about the specific requirements for projects under this funding category.

Under Section 105(a)(14) CDBG grant funds may be used for:

- ✓ Commercial or Industrial Improvements
- ✓ Carried out by Grantee or Non-Profit Recipient
- ✓ Involving Commercial or Industrial Buildings, Structures, and Other Real Property Equipment & Improvements

Includes:

- ✓ Acquisition
- ✓ Construction
- ✓ Reconstruction
- ✓ Rehabilitation
- ✓ Installation

Under Section 105(a)(17), CDBG funds may be used for:

- ✓ Assistance (through eligible applicant) to an identified private, for-profit entity or entities

The project must:

- ✓ Create and maintain jobs for low or moderate income persons
- ✓ Assist businesses that provide goods or services needed by and affordable to low and moderate income residents

Special Economic Development Projects must fit under one of those two categories.

If your project is not for the purpose of acquisition, construction, reconstruction, rehabilitation, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, OR it is not for the purpose of providing assistance to an identified private for-profit entity **IT IS NOT** appropriate to submit it under the Special Economic Development category.

Note: *The examples provided under each of the three funding categories are for general information only and are not intended to be all-inclusive. Each community is encouraged to consult with CDBG Program staff about project eligibility and structure.*

V.

Rating Criteria

As described previously under the Grant Selection process, applications will be reviewed at two stages: threshold review and project rating and selection. During the threshold review process, staff will screen all applications for eligibility without awarding points. An application must meet all of the threshold review requirements in order to qualify for the second stage of the selection process. The project rating and selection process, stage two, will be conducted by the ASC using the criteria described below.

Applications will be evaluated and assigned points by the ASC based on the following criteria:

CRITERION #1 / Maximum Points Available 15

Project Description & Selection / Citizen Participation Plan

- ✓ Did the applicant describe the existing conditions, the nature of the proposed project, and what needs the project will address in the community? Although not required, did the applicant submit photos that show existing conditions?
- ✓ Did the applicant describe how the community decided on this project and why?
- ✓ Is there evidence of an active citizen participation plan which encourages citizen participation, provides reasonable access to public meetings, and provides technical assistance to low and moderate income citizens in developing proposals?
- ✓ Did the applicant describe the public participation process and explain how low and moderate income residents had the opportunity to comment?
- ✓ Does the applicant demonstrate there is a community consensus about this project?
- ✓ Did the applicant attach minutes of at least one public hearing, held within six months of the submission of this application, which verifies community consensus? Do the public meeting minutes demonstrate that citizens were asked to prioritize potential CDBG requests and that the majority selected this project?
- ✓ Did the applicant submit verification of public notification of the meeting? Were sign-in sheets attached?
- ✓ Does the applicant appear to have adopted a community development plan which identifies the proposed project as a community priority?

CRITERION #2 / Maximum Points Available 25

Project Plan / Readiness

- ✓ Did the applicant provide a clear and reasonable plan for implementing the proposed project?
- ✓ Did the applicant identify specific time lines, goals, objectives, and expected outcomes? Do these appear to be reasonable and achievable?
- ✓ Has the applicant identified and addressed permitting requirements, site control, State Fire Marshal approvals if appropriate, Energy Standards if appropriate, and Cooperative/Joint Agreements if appropriate?
- ✓ Has the applicant identified other agencies which will be or should be involved with this project?
- ✓ Is the applicant ready to proceed with the proposed project upon notification of award?
- ✓ Has the applicant obtained market assurances if appropriate? (Only for Special Economic Development Projects)
- ✓ In this section, does the applicant describe in detail that substantial efforts have been made to identify and seek other resources besides CDBG to support this project?
- ✓ Did the applicant receive CDBG funding within the past two years for project design, engineering, feasibility, and/or planning?

CRITERION #3 / Maximum Points Available 25

Project Impact

- ✓ Does the applicant provide evidence that the proposed activities will provide a substantial or direct benefit to low and moderate income persons?
- ✓ Does the applicant demonstrate that the proposed activities have the potential for long-term positive impact?
- ✓ Does the proposed project support activities that eliminate clear and imminent threats to public health and safety?
- ✓ Does the proposed project support local efforts toward solving public facility problems by constructing, upgrading, or reducing operational/maintenance costs of essential community facilities?
- ✓ Does the applicant document the specific health and safety needs that will be addressed by this proposed project? Does the applicant identify and document how long these health and safety needs have existed and the extent of the need?
- ✓ Does the applicant demonstrate that the proposed project is economically feasible and will have long-term viability?
- ✓ Does the proposed project provide development or encourage development in underdeveloped rural areas?
- ✓ Does the proposed project promote self-sufficiency and diversification in local economies?
- ✓ Does the proposed project make use of local resources and/or improve existing production/delivery capacity?

CRITERION #4 / Maximum Points Available 25

Budget / Match / In-Kind

- ✓ Is the overall Project Budget reasonable?
- ✓ Has the applicant clearly identified and submitted its proposed budget according to the four budget components (CDBG Request, Cash Match, In-Kind Contributions, and Total Project Cost)? Has the applicant included a Budget Narrative?
- ✓ Has the applicant identified whether the proposed project will be Force Accounted or Contracted Out, if appropriate?
- ✓ Has the applicant secured other funds which are needed to complete this project? Is documentation included?
- ✓ Are matching funds at least 25% of the total project cost and has the applicant documented that this match is committed to the project? Has the applicant identified the source and type of this match?
- ✓ Has the applicant identified and documented all In-Kind Contributions, including their source and type? Is the amount of the In-Kind Contribution what could be reasonably expected of the community, given its financial position? Does the amount of In-Kind Contribution indicate that the community is committed to making this project happen and willing to contribute significantly to its support? Are the computations for In-Kind Contributions reasonable and supported with documentation?
- ✓ Has the applicant completed the Labor and Fringe Benefits computation chart contained in the Application Packet? Are the proposed wage rates appropriate and reasonable? Are the Fringe Benefits appropriate and reasonable?
- ✓ Has the applicant identified costs and attached price quotes or cost estimates for materials, freight, equipment rental, equipment purchase, contractual, insurance, administration, and other line items for which CDBG funds are requested? Are the costs reasonable and appropriate?
- ✓ Is no more than 5% in administrative costs requested from the CDBG funds?
- ✓ Does it appear that the applicant can complete this project and provide a benefit to the residents of the area with the funds currently available?

CRITERION #5 / Maximum Points Available 10

Administrative Capabilities

- ✓ Does the Application Packet and information provided therein support that the applicant has the administrative capability to properly manage CDBG funds and comply with all federal and state requirements?
- ✓ Has the applicant identified who will have the day-to-day management responsibility and oversight for this project?
- ✓ Does the applicant have the cash resources to administer a cost reimbursable grant or have they identified an alternative course of action which will allow this project to proceed?
- ✓ Has the applicant successfully administered other federal or state grants which have had similar requirements to the CDBG program? Has the applicant documented that it was successful with those grants?
- ✓ Did the applicant attach a copy of last year's audit or Certified Financial Statement with the Application Packet if appropriate? Does the audit identify findings? Have those findings been satisfactorily resolved? Did the applicant include management letters and any other reports received with its audit?
- ✓ Has the applicant noted any tax liens or judgments and addressed them?
- ✓ Has the applicant clearly described what Administration costs will be charged to this grant?
- ✓ Did the applicant use the application form provided, adding pages if needed? Was the minimum font size used in the application (at least size 12) and was it easy to read? Was supplemental information (designs, comprehensive plans, etc.) inserted in appendices attached to the back of the application?

Total Maximum Score for all Five Criteria

Project Description & Selection/Citizen Participation Plan	**15**
Project Plan/Readiness	**25**
Project Impact	**25**
Budget/Match/In-Kind	**25**
Administrative Capabilities	**10**
Total Maximum Score	**100 Points**

Appendix Packet Contents

The yellow Appendix Packet includes Appendices A through I, as well as instructions for completing each appendix. Please complete the required* appendices and make sure they are attached to your application. Each application must include the appendices to be considered for funding with the *original signature of the applicant's highest elected official or other authorized representative*.

**** Required to be submitted with all applications***
† Required to be submitted with some applications, if applicable
§ For reference only; do not submit this appendix with your application

APPENDIX A:	* Authority to Participate
APPENDIX B1:	* Determining Benefit to Low and Moderate Income Persons
APPENDIX B2:	† Job Creation/Retention Forms
APPENDIX B3:	§ Low and Moderate Income Tables Part 1: Listing of LMI % by Community Part 2: Listing of LMI Income Limits by Census District
APPENDIX C:	* Statement of Assurances and Certifications
APPENDIX D:	§ Environmental Review Information
APPENDIX E:	† Joint Application Agreement
APPENDIX F:	† Cooperative Application Agreement
APPENDIX G:	§ Potential Project Permit Requirements
APPENDIX H:	* Applicant/Recipient Disclosure/Update Report
APPENDIX I:	* ADA Certification

Sha'a Ka Atyátx'i Noowú
DOVE COTTAGE
A Place of Peace

Aiding Women in Abuse and Rape Emergencies

"Serving Juneau and Nine Southeastern Communities"

P.O. Box 20809 • Juneau, Alaska 99802-0809
(907) 586-6623 (business)
(907) 586-2479 (fax)
(907) 586-1090 (crisis)
1-800-478-1090 (toll free in state)
E-mail: info@awareak.org
Website: www.awareak.org

September 6, 2017

Community Development Department
155 Seward St.
Juneau AK 99801

Dear. Ms. McNally,

Thank you for the opportunity to submit our **AWARE Shelter Accessibility Project** proposal to the City and Borough of Juneau. We believe this project uniquely fits the funding criteria for the Community Development Block Grant Program, and hope to work directly with the CBJ to put forth a strong application.

If you have any questions or would like clarification about the proposal, please feel free to contact me at 586-6623.

Kindly,

Mandy Cole
Deputy Director, AWARE

Sha'a Ka Atyátx'i Noowú
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Aiding Women in Abuse and Rape Emergencies

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E-mail: info@awareak.org
Website: www.awareak.org

AWARE Shelter Accessibility Project
Executive Summary

Project description:

AWARE is proposing the design and construction of an accessible entrance and 2 accessible rooms, including bathroom and laundry facilities, for our 32 bed emergency safe shelter for victims of domestic and sexual violence. AWARE's emergency shelter was constructed in 1985, with all designated sleeping rooms on the second floor, accessed by stairs only. AWARE currently provides over 10,000 nights of safe emergency shelter per year, which is more than double the amount of nights provided in 2005. AWARE also chairs a local team of providers, Juneau's Disability Abuse Response Team (DART), focused on increasing resources for victims of abuse who also experience disabling conditions. Through this work, AWARE has increased the number of shelter participants served who experience physical disability, including: persons requiring wheelchairs/walkers, persons with visual impairments, persons with seizure disorders and traumatic brain injury, and others who struggle with temporary or permanent injuries from abuse that restrict mobility. The accommodations AWARE has made in order to shelter this population fall short of addressing the ongoing safety and dignity of these participants. AWARE's Shelter Accessibility Project aims to modify our building in order to increase our capacity to serve persons with disabilities, and improve the experience of shelter for those survivors who are served at AWARE's safe emergency shelter.

How is the project serving those of low/moderate income?

Approximately 100% of women and families[1] currently utilizing AWARE's emergency safe shelter are of low income. Of those women, a further 25% identified as low or no income **and** experiencing a disability that limited activities of daily living. AWARE identified 41 shelter participants as chronically homeless according to HUD definitions during FY17, 100% of whom experienced a disabling condition. These 41 participant[1]s have had more than 4 bouts of homelessness totaling over 12 months in the past three years. Several of those participants identified as no income, with 10+ years of homelessness. AWARE's safe emergency shelter serves as a transition point for survivors of abuse to separate from abusive partners and/or access services needed to achieve greater independence. Shelter provides a safe place to sleep, eat and gain information needed to plan for their future. Most of our participants have experienced poverty as children and adults, and have few models of financial independence available to them. In our shelter, we are able to provide for basic necessities of living, granting survivors the opportunity to think about more than then the desperate need for immediate safety, food and shelter. From a stable base, participants can access public assistance, employment opportunities, and housing resources.

[1] All data referenced in this section are collected from internal AWARE records. Documentation available upon request.

Anticipated Total Project Cost:
The total project cost is estimated at $315,000. This includes project design and construction costs.

Matching Funds Available:
Matching funds are available through the Alaska Mental Health Trust Authority, the Rasmuson Foundation and local fundraising efforts.

Project Readiness:
During the summer of 2017, AWARE engaged in-kind services from a local architect, Zane Jones, to complete several conceptual plans of potential renovation to achieve accessibility goals. The space was further reviewed by the accessibility specialist at SAIL, confirming the scope of the project. AWARE also has architectural drawings from a prior project that was not implemented, detailing possible expansion to the existing shelter structure. While none of these plans represents a completed set of architectural drawings, they do provide a basis from which to estimate costs and a timeline for construction. Because the renovation would not disturb the main areas of the shelter, including existing bedrooms/bath and kitchen areas, the work can be completed as soon as design and construction are secured.

Contribution of project:
AWARE recognizes the differences inherent in "making do" for survivors who experience disabilities versus providing appropriate, dignified facilities that encourage independence and empowerment. For example, persons in wheelchairs cannot access the shelter via the front door. The existing wheelchair ramp enters into a vestibule where the shelter garbage cans are stored. There is no defined "bedroom" space on the ground level, so all participants who cannot navigate stairs are accommodated by a wheeled cot, sofa or twin bed in a partitioned area of the children's playroom. If we have more than one participant at a time with mobility issues, we often work to relocate the participant because we recognize that the physical space is severely limited. The ground floor accessible bathroom, with the correct turning radius for a wheelchair, does not have a shower. The ground floor restroom with a show does not have room for a wheelchair. The current physical space represents further indignity for persons with limited mobility. We hope to create a space that better serves the needs of persons experiencing disability, aligns with our philosophy of personal choice and empowerment, and increases our capacity to provide potentially life-saving shelter and advocacy services to survivors.

Goals of this project include:

- safety, sobriety and stability for survivors experiencing disabilities
- a welcoming physical shelter environment that encourages survivors with disabilities to access services, rather than presenting additional barriers to service
- increased capacity to serve participants with mobility needs
- autonomy, increased self-confidence and empowerment for survivors with disabilities

For too long, AWARE has "made due" with creative, but temporary and insufficient, physical accommodation for persons experiencing disabilities. Living in shelter is difficult for anyone, but those difficulties become actual barriers when the space is not accessible. The result is that persons experiencing disabilities continue to live on the street, or in unsafe homes, or with abusive caregivers instead of seeking the services to which they are entitled. AWARE's overriding goal with this project is to increase the likelihood that survivors will make contact with AWARE to engage services, feel comfortable and dignified when utilizing shelter space, and achieve safety and independence as a result of our assistance partnered with their own determination and empowerment.

REACH INCORPORATED
Phone (907) 586-8228
Fax (907) 586-8226

213 Third Street
Juneau, AK 99801
www.reachak.org

RECEIVED
SEP 11 2017
PERMIT CENTER/CDD

September 8, 2017

Christine McNally, Planner II
CBJ Community Development
155 S Seward Street
Juneau, AJ 99801

Dear Ms McNally,

On behalf of REACH, Inc., I am pleased to submit our application for funding from the Federal Community Development Block Grant Program. For nearly 40 years, REACH has served residents of Juneau and its surrounding communities who live with intellectual and developmental disabilities. We do this through a variety of programs including Supported Living, In-home Support, Infant Learning, Employment, and more. One of our most important programs is Community Living, which provides them with the independence and freedoms we all want and deserve.

Because of Community Living, we are able to support individuals with disabilities in their own apartment, home, and in REACH owned group homes. As a result, these low-income individuals, primarily SSI/SSDI recipients, are a part of their community, they acquire and retain life-skills that many of us take for granted, learn to navigate their community, shop, use public transportation, attend events, make decisions, and participate in ways that are important to us all.

One of our homes, 9377 Northland, is in need of renovation and requires a variety of updates and repairs in order for us to reopen it for occupancy. Attached, please find estimates and descriptions of the required work, and some photos of the property. With your support, Northland will once again be home to four low-income individuals living with developmental and intellectual disabilities and provide jobs for support staff. We are requesting $250,000 toward this project.

Warm regards,

Millie Ryan

Millie Ryan
Executive Director

REACH, Inc.
213 Third Street #206
Juneau, Alaska 99801

Joann Flora JF
Fund Development Director
W 907-796-7202 ~ C 907-500-3760

REACH, Inc. honors and respects the people we serve by promoting choice and well-being through advocacy and services

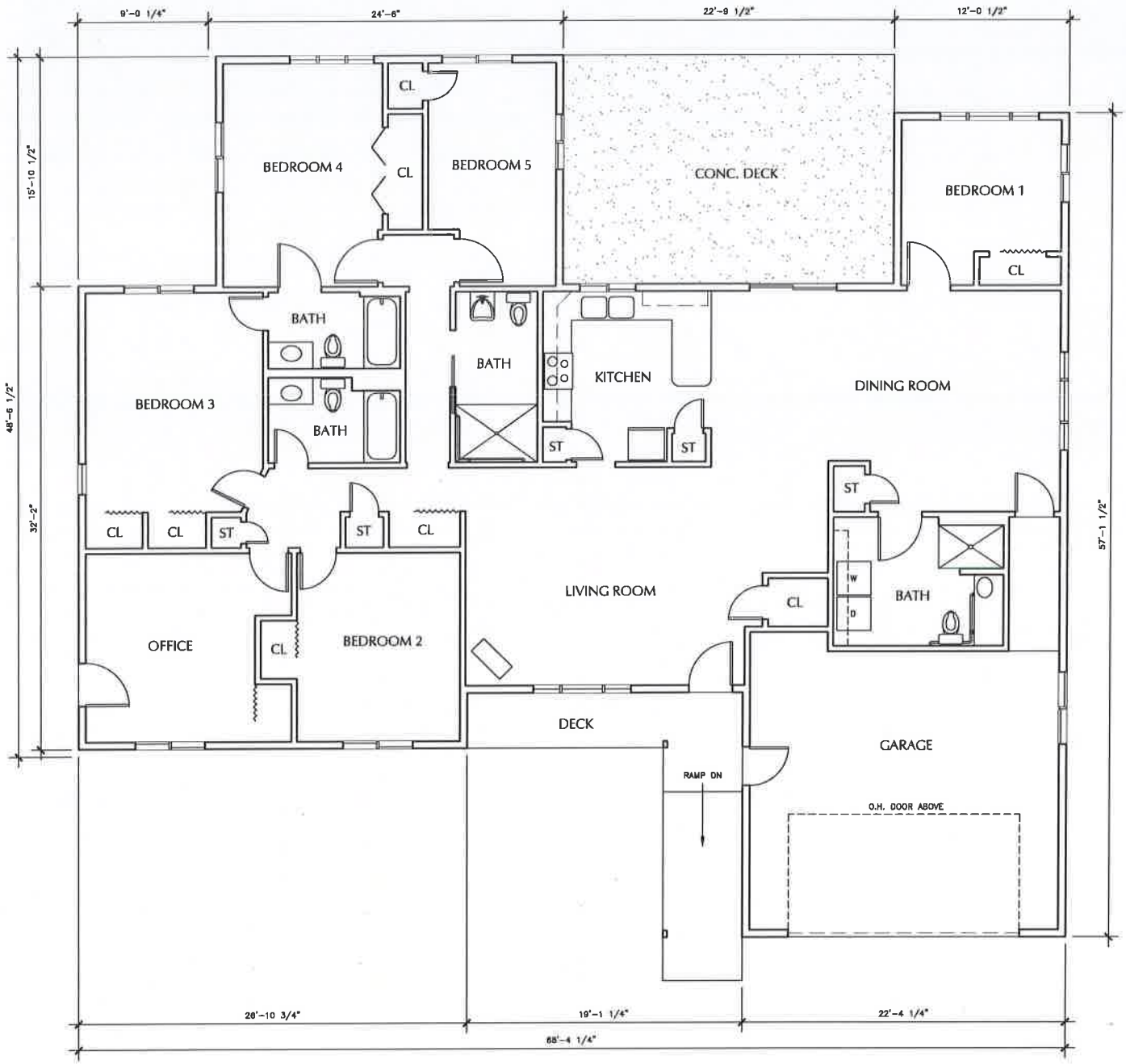
United Way

NORTHLAND GROUP HOME RENOVATION PROJECT **REACH, INC.**

EXTERIOR		
Tree trimming	$ 2,000.00	Clear from front & rear roof
Front door, insulated fiberglass, 36x80, w/screen	$ 2,000.00	Includes disposal of existing door
Replace/repair fence - may be able to share cost with all affected neighbors	$ 5,000.00	Repair and replace as needed
Rot repair	$ 20,000.00	Repair rot damage under old office door
Drainage improvements	$ 5,000.00	
ADA Egress improvements	$ 12,000.00	ADA egress route from rear exit around house to driveway
Replace kitchen cabinets, counters, and sink	$ 15,000.00	
Sprinklers for fire protection	$ 20,000.00	City supply to crawl space of home
Install 2" water from street valve to building	$ 10,000.00	Incs disposal of old system,
Install new water lines & water heater	$ 12,000.00	Demo and replace copper domestic water supply, upgrade to meet code, mechanical engineering and tempering valve
Roof - clean & repair as needed	$ 10,000.00	Includes gutters
new electrical panel	$ 10,000.00	
Window replacement (3)	$ 4,500.00	Double pane, sliding vinyl
Driveway, 1,866 sf	$ 20,000.00	Remove/dispose of existing broken concrete, regrade, pave with ashpalt
INTERIOR		
Replace moulding	$ 6,000.00	New trim materials already on site
Paint interior walls, trim, doors	$ 15,000.00	
Replace shower surround and tile floor	$ 3,000.00	Dispose of old surround
Replace various light fixtures	$ 4,000.00	Upgrade to LED
Widen hall and bedroom 2 doorway	$ 4,000.00	To ADA specifications
ADA bathroom improvements	$ 5,000.00	To ADA specifications
New bathroom vanities and cabinets	$ 4,000.00	Includes disposal of removed items
Replace 2 bathroom tub surrounds	$ 4,000.00	Includes disposal of removed items

OVER

OS



A FLOOR PLAN
SCALE: 1/4" = 1'-0" D:\CAD\1403

0 2' 4' 8' 12'
1/4"= 1'-0"

A.E. Rogers
ARCHITECTS, LLC
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AS-BUILT PLANS

STATE OF ALASKA 49th Alan E. Rogers No. A-5582 PROFESSIONAL SEAL
02-28-14

AK Plan Review No.

AS-BUILT PLANS
REACH GROUP HOME
9377 Northland Street
Juneau, Alaska 99801

Number	Date	By	Description of Revisions

Sheet Title
FLOOR PLAN
EXISTING PHOTOS

Scale AS SHOWN (HALF SCALE AT 11X17)
Designed AER Drawn AER
Date FEB 28, 2014 Checked AER
Approved By AER Job Number 1403

Sheet Number
A1 OF 1

Date: October 19, 2017
To: Assembly Committee of the Whole
From: Alexandra Pierce, Project Manager, Parks & Recreation
Subject: Parks & Recreation Master Plan Update

Attached is an update on the Parks & Recreation Master Plan. As you are aware, we are engaged in a long-term planning process to determine the community's priorities for Parks & Recreation over the coming decades, translate those priorities into an overarching vision, and develop a road map to achieve that vision. The final document will be easily updatable and will recommend actions to be completed over the next ten years. The project includes five phases; we are currently in Phase 4, and will be submitting a draft plan for public review in early 2018:

- Phase 1, Project Planning: March – September 2016
- Phase 2, Public Consultation: September – December 2016
- Phase 3, Preliminary Recommendations: January – September 2017
- Phase 4, Draft Master Plan: October 2017 – March 2018
- Phase 5, Final Master Plan: April – June 2018

In his presentation to the COW, Kirk Duncan will give you an overview of the planning process, and of our findings to date. There will be a question and answer period following the presentation. This update is a follow up to the memo and draft recommendations you received in July. The attached document provides more detail on the current status of the plan, some of the emerging themes from the public process, and how those themes will be translated into goals and recommendations in the draft plan.

Parks & Recreation (Parks & Rec) is in the process of developing a new Parks & Recreation Master Plan (Plan) to help guide the department over the next 10-20 years. This is a high-level visionary document that sets a long-term direction for parks and recreation services in Juneau and provides a roadmap to achieve that vision with policies and recommendations to be executed over the next ten years. The most recent Parks & Recreation Comprehensive Plan was adopted in 1997, with the recommendations chapter updated in 2007. Since the completion of the 1997 plan, several new facilities have been constructed or acquired and shifts in community demographics, needs and priorities have not been assessed in relation to parks and recreation. The objective of this project is to identify how the department can best serve the needs of Juneau residents and address gaps in the system to help us meet those needs.

Why do a Plan?

The Plan will provide an overarching vision for Parks & Rec in Juneau and identify needs and priorities. It will include goals and recommendations about individual programs and facilities, but will not include detailed action plans for these recommendations. Some issues will be addressed in parallel or projects, such as a parks inventory, or subsequent projects, including a fees and charges strategy and a trails master plan. The final document will be a critical decision making tool for the department. The decisions we make today will impact how we administer our programs in the future and it is important to pay attention to both the community's immediate needs and its long-term goals when deciding how to administer our resources.

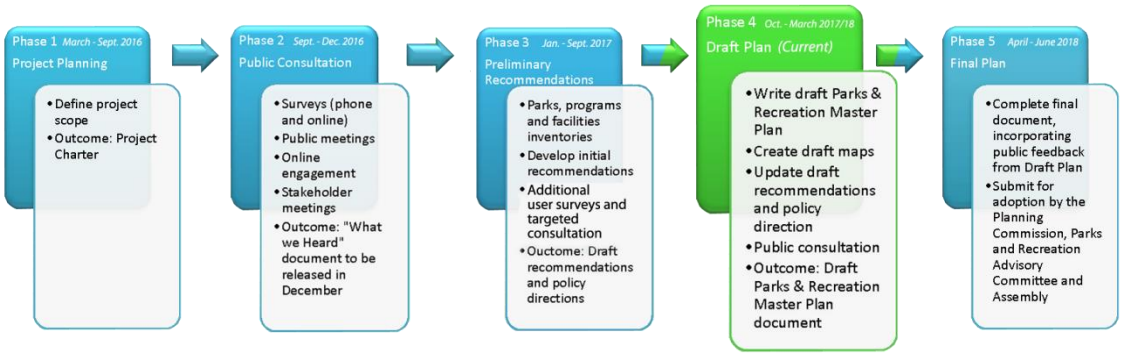
Parks & Rec manages our own programs and services and helps facilitate activities provided by other service providers. We partner with these organizations, providing space, scholarships, support, and sometimes collaboration on programming. As part of our public consultation, we reached out to our partners to learn about their goals and priorities and ensure that their needs are reflected in our policy document.

Parks & Rec benefits the community and we want to ensure we are maximizing public value in the programs and services we provide. The Juneau Economic Development Plan identifies building the senior economy and attracting and preparing the next generation workforce as economic development priorities. Quality of life is an essential component of maintaining a vibrant community and retaining and developing talent in Juneau. The community conversation around recreation priorities provides an opportunity to ask residents about current and future needs, as well as opportunities to maintain a healthy, vibrant, and attractive community.

The Plan will focus on the core functions of Parks & Rec, though the department manages other CBJ functions. The following deliverables and tasks are managed by the department but excluded from the project:

- **Fees and Charges/Cost Recovery**
  - Parks & Rec will define a fees and charges policy and cost recovery targets in a separate but related project to be completed following the Plan process.
- **Parking**
  - Parking is administered by Parks & Rec, but is also managed in some way by nine different CBJ departments. CBJ is in the process of evaluating parking services and programs. The parking function is outside of the core scope of the Parks and Recreation department and therefore is excluded from this project.
- **Centennial Hall**
  - Centennial Hall has a facility plan drafted in 2004 that is still relevant to current operations. Any public comments received during the Plan consultation process is being forwarded to the manager for review and possible action.
- **Building Maintenance**
  - Building maintenance is controlled by Parks and Recreation but touches every other municipal department. It is outside the core scope of Parks and Recreation and will be excluded from this project.

Timeline



What we Heard

In December of 2016, Parks & Recreation issued a document titled "What we Heard" that compiled the results of public and stakeholder consultation conducted over the preceding months, through the following channels:

- **Public Surveys** – McDowell Group was contracted to conduct phone and online surveys. The phone survey sampled 500 Juneau households and included calls to both landlines and cell phones. The phone survey is statistically valid at a 95% confidence interval. The online survey was administered via PlaceSpeak, our public consultation platform, and received over 300 responses. While the phone survey constitutes a random sample, online survey respondents self-selected.
- **Stakeholder meetings** – Parks & Rec staff met with over 30 stakeholder groups to discuss the Master Plan process and to collect feedback on each group's specific use of our facilities and services; alignment of long-term goals and plans; and ideas for improvement. The goal of these meetings was to ensure that our partners' long-term priorities are reflected in Parks & Rec's policy document.
- **Public Meetings** – Parks & Rec staff held 5 public meetings throughout Juneau during October of 2016. The public meetings included a short presentation as well as large format boards with information about our facilities and programs. Attendees were asked to fill out a card with a brief poll and any comments.
- **Online Engagement** – Parks & Rec contracted PlaceSpeak for online engagement services. At the time of this report, 523 residents have registered with PlaceSpeak and connected to the Master Plan topic, and 2800 have viewed the page. These residents were able to view a video of public meeting presentation, and read background information about the topic. Connected residents were able to take the online survey, and participate in discussion forums; they will receive updates and other opportunities to provide feedback as the project moves forward. We are currently using PlaceSpeak to gather more specific information as a follow up to previous outreach. We recently wrapped up a survey about dog parks and are currently administering a survey on youth and senior activities.
- **Initial Group/Special Committee** – A group of Parks & Rec stakeholders and informed community members were convened in the scoping phase of the project. These individuals provided guidance on the project plan and public consultation strategy. This group was disbanded after their third meeting in September 2016. A special committee of the Parks and Recreation Advisory Committee (PRAC) was be convened in January 2017 to serve as a working group for the Master Plan. This committee will be demographically representative of Juneau and will provide feedback on detailed sections of the Master Plan.

The document did not make specific recommendations, but did identify emerging themes. These themes, presented alphabetically and not necessarily in order of importance, were further analyzed to inform the recommendations that will ultimately form the backbone of the Plan. Key recommendations and updates, where appropriate, are listed under each theme:

- **Affordability**
  Many residents feel that Parks & Rec facilities and services should either be free to everyone or specifically to low-income residents; 17% of adult and 29% of youth phone survey respondents who do not participate in an activity they would like to reported money as a barrier to participation. Several individuals cited a free recreation facility in Ketchikan as an example of something they would like to see in Juneau.
  Recommendations:
    - An additional public process will be needed to determine a fees and charges strategy for Parks & Rec programs, services, and commercial permits. It is our responsibility to ensure we are striking a fair balance between maximizing cost recovery and financial accessibility for all residents. The fees and charges strategy will commence after the completion of the Master Plan and will include a public process around priorities for funding recreation.
- **Augustus Brown Pool**
  Our public outreach materials stated that Augustus Brown Pool requires $4.5 million in structural repairs in the coming years. A number of residents support keeping the facility open, with several suggesting we close the facility. The public phone survey found that 52% of residents rated Augustus Brown Pool as having very high or high community value and 28% of households reported using the facility in the past 12 months.
  Recommendations:
    - Complete required capital projects to keep Augustus Brown Pool in working order.

  Update:
    - Augustus Brown Pool repairs and upgrades were included in the 1% Sales Tax, which passed on October 3rd.
- **Bike Trails / Paths**
  Biking has long been a popular activity in Juneau, with mountain biking recently growing in popularity. Many residents suggested both mountain bike trails and commuter connections. There was also support for lighted bike paths and a mountain bike skills park integrated into the existing park and trail network. It should be noted that phone survey respondents participated in biking in much lower numbers (12% road biking, 4% mountain biking) than online survey respondents (41% road biking, 33% mountain biking).
  Recommendations:
    - Improve lighting on public bike paths; advocate for improved commuter connections to Parks & Rec facilities; work community partners to find and develop an appropriate site for future bike skills park for all ages and abilities.

  Update:
    - Parks & Rec is currently working with Juneau Mountain Bike Alliance on finding an appropriate site for a volunteer built bike skills park.
- **Community Value**
  Juneau values parks and recreation services**.** The majority of those who provided input felt that Parks & Rec delivers a valuable community service and should continue to be supported. Three quarters (77%) of survey respondents rated parks and recreation as very or somewhat important to their choice to live in Juneau, while 94% of adults in Juneau believe that recreation programs and facilities are a somewhat or very important use of public funds.
  Recommendations
  Complete a fees and charges strategy that determines the best balance of user affordability and fiscal responsibility.
- **Dog Parks**
  Lena Park was identified as a potential off-leash dog park by residents who noted that the fields are not frequently used for baseball or softball and the site could easily be adapted into an off-leash park with the installation of a fence and waste disposal facilities. Residents also requested more off leash areas throughout the community.
  Recommendations:
    - Evaluate and if appropriate establish additional fenced off-leash areas

Update:

- In July, we used the survey function on PlaceSpeak to ask the public more targeted questions about off-leash dog areas and residents requested additional space in the Mendenhall Valley and echoed previous comments about the conversion of Lena Park.

- **Ice**
  The Treadwell Arena currently operates from early morning to late at night and Juneau residents are interested in additional indoor ice, with a number of commenters supporting an addition to the existing facility and others suggesting a new facility in the Mendenhall Valley. Summer use or year-round opportunities at the Treadwell Arena were also important to residents.
  Recommendations:
  - Continue to work with partner organizations to balance ice time needs; provide alternative programming when ice is removed; continue to maintain Treadwell Arena, including replacing the roof; Complete small facility renovations to improve user and spectator amenities

  Update:
  - While ice time at Treadwell Arena is at a premium during peak hours, community support is not sufficient to recommend a second sheet of ice at this time. If demand increases, options for renovation to the existing facility may be explored.
- **Indoor Recreation Space**
  Residents support more indoor recreation space in the form of either another field house type facility or a Parks & Rec controlled gym space. Parks & Rec currently works with Juneau School District to schedule our programs in school gyms and many residents would like to see a facility specifically for community recreation. The existing Dimond Park Field House is managed by Eaglecrest and programming is scheduled by an external board.
  Recommendations:
  - Continue to provide multi-use indoor training/gym space; Provide geographically distributed multi-use indoor gym spaces, with highest priority to new facility in the Mendenhall Valley when resources become available.
- **Lemon Creek**
  Residents recognize the need for additional Parks & Rec programming in Lemon Creek, in the form of parks, trails and recreation opportunities. The area is home to a number of underserved youth and adults and transportation to participate in activities or use facilities can be a challenge, particularly for young people.
  Update:
  - Parks & Rec staff contributed to the Lemon Creek Area Plan, (adopted??) which recommends expansion of park space, improved bike connections to Twin Lakes and other nearby Parks & Rec amenities, and trail improvements.

  Recommendations:
  - Develop additional park space in Lemon Creek; Expand services to include transportation to sports activities, particularly for youth residing in Lemon Creek and other neighborhoods with a large concentration of young people and few recreation amenities
- **Maintain what we have**
  Juneau residents are aware of the current local and statewide budget situation and many feel that it is irresponsible to take on additional capital projects or commit to new spending at this time. These residents believe that Parks & Rec should focus its efforts on maintaining existing parks, trails, and recreational facilities to a high standard and do not support the development of new facilities.
  Recommendations:
  - Maintain our parks to the standards prescribed in the parks inventory; complete parks CIP projects as prioritized in the parks inventory, avoid deferring needed maintenance.

  Update:
  - Parks & Rec asset management is largely a building maintenance function, but consideration of maintaining our assets including facilities, parks, and trails is a critical function of the department and will be covered in the Plan.

- **Off Road Vehicles**
  We received a number of comments in support of an ORV park somewhere in Juneau, with several comments against building such a facility. It is currently illegal to operate ORVs on CBJ park lands. While most comments in support of an ORV facility did not identify a specific location, the comments against tended to specifically site the Hendrickson Natural Park area in North Douglas where an ORV park was previously considered. Relatively few residents (2% of phone survey respondents and 9% of online survey respondents) mentioned ORV motorsports as an activity they currently participate in, but 5% of adults who took the phone survey and 12% of those who took the online survey described ORV use as an activity they do not currently participate in but would like to; ORV trails or a park were cited by 15% of residents who said the CBJ should invest in recreation assets or facilities in the next 10 years.
  Recommendations:
  - As a constituency continues to develop for ORVs and other specific uses, the Parks & Rec department will work with the user group to assess viability and options; Encourage ORV community to organize and set priorities for future ORV development; Work with ORV user groups and neighbors to identify acceptable areas for ORV activities; Facilitate development of viable opportunities for ORV recreation.
- **Partnerships**
  A number of residents noted the importance of working with local partners to enhance the Juneau service network. Sports organizations, cultural communities, social service partners, education providers, and government agencies were all identified as potential partners.
  Recommendations:
  - Continue working with community partners to provide ADA accessible facilities and/or adaptive programming for residents with disabilities
  - Manage demands for facility time fairly, with youth activities taking highest priority
  - Encourage collaboration between community partners and internal collaboration between Parks & Recreation facilities and programs
  - Balance needs of community partners operating at the Eagle Valley Center to ensure that services are complimentary and provide the best possible array of opportunities for the community
  - Encourage and support community partners in fundraising initiatives to make improvements to parks, trails and recreational facilities
  - Encourage and foster collaboration among and with community partners on trail projects
  - Provide leadership to trail user groups in navigating land management issues
- **Pipeline Skate Park**
  Pipeline Skate Park ranks third in frequency of facility use, meaning that of households that use Parks & Rec facilities, skate park users visited the facility frequently; with an average of 22.7 visits per year. The skate park needs roof and drainage repairs. Residents were vocal about the need to address these issues and also suggested improvements including outdoor hardscapes and new ramps. Several individuals suggested a second skate park downtown or in Douglas. Pipeline has a dedicated user group with a history of leading fundraising initiatives for repairs and upgrades.
  Recommendations:
  - Complete roof repairs; continue to work with the user group to support fundraising efforts and make necessary improvements.
- **Restroom Facilities**
  We received a number of requests for additional restroom facilities at parks and trailheads and for permanent facilities at some sites, notably at Capital School Park.
  Recommendations:
  - Evaluate which parks require restrooms and add to CIP budget
- **Seniors**
  A number of residents made general comments about doing more for our seniors for about additional programming for seniors. More specific requests cited the importance of Augustus

Brown Pool to local seniors and the need for more trails and parks with benches and easy grades for seniors and others with mobility issues.

Update:

- A survey is currently underway to evaluate community requests for seniors programming, results will inform additional recommendations/

- **Support for Underserved Residents**

  The need to identify underserved communities and develop a strategy to eliminate barriers to participation for underserved residents is a stated goal of the master planning process, and Juneau residents agree, with many citing specific cultural communities and others stating a need for programs for at-risk youth, after school programs, and expanded programs to make recreation more affordable to all Juneau residents. One third of adult phone survey respondents and one quarter of youth do not participate in recreation activities they would like to; with finances, (17% of adults and 29% of youth) and transportation (18% of youth) identified as barriers to participation. Several commenters suggested that CBJ could improve transportation to recreational facilities for youth. Parks & Rec and other community service providers offer youth scholarships, and these programs can be enhanced to be more streamlined for applicants and visible in the community.

  Recommendations:

  - Continue to work with community partners to simplify youth activities scholarship process for low income families; expand youth scholarship programs and explore options for linking programs to free and reduced lunch list.
  - Continue to work with and engage community partners within the youth programming domain.
  - Expand services to include transportation to sports activities, particularly for youth residing in Lemon Creek and other neighborhoods with a large concentration of young people and few recreation amenities.

- **Trail Maintenance and Upgrades**

  In the past 12 months, 89% of Juneau residents used Juneau trails for walking, hiking, running, cross country skiing, biking and other forms of recreation; with 78% ranking city trails as high or very high value to the community. Hiking is overwhelmingly the most popular recreational activity in Juneau with 53% of phone survey respondents reporting hiking in the spring/summer, and 32% reporting hiking in the fall/winter. 81% of online survey respondents reported hiking in the spring/summer, followed by walking at 76%. In the fall/winter online survey respondents reported walking and running at 57% each, followed by cross country skiing at 40%. Many commenters suggested continued maintenance and improvements on existing trails, notably Treadwell Ditch Trail, with others suggesting new trails with a focus on connections between existing networks.

  Recommendations:

  - Trails will be addressed at a high level, but it is a future priority for Parks & Rec to complete a multi-agency trails plan in collaboration with the State of Alaska, United States Forest Service, and Trail Mix. Trail management and funding in Juneau is governed by multiple agencies, and Juneau does not currently have an adopted trails plan, despite 89% of residents reporting using trails. The trails plan is slated to start in 2018.

  Update:

  - Work with State, Federal and Trail Mix partners to complete a multi-agency trail plan that sets trail management objectives, prioritizes trail projects, identifies plans for expansion, articulates a strategy for user conflict, clarifies land ownership issues, sets overarching trail policies, and formally adopts the Forest Service Trail Standards as the best practice for trail development and maintenance in Juneau.

- **Turf Fields**

  Many field users support conversion of existing ball fields to artificial turf. There is strong support for turf baseball and softball fields at Adair Kennedy Park and maintenance and repairs to the existing turf soccer and football field at Adair Kennedy. Expectedly, the Juneau School District and field user groups are proponents of turfed fields.

Update:
- The recently completed Adair Kennedy Park Master Plan includes tournament sized turfed baseball and softball fields.

Recommendations:
- Provide tournament size baseball and softball fields with artificial turf.

- **Youth Activities**
  Numerous residents agree that Parks & Rec provides the "ounce of prevention" against crime, alcohol problems, and drug use and constructive activities for children and adults contribute to a healthy and safe community. Many noted that this is especially true for youth and that affordable youth programs, after school activities, and identification and removal of barriers to participation for disadvantaged youth are important functions for Parks & Rec. A number of residents also feel that youth sports are valuable to all the community's children and should continue to be supported. Outdoor programs for youth, indoor programs for youth, afterschool programs for youth and summer youth programs were the top four most important investments in programming cited by phone survey respondents; online survey results also prioritized youth activities.
  Update:
  - A survey is currently underway that asks for more specific information regarding types of youth program offerings including outdoor programs, pre-kindergarten programs, and potential expansion of the BAM after school program. Current recommendations include general expansion in all these areas, and we are now in the process of assessing specific community needs.

<u>Mission, Vision, Guiding Principles</u>

These statements will shape the direction of the Plan. The mission is what we are seeking to accomplish with the planning process, the vision is our long-term, overarching goal for the process, and we will consider all plan elements in terms of the guiding principles. We provided current department mission and vision statements, and guiding principles from another community's master plan. These were refined into the statements below:

- Mission Statement
  To establish Parks & Recreation's role as an essential partner in a healthy community
- Vision Statement
  Guiding future decisions to provide the highest possible quality Parks & Recreation facilities, programs and services for all regardless of age, income, or ability
- Guiding Principles
  - The Parks and Recreation Master Plan will guide the department in:
  - Promoting community engagement, health, and wellness
  - Managing our assets effectively
  - Ensuring financial sustainability
  - Supporting community partnerships
  - Engaging youth and encouraging lifelong recreation
  - Serving the needs of a diverse and changing population
  - Fostering environmental stewardship
  - Increasing cultural awareness

Guiding principles inform goals, which in turn, inform recommendations. Policy statements form the goals and objectives of the plan. Recommendations are specific, measurable action items to be completed over the coming years. Recommendations are divided into three categories: required actions, recommended actions, and potential actions. Required actions are needed tasks and improvements and are generally short-term. Recommended actions are improvements to our programs and services to be made as time and funds become available. Potential actions are generally longer-term, higher cost items that are desired by a community group and may become more feasible in the future. Recommendations are also categorized as short-term (0-5 years), medium-term (5-10 years) or long-term (10+ years), and include a capital budget estimate where possible.

Inventories

The parks, programs and facilities inventory benchmarks Juneau's parks & Rec services against national guidelines and similar communities, and looks more closely at our current program offerings against community interest and demand.

- **Programs**
  We are reviewing our program offerings and reaching out to the public with more targeted consultation around youth and senior activities. The outcome will inform future collaboration opportunities with community partners, and modifications to or additions of CBJ run programs.
- **Facilities**
  We are reviewing our facility offerings against National Recreation and Park Association Guidelines as well as other remote communities. Additionally we are reviewing facility distribution and community need.
- **Parks**
  The parks inventory is separate, more detailed project that will be summarized in the Master Plan. The scope of work is as follows:

  Conduct a detailed evaluation of the physical condition and functionality of each CBJ managed park. Prepare a summary report highlighting deficiencies, opportunities and recommendations for system improvements. Parks will be considered in terms of the whole park instead of assessing individual pieces of equipment. The CBJ prefers to complete upgrades to entire parks and the outcome of this process will be to create a prioritized list of parks for improvement.
  - Review existing park plans and consider conditions of upgraded parks
  - Rank existing parks in terms of priority for upgrades and repairs
  - Identify critical park projects

  Conduct an analysis of the park system to determine whether Juneau has the right parks in the right locations with the right equipment. Prepare a summary report highlighting deficiencies, opportunities and recommendations for improving the distribution of parks in the CBJ system.
  - GIS exercise to review Juneau park system against national (established by the NRPA). and local (established by the 1996 Parks and Recreation Comprehensive Plan) guidelines
    - Population per type of park or facility
    - Parks and facilities per square mile
  - Update 1996 Parks and Recreation Comprehensive Plan classifications to reflect changes in the park system and to align with NRPA guidelines
    - Existing park classification review
    - Identified park project review (parks that already have developed master plans but construction has not been completed in full or at all)
  - Identify areas with deficiencies or gaps
  - Develop recommendations for closing gaps
  - Prioritize parks for improvement and identify estimated budgets and timelines
  - Parks & Rec has vast land holdings, including parcels that are unlikely to become programmed parks or conservation areas in the future. Identify park lands that do not currently have any infrastructure and with low conservation value, i.e. "stranded parcels" and consider disposal of those parcels that:
    - Do not have environmental protection areas (wetlands, stream corridors)
    - Are outside the urban service boundary
    - Are not steep slopes or avalanche hazard areas
    - Do not have current public use (trails)

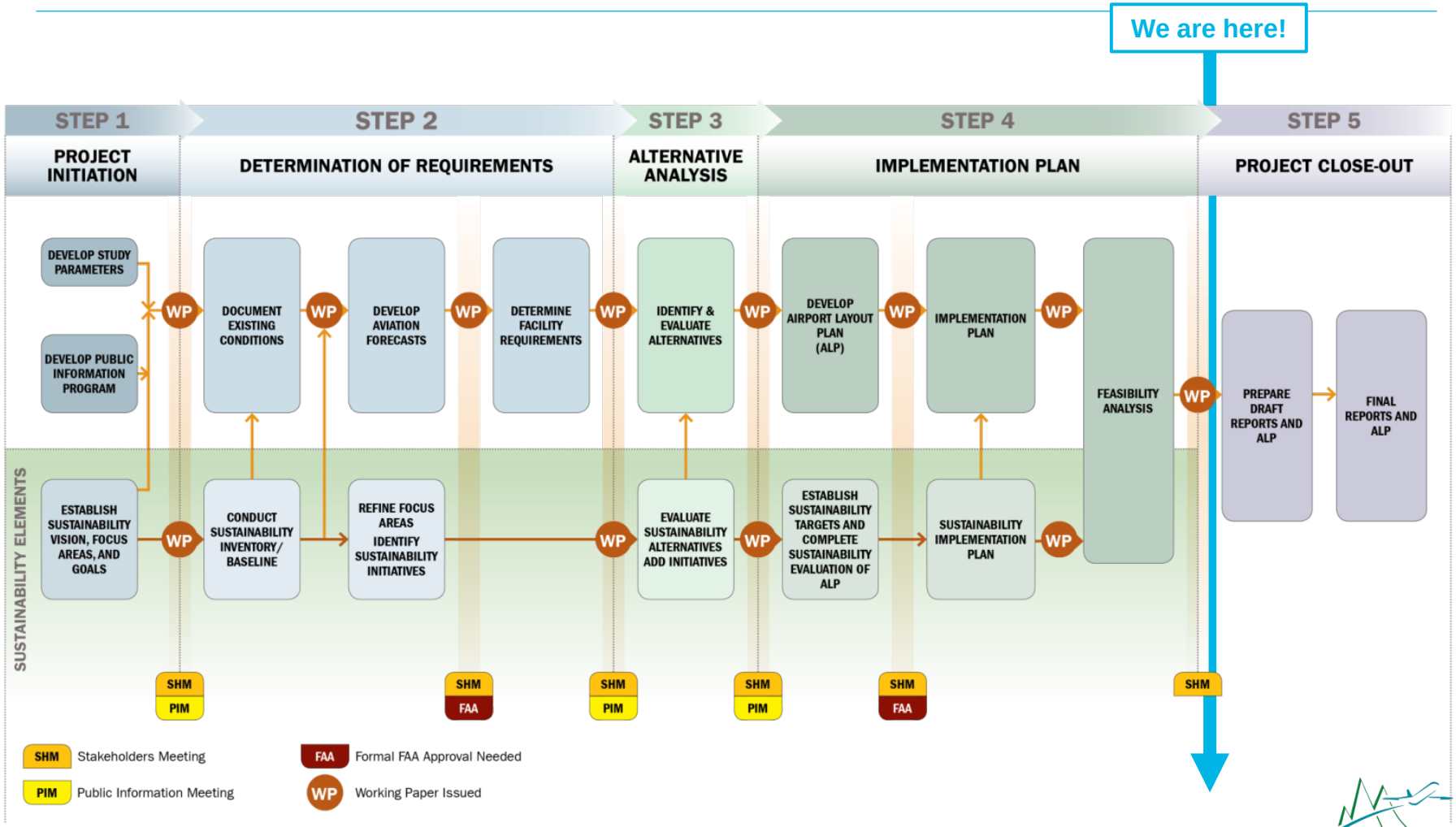
We value continuous improvement and have enjoyed leading a community conversation about how we can adjust our programs and services to align with the needs of the public and our community partners.

Juneau International Airport

Sustainability Master Plan

October 2017

The SMP Process



Coordination To Date

- Four Open Public Meetings
- Five Technical Advisory Committee (TAC) Meetings
- Seven Stakeholder Coordination Meetings
- Six Airport Board Presentations
- Four Committee of the Whole (COW) Presentations

Agenda

- Enplaned Passenger Growth
- Impact On Master Plan Recommendations
- Economic Impact Study
- Financial Implementation Analysis

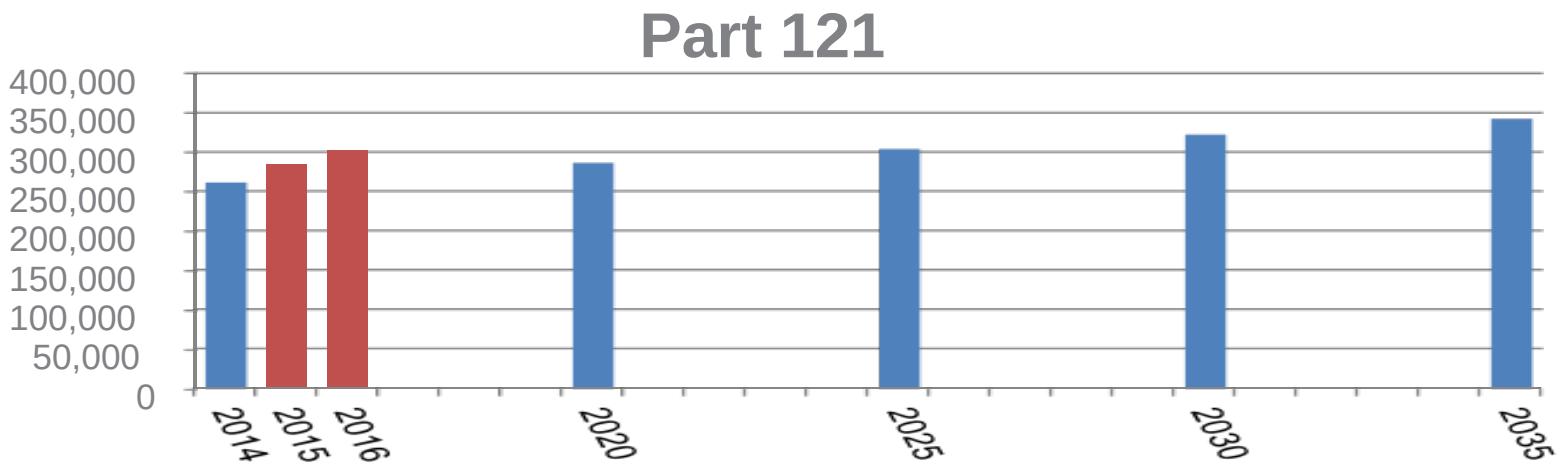
Updated Information

- Part 121 Enplaned Passenger Levels grew quickly in both 2015 (9%) and 2016 (6%).
  - *Delta created additional demand rather than split Alaska's passengers*
  - *Is this growth rate sustainable?*
- 2016 passenger levels exceed forecast 2020 levels.
- On-Demand passengers dropped significantly in 2016. Commuter passengers held steady.

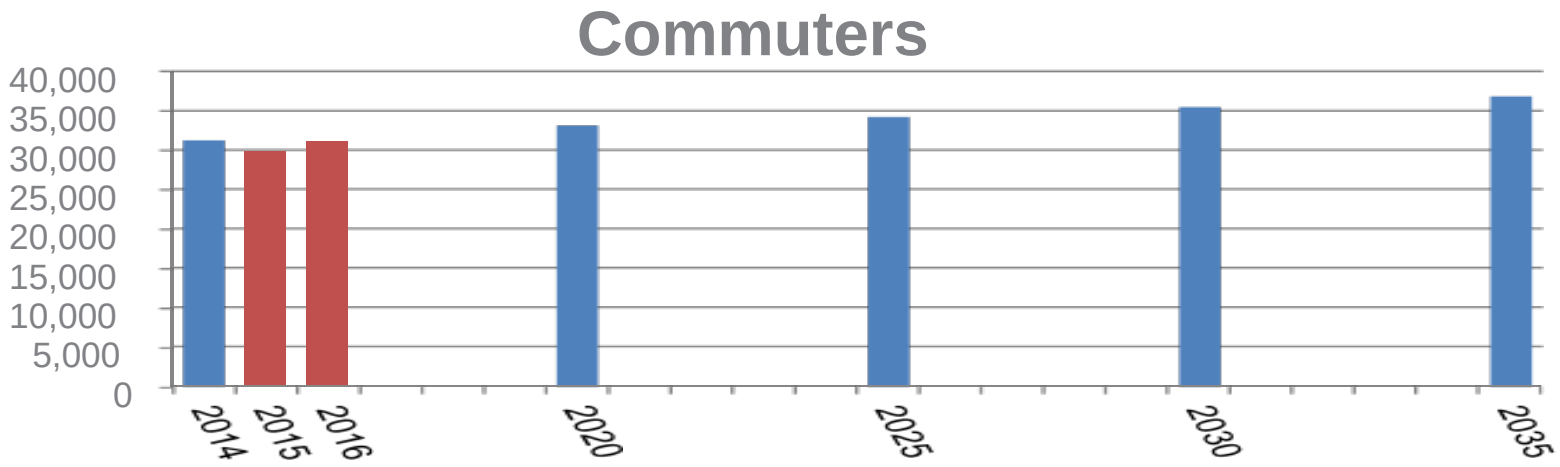
Enplaned Passenger Update

Year	On-Demand	Commuters	Part 121	Total
2014	64,965	31,262	262,252	358,479
2015	71,095	29,895	285,422	386,412
2016	42,737	31,151	302,546	376,434
2020	75,162	33,132	287,289	395,583
2025	83,764	34,212	304,616	422,592
2030	93,374	35,467	323,231	452,072
2035	104,043	36,814	343,272	484,129

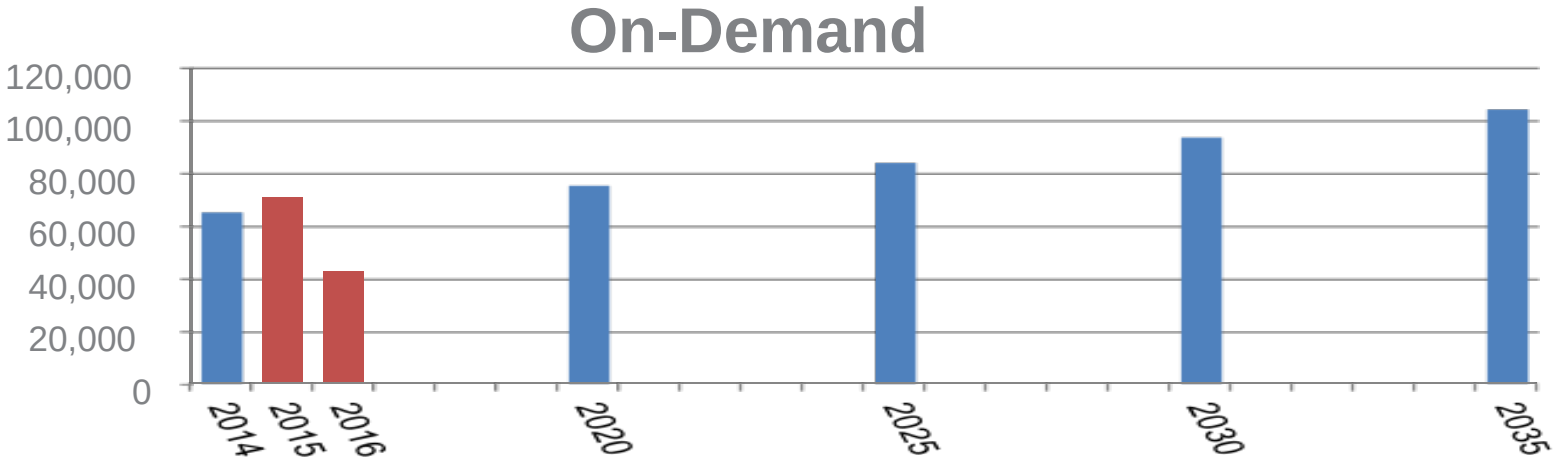
Commercial Airline Enplaned Passengers



Commuter Airline (Part 135) Enplaned Passengers



On Demand Carrier Enplaned Passengers



Forecast Passengers Impact on CIP

Maintenance	Regulatory	Expansion	Sustainability
Purchase new ARFF Vehicle		**Expand terminal gate capacity**	Geo-Loop - NW Area
Parking lot repairs	ARFF Building Modifications	**Improve exit lanes**	Replace airfield lighting with LED
Float Pond Improvement	RSA Improvements	**Terminal Reconstruction - North Wing**	Geo-Loop - NE Area
Sand and chemical storage building	Taxiway A Rehabilitation	**Terminal Renovation - Knuckle**	
Snow Removal Equipment	Taxiway C and D geometry	**Terminal Expansion**	
Terminal Apron Reconstruction	SRE Building (under construction)	**Parking Garage**	
Terminal Improvements	Terminal Security Cameras	**Add air cargo position**	
East end door repair (under construction)	ADA Improvements - Elevators	NE Area Infrastructure (GA Growth)	
Admin/badge office reconfiguration	EVAR Extension	Alex Holden Way hangar area (GA Growth)	
Main stair lighting	Wetland Access Vehicle	Add floatpond storage (GA Growth)	
Repairs to Alex Holden Way			

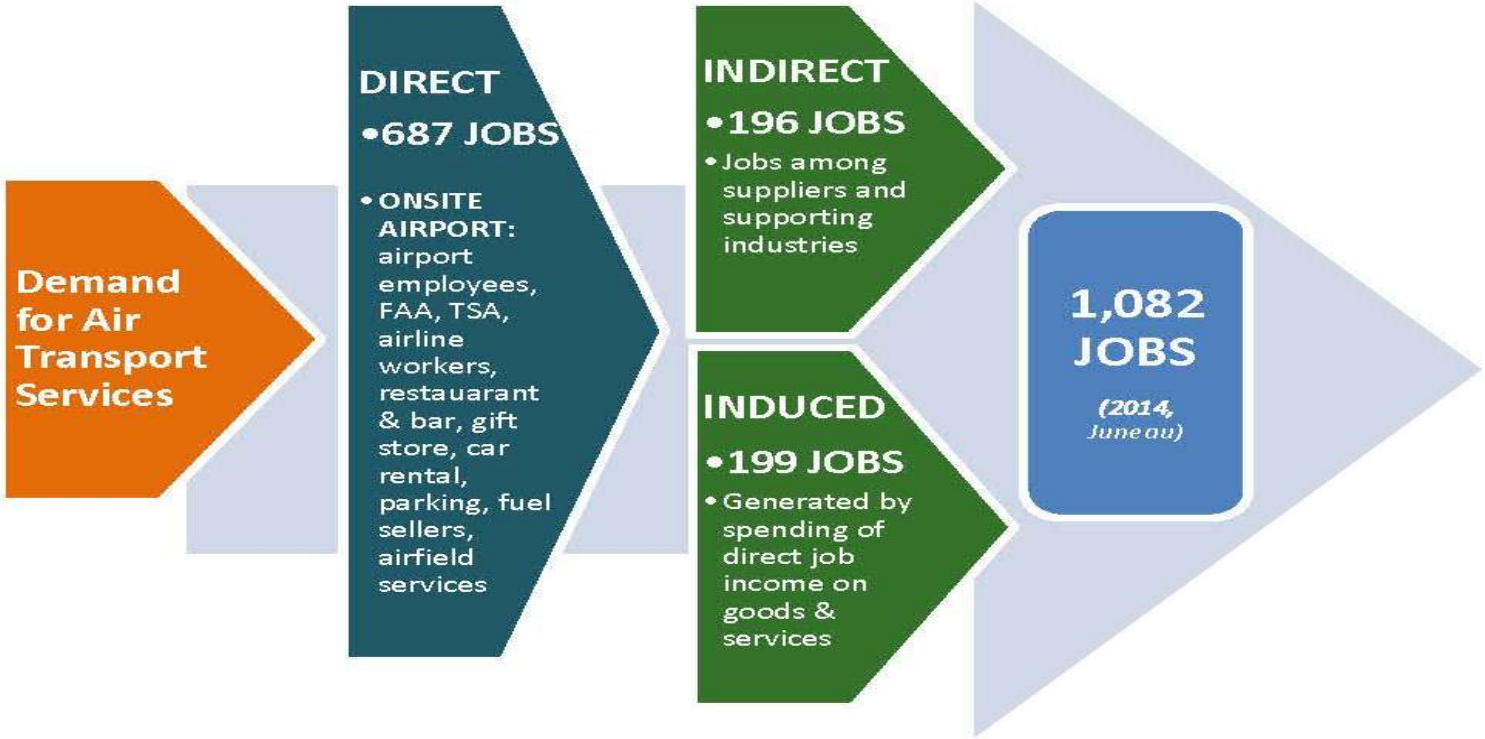
Passenger Growth Impacts

- Impact of this is:
  - *Majority of recommended improvements in the ACIP are safety or maintenance related (not tied to passenger demand)*
  - *Only the terminal design expansion projects and the construction of the parking garage are predicated on passenger demand levels*
- Increased passengers result in increase in annual entitlements and other revenues.

2014 Economic Impact Study

- The combined payroll, capital, and operations and maintenance spending at the airport created 1,082 jobs in Juneau.
- Total labor income for airport workers (private, CBJ, federal) was $63.6 million.
- The operational and maintenance spending and purchases by the airport and airport related businesses totaled $51.7 million. Capital spending that year was $17.5 million.
- Demand for air transportation services and goods at JNU generated $174 million in income and spending.

JNU Job Creation



JNU Economic Contribution

$50.4 m
Direct Income
+
$70.0 m
Direct Spending on O&M, CIP, & Taxes

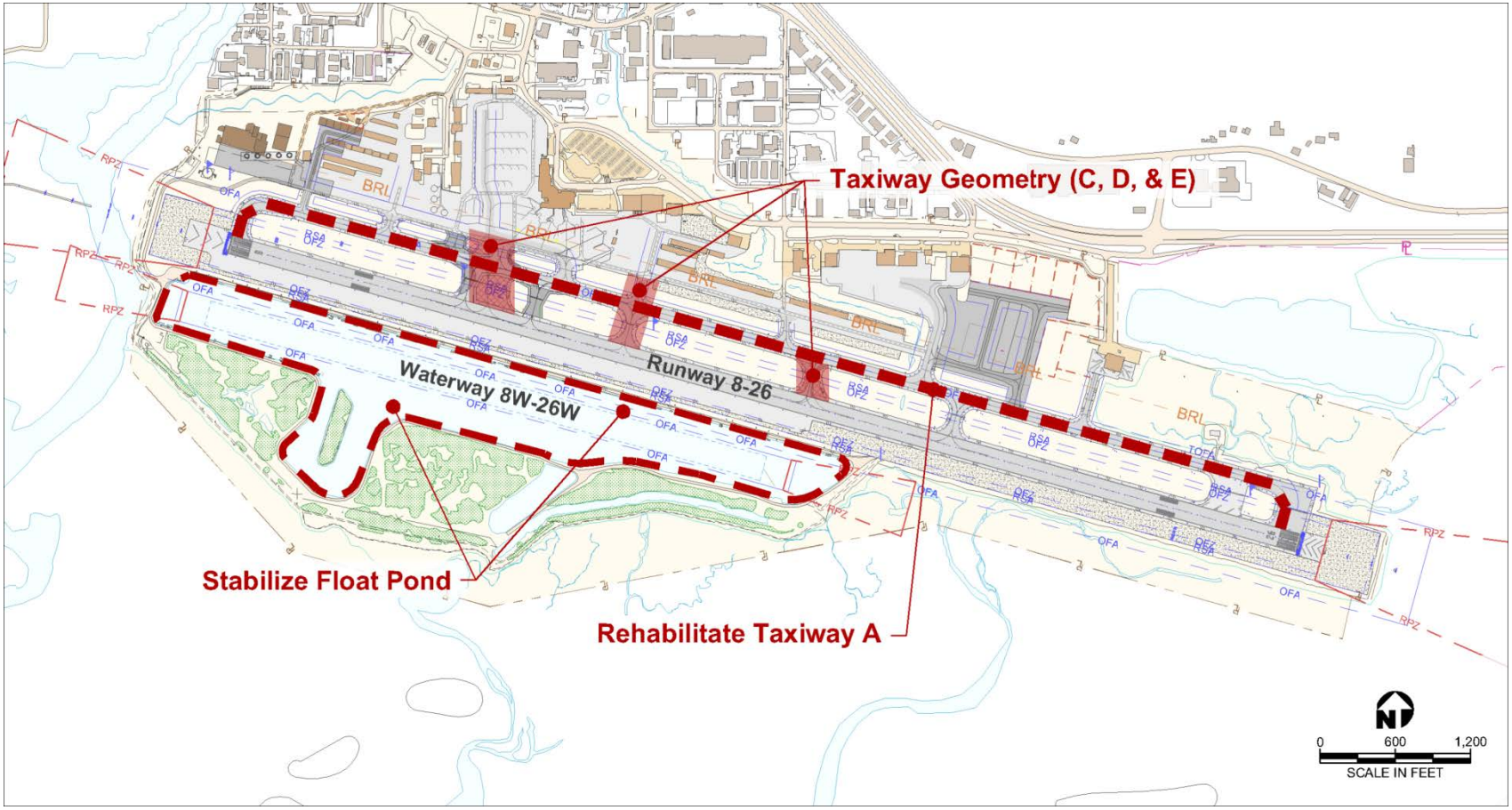
+

$53.3 m
Direct & Induced Labor Income and Spending

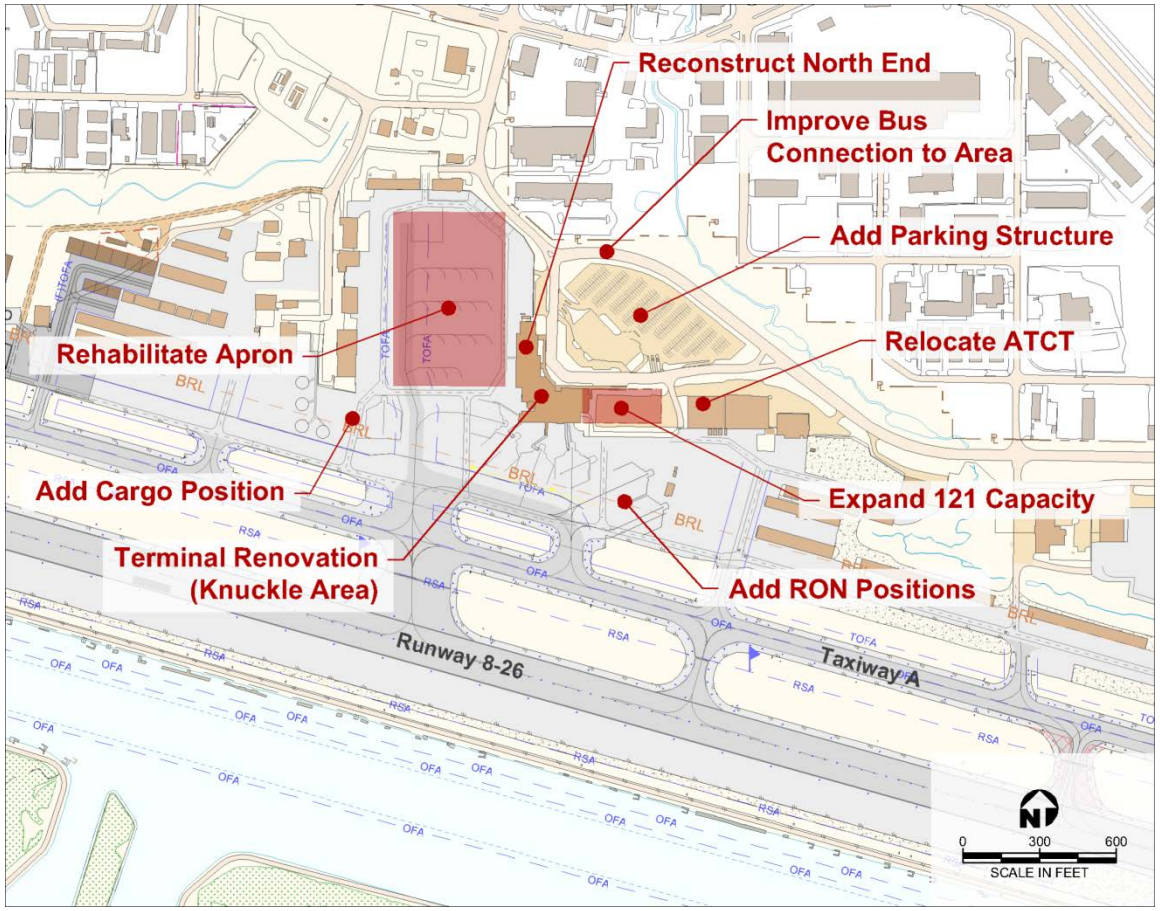
=

$173.7 m
in Total Income & Spending
(2014, Juneau)

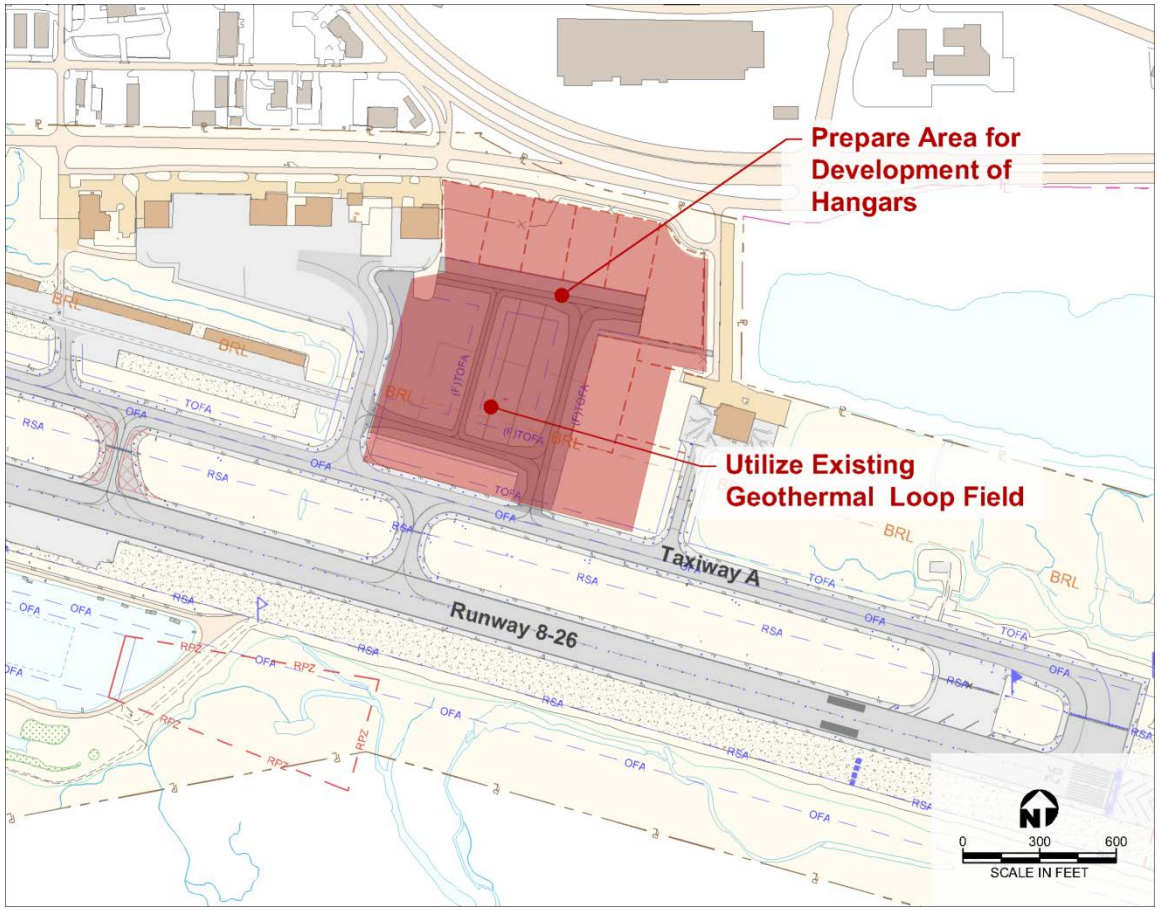
Airfield Recommendations



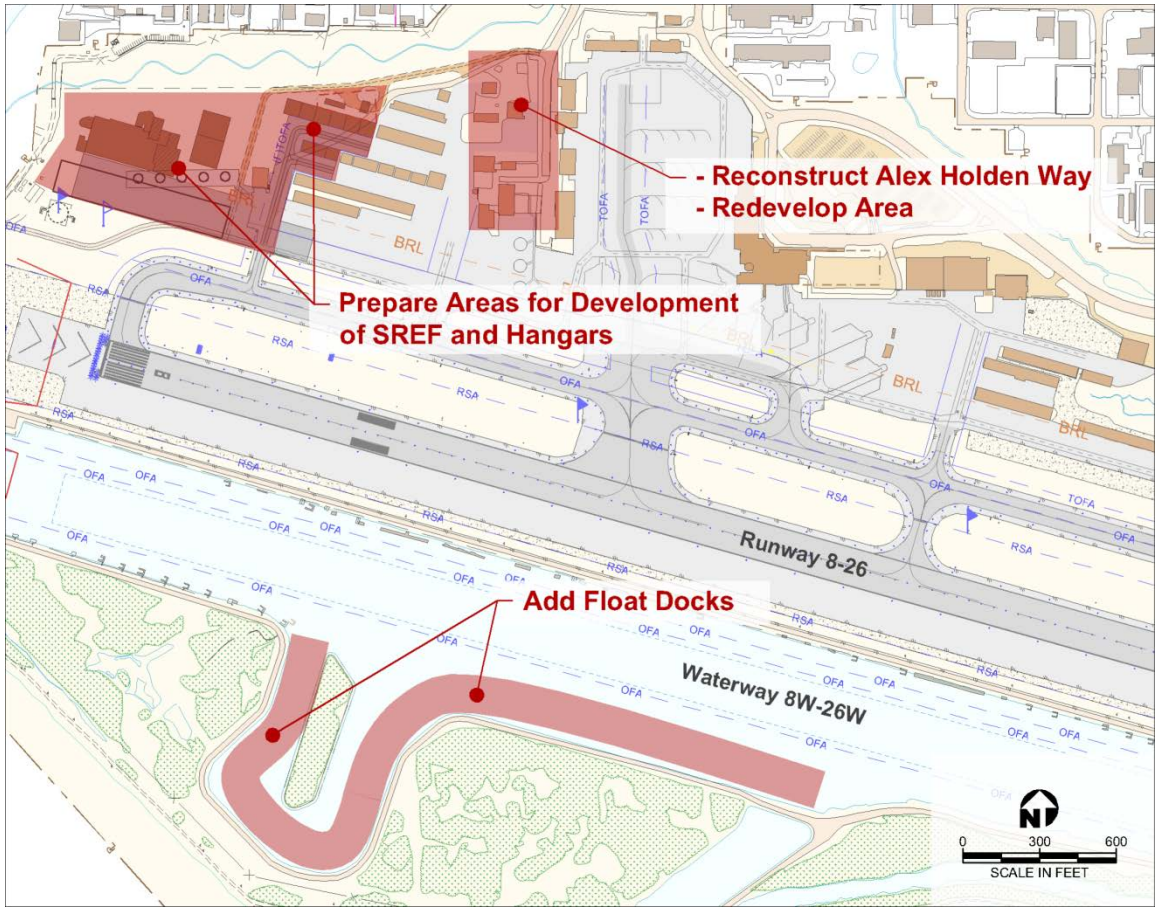
Terminal Area Recommendations



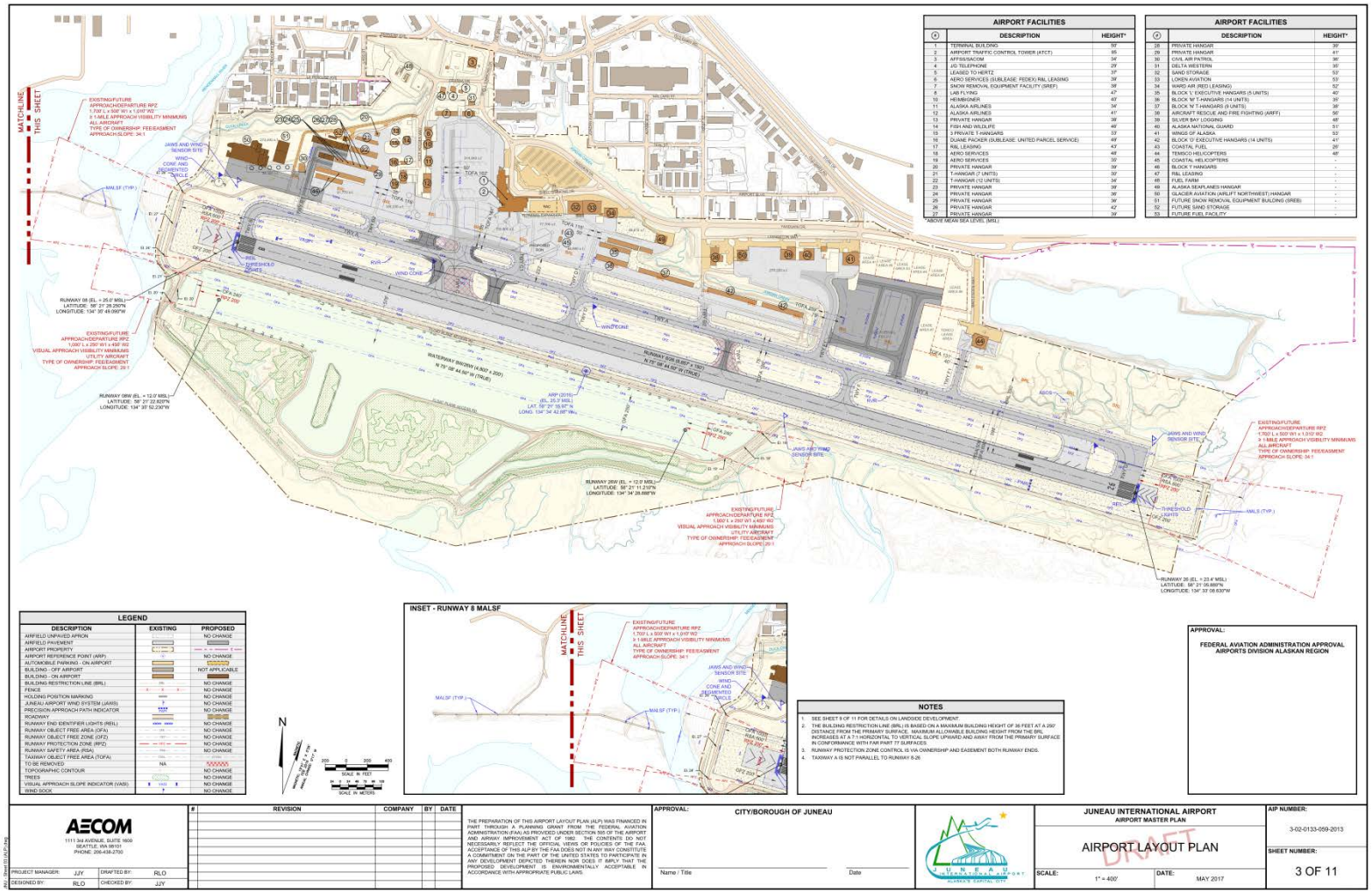
East GA Area


Prepare Area for Development of Hangars
Utilize Existing Geothermal Loop Field
Taxiway A
Runway 8-26
BRL
TOFA
OFA
RSA
RPZ
0
300
600
SCALE IN FEET

West GA Area


- Reconstruct Alex Holden Way
- Redevelop Area
Prepare Areas for Development of SREF and Hangars
Add Float Docks
Runway 8-26
Waterway 8W-26W
BRL
TOFA
RSA
OFA
0
300
600
SCALE IN FEET

Airport Layout Plan (ALP)



Financial Implementation Analysis Objectives

Evaluate JNU's capability to fund the Master Plan Capital Improvement Program (CIP) and finance operations during three phases of capital development

- Phase I (2017 to 2022)
- Phase II (2023 to 2027)
- Phase III (2028 to 2037

Financial Implementation Analysis Approach

- Review Airport documents related to historical financial operating results, capital improvement plans and Airport policies
- Interview Airport management personnel
- Review aviation demand forecasts
- Review cost estimates and CIP development schedule
- Determine sources and timing of available capital funds

Financial Implementation Analysis Approach

- Analyze historical operating expenses and develop 20-year projections
- Analyze historic operating revenues and develop 20-year projections
- Prepare detailed financial projections for the planning period
- Develop a Financial Plan Summary

Summary of Sources and Uses of Capital Funding

	Phase I	Phase II	Phase III	Totals
Sources of Capital Funding				
AIP Entitlement Grants	$17,345,632	$1,087,608	$0	$18,433,240
AIP Discretionary Grants	49,416,323	0	0	49,416,323
ADOT & PF Funding	0	0	0	0
Other Federal Funding	6,837,000	0	0	6,837,000
Passenger Facility Charges (PFCs)	8,553,693	36,254	0	8,589,947
CBJ Capital/Debt	12,845,200	0	0	12,845,200
Other Unidentified Funding	35,522,349	81,208,096	0	116,730,45
Cash Reserves/Net Ops Cash Flow	1,666,870	36,254	0	1,703,124
Total Sources of Capital Funding	**$132,187,068**	**$82,368,212**	**$0**	**$214,555,280**
Uses of Capital Funding				
Runway/Taxiway Improvements	$6,568,000	$0	$0	$6,568,000
Aircraft Apron Improvements	41,365,813	0	0	41,365,813
Terminal & Landside Improvements	48,756,186	23,202,313	0	71,958,500
GA Facility Improvements	4,080,000	0	0	4,080,000
SRE Facilities & Equipment	27,624,046	0	0	27,624,046
ARFF Facilities & Equipment	0	1,160,116	0	1,160,116
Other Improvements	3,793,023	58,005,783	0	61,798,806
Total Project Costs	**$132,187,068**	**$82,368,212**	**$0**	**$214,555,280**

Statistical Results for Projected Financial Operations

	JNU Average	Small Hub Average
Operating Cost Per Enplaned Passenger		
2017 - 2022	$17.36	$21.31
2023 - 2027	$18.21	$25.06
2028 - 2037	$19.62	$31.36
Operating Revenues Per Enplaned Passenger		
2017 - 2022	$16.82	$30.97
2023 - 2027	$17.79	$36.42
2028 - 2037	$19.17	$45.59
Airline Cost Per Enplaned Passenger		
2017 - 2022	$8.97	$9.13
2023 - 2027	$9.47	$10.73
2028 - 2037	$10.20	$13.44

Summary Application of Funding By Source to CIP Projects

Project Groups	AIP Grants		Other Federal Funding	PFCs	CBJ Capital/Debt	Other Unidentified Funding	Cash Reserves/Net Revenues	Total Cost/Funding
	Ent	Disc						
Runway/Taxiway Improvements	$2,571,563	$0	$3,825,000	$171,438	$0	$0	$0	$6,568,000
Aircraft Apron Improvements	6,089,443	32,691,006	0	1,776,329	0	0	809,035	41,365,813
Terminal & Landside Improvements								
	2,880,800	1,014,780	612,000	5,630,782	7,123,000	54,663,312	33,826	71,958,500
GA Facility Improvements	0	0	2,400,000	0	0	1,680,000	0	4,080,000
SRE Facilities & Equipment	5,803,826	14,729,155	0	684,433	5,722,200	0	684,433	27,624,046
ARFF Facilities & Equipment	1,087,608	0	0	36,254	0	0	36,254	1,160,116
Other Improvements	0	981,383	0	290,713	0	60,387,134	139,577	61,798,806
Total	$18,433,240	$49,416,323	$6,837,000	$8,589,947	$12,845,200	$116,730,445	$1,703,124	$214,555,280

Questions/Discussion

MEMORANDUM

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
HOUSING PROGRAM
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TO: CBJ Committee of the Whole

FROM: Scott Ciambor, Chief Housing Officer
DATE: October 23, 2017
SUBJECT: Assembly Taskforce on Homelessness Update

Assembly Taskforce on Homelessness
The Assembly Taskforce on Homelessness held six meetings between June 13 and September 12, 2017 with the purpose of holding a conversation on the issues regarding homelessness in Juneau and to report back to the Assembly.

New Housing and Homeless Services Coming On-Line in 2017-2018
Before discussing the recommendations from the taskforce, it is important to keep in mind the additional resources to assist persons experiencing homelessness in our community that have been added in 2017/2018.

1. Juneau Housing First Collaborative: 32 units of permanent supportive housing (Opening Oct. 2017)
2. Juneau Housing First Collaborative: Funding for 6 units of scattered site permanent supportive housing through the Alaska Coalition on Housing and Homelessness CoC competition. (FY2018)
3. Tlingit-Haida Regional Housing Authority: Veterans Administration Supportive Housing vouchers (20 vouchers for SE Alaska)
4. Volunteers of America Terraces at Lawson Creek Phase II: 3 set aside units with homeless preference.
5. JAMHI Health & Wellness: Healthcare Clinic to be open on-site of Juneau Housing First Collaborative project. (Nov. 2017)

The impact of these efforts will be understood by the community as each are *fully* implemented. The next community-wide measure to help gauge the impact of these efforts will be the results of the 2018 Point In Time Homeless Count survey that will take place January 24, 2018.

- Will there be a reduction of overall number of persons experiencing homelessness?
- Will there be a reduction in unsheltered homeless in the community?

2016 & 2017 Point In Time Count Results		
Point In Time Count	**2017**	**2016**
Unsheltered	59	51
Emergency Shelter	56	77
Transitional Housing	100	83
Total	215	211

Homeless Task Force Recommendations

- **Winter Campground:** An additional campground is unlikely to assist the most in need. The CBJ should not invest resources in a campground and instead should invest in the Juneau Coalition on Housing and Homelessness proposals that will have a greater chance of long-term success.

- **CBJ Housing and Homeless Services Coordinator**: On September 7, 2017 the Alaska Mental Health Trust Authority approved a $100,000 FY18 partnership grant request to the City and Borough of Juneau for the Housing and Homelessness Services Coordinator. This position will assist in coordination of local housing and homeless services with community partners such as the Juneau Coalition on Housing and Homelessness, mainstream service providers and members of the community at-large to help build capacity and pursue the additional taskforce recommendations. The position will also inform and advise the CBJ Assembly on the progress of these efforts.

  Coordinated Entry: One key task of the CBJ staff person will be to assist homeless assistance agencies (emergency shelter, transitional housing, rapid re-housing, and permanent supportive housing) put into place and operate a coordinated entry referral process. Coordinated Entry has been utilized to house and place residents at the Juneau Housing First Collaborative project but can be extended to all homeless housing and service programs. Coordinated Entry involves the following steps:

  1. Identify and survey persons experiencing homelessness using the VI-SPDAT assessment tool;
  2. Date entry into the Alaska Homeless Management Information System (HMIS);
  3. Generating a by-name list of persons experiencing homelessness;
  4. Consistent case conferencing meetings targeting those highest in need and to identify housing & service gaps; and
  5. Quarterly HMIS data updates on overall system performance. The quarterly updates will provide regular data to inform policy decisions.

- **Juneau Coalition on Housing and Homelessness (JCHH) Proposals**: Each of the JCHH proposals was discussed by the taskforce with final recommendations included in the *September 12, 2017 memo*. Also in the packet were worksheets for each of the following ideas with a more detailed description, cost estimates, partners, expected impacts, risks and challenges, and action steps.

  One clear point in the conversation about the JCHH proposals was that organizations that currently operate housing and services for the homeless are functioning at capacity while fulfilling their core mission. Therefore, any additional housing units or targeted service will require collaboration and additional funding sources.

1. **Warming Center**: If Assembly approves $75,000 request, establish a partnership with existing emergency shelter providers to put into place a warming center to be operated when the temperature drops below 32 degrees during the winter. 0-25 beds. (November 2017 – April 2018)

2. **Scattered Site Housing First**: The Taskforce recommendation was to immediately fund $185,000 ($120,000 tenancy support & 1 FTE @ $65,000).

   However, with CBJ Housing and Homeless Services Coordinator and the Juneau Housing First Collaborative FY2018 funding award becoming available, it might be more efficient to help develop that program further with a funding request in the future. There are three components that will need to be developed among the partners to put into place:
   - Fair Market Apartment Landlord Participation
   - Level of Rental Assistance & Managing Agency
   - Supportive Service Provision to help a person maintain housing.

   We recommend that the Assembly revisit funding scattered sites in six and twelve months, informed by the success of the new services that are coming on line this year.

3. **Assertive Community Treatment Team** – An Assertive Community Treatment team consists of a transdisciplinary team of medical, behavioral health, and rehabilitation professionals who work together to meet the intensive needs of recipients with severe and persistent mental illness. Total preliminary costs = $210,708.
   i. .25 FTE Prescribing Clinician=$42,550.25
   ii. 1.0 FTE Case Manager=$82,420.00
   iii. .25FTE Nurse II= $25,648.25
   iv. Peer Support 1FTE=$60,090.00

   The Taskforce was really supportive of this type of an approach based on experience with a significant number of local persons experiencing homelessness with severe and complex needs.

   In conversations with local and state behavioral health agencies it was clear that this sort of activity didn't necessarily need to be directly and exclusively funded by CBJ. Utilizing the CBJ Housing and Homeless Services Coordinator to begin the conversation with community partners on ACT implementation, to engage with state agencies, and target a future ACT team implementation would be appropriate.

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CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
HOUSING PROGRAM

MEMORANDUM

TO: CBJ Assembly Committee of the Whole
FROM: Scott Ciambor, Chief Housing Officer

DATE: September 11,2017

SUBJECT: Housing & Homeless Information for Task Force

The following information was requested by the taskforce for the September 12th, 2017 Homeless Task Force Meeting**:**

1. **National & Local Data**: Additional data on the impacts of the homeless population on the community and costs of services was requested. Or, information that helps look at costs the community will incur if investment into the JCHH proposals are not made.
2. **Campground**: Pared-down list of campground options
3. **Juneau Coalition on Housing and Homelessness Proposals**:
    - Scattered Site Housing First
    - Assertive Community Treatment Team
    - Warming Center
4. **CBJ Housing and Homeless Services Coordinator**

National Data and Resources

Nationally, research and data indicate that it is more expensive for communities to do nothing to improve the housing and healthcare options of chronically homeless individuals than to provide adequate housing and supports.

- Malcolm Galdwell's *New Yorker* essay, *Million-Dollar Murray* describes this approach.
- Data and research back up the approach and the Center for Supportive Housing has compiled and summarized 32 supportive housing studies that indicate that supportive housing improves lives, generates significant cost savings to public systems, and benefits communities.

Local Costs/Impacts

To prepare for the 2016 CBJ Community Development Block Grant (CDBG) for the Juneau Housing First Collaborative project, the following data was collected on costs/impact of the chronic homeless population. ***Requests have been made to update this data.***

- **Juneau Police Department/Capital City Fire and Rescue:** Juneau Police Department and Capital City Fire and Rescue report that in less than nine months this year (*January 1 through September 16, 2016*), they've made 537 alcohol incapacitation responses and 83 drug abuse responses with the majority of calls dealing with persons experiencing homelessness**;** and

- **Bartlett Regional Hospital** had 85 patients that visited the Emergency Room 10 or more times during the first nine months of this year *(January 1 through September 30, 2016)* for a total of 1,507 visits. 33 of those patients were identified as homeless and accounted for 719 of the 1,507 ER visits. Total cost of the ER visits for the homeless patients was $2,625,290. If you extrapolate this to include the last three months of the year the total would be $3,412,877 or $9,350 per day. This works out to an average for the 33 homeless patients of $103,420 per patient per year.

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ALASKA'S CAPITAL CITY
HOUSING PROGRAM

These costs are a glimpse of overall cost to public systems (criminal justice, emergency shelter, and other services) as well as impacts on other CBJ departments.

Vulnerability Index Survey – May 2017

In May 2017 partner agencies surveyed all potential future residents of the Juneau Housing First Collaborative project to identify the first set of residents. The aggregate data shows that there were way more than 32 prospective clients and additional supportive housing strategies were needed.

Summary

- **Total number of individuals**: 97 (unsheltered + emergency shelter)
- **Average length of homelessness:** 99.03 months. Median: 60 months
- **Average VI-SPDAT score:** 10.7. Median: 11.

VI-SPDAT scores are on a 0-17 scale.
Any score above 8 is considered a Housing First Candidate.

Evaluation

The JHFC Board has an arranged an evaluation of the JHFC project over a three-year period once it opens. The components of the evaluation will be as follows:

1. Frequency of service usage like ER, hospitalizations, police contacts, community mental health services, primary care, substance abuse treatment, etc., pre- and post- admission to housing;
2. Perceived impacts on wellbeing from the resident's perspective;
3. Perceived impacts on the community from those living and working in the downtown area;
4. Objective pre and post changes in well-being based on the Alaska Screening Tool and Client Status Review; and
5. Use of a waitlist control group to compare indicators of well-being among this group to HF residents.

The lead on the evaluation will be Heidi Brocious, MSW. PhD, Clinical Professor, UAF Department of Social Work, who will utilize a student research team to conduct qualitative interviews with residents and community members.

Recommendation: National and local data make it safe to assume that the lack of intervention, especially for chronic homeless persons with complex needs, is at least as expensive or likely more expensive than identifying, housing, and providing supports for these individuals. With the May 2017 Vulnerability Index information, it is clear that the community has this need beyond the 32 spots coming available with the opening of Housing First permanent supportive housing.

CAMPGROUND

After consideration of campground options and the discussion about the target population (unsheltered homeless) that the taskforce is trying to assist, campground options are not the best response.

- Vulnerability Index/Housing First survey data (May 2017) indicate the unsheltered homeless population has complex needs (mental illness/substance abuse, physical/mental disabilities, etc.) and the likelihood of this population utilizing an additional campsite is minimal.

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- This population needs supportive services and no local service agencies would be interested in managing or providing supportive services in this environment. This was attempted when Thane Campground was originally established (CBJ and St. Vincent DePaul partnership) and wasn't a good fit.
- If a campground were established, it would have to be CBJ managed.
- However, if the desire is to provide another low-cost camping environment for the general population, then further consideration of the sites below could be considered. *This would require CBJ funding and staffing*.

CBJ Properties
Other than extending the closing date of Thane Campground, each of the CBJ options left have serious downsides.

- **Thane Campground:** *Extend closing date to November 15, 2017*.
- Lemon Creek Gravel Pit: access, industrial
- Cope Park: access, neighborhood concerns, children's park, damp and dark
- Near Bartlett Regional Hospital: access, steep, ventilation systems of healthcare facilities
- Industrial Boulevard: transportation, access, industrial

AJT Mining Properties (AJ Millsite - Adjacent to downtown Tram)
Included in the packet is a cost estimate for a *winter campground only* discussion that took place last spring that would involve leasing the land from AJT Mining Properties, constructing and removing the site pads between tourist season end in Fall and the start in Spring. **Estimated Charge for materials and construction: $15,891** (*This does not include labor costs*) This option would require CBJ funding, staffing, and operation. Additionally, there are questions to be considered about police and fire ability to respond, snowplowing, and vehicle access for garbage and port-a-potties.

Recommendation: As a winter campground is unlikely to assist the most in need, CBJ should put resources toward the Juneau Coalition on Housing and Homelessness proposals.

Juneau Coalition on Housing and Homelessness (JCHH) Proposals:

At the last taskforce meeting, the JCHH provided a number of proposals to address the unsheltered homeless situation. In your packet there are templates with additional details on each proposal.

- Scattered Site Housing First
- Warming Center
- Assertive Community Treatment Team – (For information on an ACT team and the standards for implementing a program, please look at the Alaska DHSS website.)

Recommendation: The first two options are actionable and can likely be put into place in the short-term. The Assertive Community Treatment Team is more medium-term and will require more organizational and capacity-building conversations. The taskforce should consider approving funding for both the scattered site housing option and the warming center and pursue organizing details with partners immediately.

CBJ Housing and Homeless Services Coordinator
On September 7, 2017 the Alaska Mental Health Trust Authority approved a $100,000 FY18 partnership grant request to the City and Borough of Juneau for the Housing and Homelessness Services Coordinator. The grant request is included in the meeting packet and awaits Assembly approval on Sept. 18th.

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The position will be in place to serve a couple of primary functions; 1) provide staff and assembly support in developing oversight and policy in regards to housing and services for the homeless and 2) coordinate with agencies that make up the Juneau Coalition on Housing and Homelessness to further enhance the housing and homelessness service delivery system.

Final Recommendation: The Homeless Task Force can forward recommendations to the Assembly and complete its work. Also, with the Coordinator staff position available, the Assembly will be able to receive updates on these issues going forward.

OBJECTIVE	**Scattered Site Permanent Supportive Housing:** To provide ten (10) additional permanent supportive housing units in the community using a scattered site Housing First model.
DESCRIPTION	This model functions much like the HF model Juneau is currently developing. However, the apartments are not congregated and services are provided via a mobile support team rather than by the on-site HF provider. This model relies on: • tenancy support (rental asst. for period of time, roughly 1 yr); • willing landlords who understand the challenges faced by tenants; • a mobile support team who will respond on the street and in the home; and • a system that can absorb these temporary renters into permanent status via vouchers, low income apartments or other permanent housing options after the 1 year period.
# TO BE SERVED	10
TOTAL COST Staffing Operating Services	$185,000 • Tenancy Support for one scattered site unit = $12,000 ($12,000 x 10 = $120,000) • Mobile Support Team/Case Management = 1.0 FTE $65,000
DURATION OF PROJECT	Once organized, the rental support would cover 1 year.
ANTICIPATED OUTCOMES	• Funding would allow local agencies to coordinate and arrange scattered site Housing First Permanent supportive housing • Funding would stabilize homeless persons, allow for support services, and provide a bridge to mainstream supports such as Housing Choice vouchers, SSI/SSDI, treatment services.
POTENTIAL PARTNERS	Juneau Housing First Collaborative Alaska Housing Development Corporation JAMHI Outreach Team (Glory Hole, AWARE, St. Vincent DePaul) Private landlords CBJ
RISKS AND CHALLENGES	• Working with chronically homeless persons with complex issues is time intensive and difficult work; there will be a trial and error phase; • Setting up the scattered site model will require organization and collaboration among agencies involved and time to recruit willing landlords to participate; (2-6 months) • Supportive service component is integral and figuring out caseload and continued funding for this purpose in the future will be a challenge; • Long-term sustainability
POLICY CONSIDERATIONS	CBJ to evaluate long-term funding for this approach and reporting mechanism. (Social Services Advisory Board Funds through Juneau Community Foundation, Juneau Affordable Housing Fund, Tobacco Tax, etc.)
ACTION STEPS	1. Approve funding 2. Organize scatter site housing program with local agencies, hire support staff 3. Educate the public and recruit participating landlords
PROPOSAL RESOURCES	City Staff: Scott Ciambor, Chief Housing Officer Housing and Homeless Services Coordinator Task Force Member(s)

OBJECTIVE	**Warming Center**
DESCRIPTION	The JCHH does not advocate establishing new emergency shelter programming, but recognizes the need for live-saving interventions during the winter months when temperatures are below freezing. JCHH recommends working with existing emergency shelter providers (TGH, AWARE and JYS) to utilize their 24-hr staffing resources to avoid creating another system of emergency shelter management. We believe that given CBJ coordination (managed by the proposed Homeless Services Coordinator), donated space (the downtown bus depot is a likely site), and a limited operation schedule, existing providers could expand their current personnel pools to provide on-call staff when the temperatures fall below a determined threshold. Existing shelter providers could invoice the city for those personnel expenses. On nights below freezing between November 15, 2017 and April 15th, 2018, the warming center would be available for 0 - 25 persons(depending on space chosen) during a timeframe established by the partners (e.g.; 11pm-7pm)
# TO BE SERVED	On nights below freezing between November 15, 2017 and April 15th, 2018, the warming center would be available for 0 - 25 persons depending on space chosen during a timeframe established by the partners (e.g.; 11pm-7pm).
TOTAL COST Staffing Operating Services	Preliminary Cost Estimates (assuming ~100 days below freezing/yr): 1. Shelter Worker @ $20/hr for 10 hr shift = $220/night (includes two hrs OT) 2. $220/night x 2 workers x 100 nights = $44,000/yr personnel cost (may be higher depending on staff we use- may include more overtime) 3. 8% admin costs to provide payroll 4. Increased liability insurance = ? city cost 5. Janitorial= ? city cost 6. Cots/sleeping pads = potentially donated by Red Cross, vinyl/plastic, if purchased- Paco Pads @ ~$230/each 7. If we provide blankets-laundry service @ $150/night x 100 nights =$15,000 **Start-up costs for personnel and basic materials begins at roughly $63,000**. Also: • Liability Insurance and janitorial costs need to be determined. • Location costs: Determining cost of use of CBJ property (Downtown Transit Center, Centennial Hall) or renting a private space at another location.
DURATION OF PROJECT	November 15, 2017 – April 15th, 2018
ANTICIPATED OUTCOMES	• Between November 15, 2017 and April 15th, 2018 there will be an additional emergency shelter option available in the community to keep individuals off the street.
POTENTIAL PARTNERS	Glory Hole, AWARE, and Juneau Youth Services
RISKS AND CHALLENGES	• There is little desire to make this warming center a permanent, ongoing winter offering in the community; however to ensure that this isn't the case will require development of additional housing services and supports to decrease the level of unsheltered homeless in the community. (This will require collaboration, advocacy and pursuit of additional local, state, and federal resources.) • Choice of location; • Congregate shelter isn't always the best option for persons with complex needs.
POLICY CONSIDERATIONS	CBJ to evaluate long-term funding for this approach and reporting mechanism. (Social Services Advisory Board Funds through Juneau Community Foundation, Juneau Affordable Housing Fund, Tobacco Tax, etc.)
ACTION STEPS	• Assess location, insurance requirements and liability protections for city facilities • Allocate funding • Organize Warming Center program with partners • Educate the public and partners (JPD, CCRF, Social service agencies, etc.) on how warming center will operate.
PROPOSAL RESOURCES	City Staff: Scott Ciambor, Chief Housing Officer Housing and Homeless Services Coordinator Task Force Member(s)

OBJECTIVE	**Assertive Community Treatment Team**
DESCRIPTION	An Assertive Community Treatment team consists of a transdisciplinary team of medical, behavioral health, and rehabilitation professionals who work together to meet the intensive needs of recipients with severe and persistent mental illness. A fundamental charge of ACT is to be the first-line (and generally sole provider) of all the services that ACT recipients need. Being the single point of responsibility necessitates a higher frequency and intensity of community based contacts, and a very low recipient-to-staff ratio. Because ACT teams often work with recipients who may passively or actively resist services, ACT teams are expected to thoughtfully carry out planned assertive engagement techniques which largely consist of rapport-building strategies, facilitating meeting basic needs, and motivational interviewing techniques. The ACT team delivers all services according to a recovery based philosophy of care, where the team promotes self-determination, respects the recipient as expert in his or her own right, and engages peers in the process of promoting hope that the recipient can recover from mental illness and regain meaningful roles in the community.
# TO BE SERVED	Participants would be determined by the level of staffing funding would provide and individuals meeting the ACT admission criteria. (SMI, unable to perform daily activity tasks, keep employment, maintain housing, continuous high-service needs)
TOTAL COST Staffing Operating Services	**Preliminary Cost Estimates/year:** i. .25 FTE Prescribing Clinician=$42,550.25 ii. 1.0 FTE Case Manager=$82,420.00 iii. .25FTE Nurse II= $25,648.25 iv. Peer Support 1FTE=$60,090.00 Total preliminary costs = $210,708 • Additionally, matching funds for staffing from other sources like Alaska Division of Health and Social Services or Alaska Mental Health Trust Authority will likely be necessary to meet ACT fidelity and ensure long-term sustainability. • Also, Medicaid billing for appropriate services to clients will need to be established and maintained.
DURATION OF PROJECT	Establishing an ACT team would likely be a medium-term option. Initial planning would likely be needed to ensure long-term sustainability as the desire would be to have an ACT team in place for more than a year.
ANTICIPATED OUTCOMES	• A focus on homeless individuals with intensive medical, behavioral health, and substance abuse needs by a transdisciplinary team.
POTENTIAL PARTNERS	JAMHI Bartlett Regional Hospital JHFC & other housing provider (St. Vincent's, AHDC) Polaris House Other Juneau Coalition on Housing and Homelessness service partners
RISKS AND CHALLENGES	• An ACT team has pretty rigorous fidelity requirements to the model and determining activities eligible for Medicaid billing can time consuming; • Long-term sustainability • Ensuring housing component is available for targeted individuals • Organization and capacity-building among partner agencies.
POLICY CONSIDERATIONS	CBJ to evaluate long-term funding for this approach and reporting mechanism. (Social Services Advisory Board Funds through Juneau Community Foundation, Juneau Affordable Housing Fund, Tobacco Tax, etc.)
ACTION STEPS	• Organize meeting of potential ACT team partners and State entities to learn about interest & viability of putting in place a local ACT team.
PROPOSAL RESOURCES	City Staff: Scott Ciambor, Chief Housing Officer Housing and Homeless Services Coordinator Task Force Member(s)

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DATE: September 5, 2017

TO: Planning Commission

FROM: Rob Steedle, Director
Community Development Department

FILE NO.: AME2017 0006

PROPOSAL: Text amendment to Title 49 to provide for siting essential public facilities.

The City and Borough of Juneau Code 49.10.170(d) states that the Commission shall make recommendations to the Assembly on all proposed amendments to the Land Use Code, indicating compliance with the provisions of the land use code and with the Comprehensive Plan.

ATTACHMENTS

Attachment A – Ordinance Language

PURPOSE

The purpose of the Essential Public Facilities text amendment is to provide a process for permitting public facilities that typically are difficult to site. Permitting such facilities can be accomplished through the Conditional Use Process. In cases in which a use category is not defined and is not present in the Table of Permissible Uses, a text amendment is a necessary precursor process. That additional step adds at least three months to the permitting process, delaying government's ability to respond to unanticipated emerging social needs.

DISCUSSION

Title 49's Table of Permissible Uses (TPU) is incomplete necessarily; identifying, defining, and categorizing all conceivable land uses would be a fruitless task. All human service uses are listed in Section 7 of the TPU, under the general heading Institutional Day or Residential Care, Health Care Facilities, Correctional Facilities. Just six types of uses currently are listed:

7.100	Hospital
7.150	Health care clinics, other medical treatment facilities providing out-patient care
7.200	Assisted living
7.300	Day care centers
7.310	Child care centers
7.500	Correctional facilities

In recent months, there has been community discussion concerning siting an urban campground for homeless persons, a warming shelter, and a sobering center. There is no provision for any of these uses in the TPU. These uses are representative of the services that the Borough may decide to provide in the future, but it is not exhaustive. It is challenging to foresee the appropriate local governmental response to meet emerging social needs such as aiding individuals experiencing addiction and homelessness.

This Essential Public Facilities permitting process closely follows that of a Conditional Use Permit. The key distinguishing differences are:

1. The proposed facility does not have to be a permissible use as specified in the Table of Permissible Uses, and

2. The applicability of the process is confined to developments that "…will be used to provide a service to benefit the health, safety, and welfare of the public and will be delivered by a government agency or private or nonprofit organization under contract to or with substantial funding from a government agency."

A proposed development would qualify as an essential public facility on a very case-specific basis. For this reason, certain types of facilities that already are present in the Table of Permissible Uses might be permitted using the Essential Public Facilities process. For example, National Guard centers are excluded from the Mixed Use and Mixed Use 2 zoning districts. It may be that there is a compelling reason, perhaps based on proximity to another governmental facility, to permit a particular type of National Guard center in a mixed use district. In that specific case, the Planning Commission could make the finding that the proposed development qualified as an essential public facility and could be permitted.

Because a nongovernmental entity may be developing the facility, funded by or under contract to the government, the types of conditions available for a Conditional Use Permit such as performance bonds are also potential conditions for permitting an essential public facility.

The ordinance requires a public meeting at least 30 days before the Planning Commission's public hearing of an Essential Public Facility proposal. The purpose of the meeting is to inform the public about the proposed development and hear concerns in advance of the Planning Commission hearing.

COMPLIANCE WITH THE COMPREHENSIVE PLAN

The Comprehensive Plan's support for Essential Public Facilities is general rather than specific. There are no Standard Operating Procedures, Development Guidelines, or Implementing Actions that specifically support this concept. At the policy level, there are two policies that provide general support for the concept.

The Sustainability Chapter calls for flexibility in creating a resilient community and contains this policy:

> **POLICY 2.1. TO BUILD A SUSTAINABLE COMMUNITY THAT ENDURES OVER GENERATIONS AND IS SUFFICIENTLY FAR-SEEING AND FLEXIBLE TO MAINTAIN THE VITAL AND ROBUST NATURE OF ITS ECONOMIC, SOCIAL, AND ENVIRONMENTAL SUPPORT SYSTEMS.** (p.10)

The Community Services Chapter addresses the need for adequate social services:

> **POLICY 13.3. TO PROMOTE QUALITY MEDICAL AND SOCIAL SERVICES IN THE CBJ TO ENSURE THE SAFETY, HEALTH, WELL-BEING AND SELF-SUFFICIENCY OF ITS RESIDENTS.** (p. 213)

COMPLIANCE WITH TITLE 49

The proposed ordinance complies with the Land Use Code. The ordinance supplements the existing code by providing a process for siting facilities that are difficult to site using the Table of Permissible Uses structure, and it provides for additional public notice.

FINDINGS

Based upon the above analysis, staff finds that the proposed text amendment to Title 49 is consistent with the goals and policies in the Comprehensive Plan and with Title 49.

RECOMMENDATION

Staff recommends that the Planning Commission forward the draft text amendment to the Assembly with a recommendation for approval. Additionally, staff recommends that the next update to the Comprehensive Plan include policies that expressly address the need for flexibility in providing for Essential Public Facilities.

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

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2017-23

An Ordinance Amending the Land Use Code Relating to Essential Public 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. Amendment of Chapter. Chapter 49.15 Permits, is amended by adding a new Article to read:

Article IX. Essential Public Facilities

49.15.900 Purpose.

The purpose of this article is to provide a process to site essential public facilities that are typically difficult to site or where the provision of the service is substantially connected and dependent upon its location. This chapter establishes the process and criteria the department and the planning commission will use in making a decision on an application for an essential public facility.

DRAFT

49.15.910 Determination of applicability.

(a) The manager may request in writing that a proposed facility be reviewed through the essential public facilities siting process. The manager's request shall address the criteria in subsection (b) of this section.

(b) The director shall review the request and approve it if the criteria in subsections (b)(1) and (2) of this section are met. If approved, the application shall be submitted to the commission for its consideration.

(1) The facility or site will be used to provide a service to benefit the health, safety, and welfare of the public and will be delivered by a government agency or private or nonprofit organization under contract to or with substantial funding from a government agency.

(2) The facility is a type difficult to site because of one or more of the following:

(a) The facility needs a type of site of which there are few sites;

(b) The facility can locate only near another public facility;

(c) The facility has or is generally perceived by the public to have significant adverse impacts that make it difficult to site; or

(d) There is need for the facility in a particular location.

49.15.920 Application Process.

(a) An application, on a form specified by the director, and a site plan for the proposed essential public facility shall be submitted to the director for consideration.

DRAFT

(b) After accepting the application and determining it is complete, the director shall schedule it for a hearing before the commission and shall give notice to the developer and the public in accordance with section 49.15.230.

(c) The department shall hold a neighborhood meeting at least 30 days prior to the public hearing before the planning commission. The purpose of the neighborhood meeting is to provide the public with a means of obtaining information about the application and an opportunity to comment on it in advance of the public hearing. Public notice of the meeting shall be published in a newspaper of general circulation a minimum of ten days prior to the date of the meeting.

(d) The director shall forward the application to the planning commission together with a report setting forth the director's recommendation for approval or denial, with or without conditions together with the reasons therefor.

(e) Copies of the application or the relevant portions thereof shall be transmitted to interested agencies as specified on a list maintained by the director for that purpose. Referral agencies shall be invited to respond within 15 days unless an extension is requested and granted in writing for good cause by the director.

49.15.930 Decision criteria.

(a) At the hearing on the essential public facility, the planning commission shall review the proposal to consider:

(1) Whether the development as proposed is consistent with the goals and policies of the City and Borough's Comprehensive Plan; and

(2) Whether the application is complete.

DRAFT

(b) The commission may approve an application for a proposed essential public facility, with or without conditions. Conditions may include one or more of the following:

(1) *Development schedule.* A reasonable time limit may be imposed on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighborhood, to ensure that development is not used or occupied prior to substantial completion of required public or quasi-public improvements, or to implement other requirements.

(2) *Use.* Use of the development may be restricted to that indicated in the application.

(3) *Owners' association.* The formation of an association or other agreement among developers, homeowners or merchants, or the creation of a special district may be required for the purpose of holding or maintaining common property.

(4) *Dedications.* Conveyance of title, easements, licenses, or other property interests to government entities, private or public utilities, owners' associations, or other common entities may be required.

(5) *Performance bonds.* The commission may require the posting of a bond or other surety or collateral approved as to form by the city attorney to guarantee the satisfactory completion of all improvements required by the commission. The instrument posted may provide for partial releases.

(6) *Commitment letter.* The commission may require a letter from a public utility or public agency legally committing it to serve the development if such service is required by the commission.

DRAFT

(7) *Covenants.* The commission may require the execution and recording of covenants, servitudes, or other instruments satisfactory in form to the city attorney as necessary to ensure permit compliance by future owners or occupants.

(8) *Revocation of permits.* The permit may be automatically revoked upon the occurrence of specified events. In such case, it shall be the sole responsibility of the owner to apply for a new permit. In other cases, any order revoking a permit shall state with particularity the grounds therefor and the requirements for reissuance. Compliance with such requirements shall be the sole criterion for reissuance.

(9) *Landslide and avalanche areas.* Development in landslide and avalanche areas, designated on the landslide and avalanche area maps dated September 9, 1987, consisting of sheets 1—8, as the same may be amended from time to time by assembly ordinance, shall minimize the risk to life and property.

(10) *Habitat.* Development in the following areas may be required to minimize ~~environmental~~ impact~~:~~

~~(A) Developments within 330 feet of an eagle's nest located on private land; and~~

~~(B) Developments in wetlands and intertidal areas~~ on wildlife.

(11) *Sound.* Conditions may be imposed to ~~discourage production of more than 65 dBa at the property line during the day or 55 dBa at night~~limit adverse impacts from noise on surrounding properties.

(12) *Traffic mitigation.* Conditions may be imposed on development to mitigate existing or potential traffic problems on arterial or collector streets.

(13) *Water access.* Conditions may be imposed to require dedication of public access easements to streams, lake shores and tidewater.

(14) *Screening.* The commission may require construction of fencing or plantings to screen the development or portions thereof from public view.

(15) *Lot size or development size.* Conditions may be imposed to limit lot size, the acreage to be developed or the total size of the development.

(16) *Drainage.* Conditions may be imposed to improve on and off-site drainage over and above the minimum requirements of this title.

(17) *Lighting.* Conditions may be imposed to control the type and extent of illumination.

(18) *Other conditions.* Such other conditions as may be reasonably necessary to enhance public health and safety.

(c) A development permit issued under this section shall be subject to the provisions of CBJ 49.15.

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

Adopted this _____ day of _____, 2017.

_____
Kendell D. Koelsch, Mayor

Attest:

_____
Laurie J. Sica, Municipal Clerk

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Ms. McKibben agreed that (1) (A) was probably not necessary.

Public Comment
Mr. Murray Walsh said this is a great proposal and that the last time he checked it cost $2,000 a lineal foot to build a CBJ compliant road scaled for residential use. It would cost $70,000 on a lot in a D-5 zone for construction of the road, he said. This is a way to use CBJ standard roads more efficiently, said Mr. Walsh. A road that supported 20 lots would now support 30 lots, he said.

MOTION: *by Mr. Voelckers, to approve AME2017 0003 striking the language "excluding the Panhandle" in (a) (1) (A) of Lot requirements.*

Mr. LeVine said he supported the motion and that he commended the staff who moved this forward. He said this has been in development for a couple of years.

The motion passed with no objection.

AME2017 0006: Text Amendment to Title 49 to provide for siting Essential Public Facilities.
Applicant: City & Borough of Juneau
Location: Borough-Wide

Staff Recommendation
Staff recommends that the Planning Commission forward the draft text amendment to the Assembly with a recommendation for approval. Additionally, staff recommends that the next update to the Comprehensive Plan include policies that expressly address the need for flexibility in providing for Essential Public Facilities.

The contents of this ordinance were discussed by the Planning Commission at its last Committee of the Whole meeting, noted Mr. Steedle. This ordinance contains changes recommended by the Commission at that meeting, said Mr. Steedle. They appear on page 5 in the Habitat section, he said. Minor grammatical edits were also suggested, he said, and upon discussion with the City Attorney they decided not to include those.

The Essential Public Facilities process is very similar to a Conditional Use Permit process, said Mr. Steedle. The key distinction is that the use and location are not governed by the Table of Permissible uses, he said. The use of this permitting process is limited to governmental functions that provide a service to benefit the health, safety and welfare of the public, said Mr. Steedle.

To be considered for this process the purpose must be to benefit the health, safety and welfare

of the community, and it has to be delivered either by a government agency or funded by a government agency, said Mr. Steedle. In order to approve this, the Planning Commission needs to make two findings, said Mr. Steedle - that the development project that is proposed is consistent with the Comprehensive Plan, and that the application is complete. In the process followed for Conditional Use Permits, the Director needs to make some findings which are then in turn reviewed by the Commission. For this ordinance Ms. Mead simplified the language considerably, said Mr. Steedle.

In the best case scenario, if the staff and Commission relied on the conditional use process and does not have a warming shelter for example in the Table of Permissible Uses, there would be numerous and timely steps which would need to be taken to approve a use taking months of time, said Mr. Steedle. This ordinance shaves approximately three months off of the typical Conditional Use process, noted Mr. Steedle.

Commission Comments and Questions
Mr. Voelckers suggested that the first sentence of item (b) (1) be amended to add "an essential" prior to the word "service". He added that sometimes there may be the need to an uncommon weather event for an immediate response. Mr. Voelckers said he did not notice anywhere a comment on the duration of such an essential facility.

A special weather event necessitating a facility would be a very temporary solution to an emergent problem, said Mr. Steedle. There is already a provision in the code for that, which the Manager can implement, he added. This code before the Commission does not contemplate limited duration, said Mr. Steedle. He added a key difference in this ordinance is that the applicant for this facility is limited to the CBJ Manager.

Mr. Miller asked what the nature of a private organization might be where it is listed on line 11, page two of the draft ordinance.

Mr. Steedle said that it is not necessarily the CBJ which would own and operate an essential facility. This was broadly written so that any entity could enter into a contract with the CBJ to construct and operate a facility. That would flow from the Manager, to Community Development, and then to the Commission, he explained.

Mr. LeVine said he has similar questions to those of Commissioners Dye, Miller and Voelckers. He said he thinks this is in part because there is no definition of what an essential facility is.

Also, he said, nowhere in the ordinance does it explicitly state that this facility is not listed within the TPU.

Mr. Voelckers suggested that under (10) *Habitat* that after the first word "Development", that "conditions or limitations" be added.

Mr. Steedle said if the Commission were to pass this ordinance, that he would give the recommendations to the Law Department that it be defined what an essential facility is, and that it be explicitly stated that the TPU is not referenced for the facility.

MOTION: *by Mr. LeVine, that AME2017 0006 be recommended for adoption to the Assembly subject to the changes recommended by the Planning Commission, specifically adding a definition of an essential public facility and that it be stated that the essential public facility could be cited independent of the restrictions of the TPU.*

The motion passed with no objection.

IX. BOARD OF ADJUSTMENT

X. UNFINISHED BUSINESS

Change of Comprehensive Plan Land Designation

Mr. LeVine had made a motion at the July 25, 2017 meeting which was tabled until a larger quorum could be present.

MOTION: *by Mr. LeVine, that the Assembly change the Comprehensive Plan land designation for lots one through eight of Block 25, which includes 415 Fifth Street, and 416 and 419 Sixth Street, from Medium Density Residential to Traditional Town Center.*

Chairman Haight and Vice Chairman Voelckers recused themselves due to conflicts of interest.

Mr. Miller said that while Chairman Haight and Vice Chairman Voelckers were conflicted out for the zoning change work performed by the Commission, that even though this decision is related, the item for which they were conflicted has already been acted upon by the Commission. This decision is about whether the Comprehensive Plan land maps are changed, which is a broader question that he did not feel the two Commissioners had a conflict with.

Mr. Steedle said he believed that the question currently before the Commission is so directly linked to its previous action on this related item that a potential conflict still exists. While he said he felt Mr. Miller had a good point, that the Deputy City Attorney had suggested that the two Commissioners recuse themselves from this item as well.

This question arose in the process of a rezone of this particular parcel from D-18 to Mixed Use. The Commission did approve the rezone and tabled this motion to discuss the Comprehensive plan land designation, said Mr. LeVine. Mr. LeVine said he made this motion because he felt it was the job of the Commission to correct these sorts of problems. The Comprehensive Plan

OFFICE OF THE MUNICIPAL CLERK

Ph: (907)586-5278
Fax: (907)586-4552
email: city.clerk@juneau.org

DATE: October 19, 2017

TO: Mayor and Assembly

FROM: Laurie Sica, Municipal Clerk

SUBJECT: 2018 Assembly Calendar

After each election, the Assembly elects a Deputy Mayor, approves new Committee and Liaison assignments, and adopts the next year's meeting calendar. Mayor Koelsch did not hear any comments about the committee assignments he distributed, so finalized the attached matrix. A draft 2018 calendar is also attached for your review and approval.

This draft calendar is not set in stone, but follows a pattern established over the past several years, based on charter and code requirements, holidays, and various events, such as Southeast Conference and Alaska Municipal League meetings. It seems to work, but it can be changed to work better if you so desire.

Charter Section 3.12. – Meetings, states:

(a) The assembly shall hold at least one regular meeting every month at such time and at such place as it may prescribe.

For years, the assembly met every other Monday. In 2006, we established a pattern of every third Monday, in order to allow more time between meetings to accomplish the work of staff and Assembly. The Standing Committees chose an alternate Monday for meetings and the third Monday in the rotation was intended for additional public hearings, appeals, or just a night off.

Standing Committee chairs may wish to check with the members to make sure that this calendar works for all, and offer changes if necessary for adoption by the full Assembly at the October 23 Committee of the Whole meeting.

Once a calendar is approved, we will schedule all other meetings, such as advisory and enterprise boards, onto the calendar. The Assembly always has "bumping rights" for meeting space in City Hall.

If you have any questions, please contact the Clerk's Office.

2017-2018 Assembly Committee and Liaison* Appointments

	Human Resources	Lands	Public Works and Facilities	Committee of the Whole	Finance	Facility Project Team (Joint Assembly/ School Board)	Mining Sub-comm.	Attorney/ Manager Pay Subcomm.	Board & Committee Liaisons & Other Assignments
Mayor Koelsch				Member	Member				JEDC, AK Committee, Capitol Committee
Mary Becker		**Chair**		Member	Member	**Chair**			JEDC (alt), Chamber, Travel Juneau, Airport
Rob Edwardson	Member	Member		Member	Member				Docks & Harbors, Sustainability, LEPC
Maria Gladziszewski	**Chair**		Member	Member	Member		Member		Hospital Board, Housing Commission
Norton Gregory	Member		Member	Member	Member		**Chair**		Eaglecrest Board, PRAC
Loren Jones			**Chair**	Member	Member			Member	DBA, JSD, Willoughby Arts Complex
Jesse Kiehl	Member			Member	**Chair**	Member			UAS, Willoughby Arts Complex, AML
Jerry Nankervis		Member		**Chair**	Member	Member		Member	Deputy Mayor, alt. Alaska committee
Beth Weldon		Member	Member	Member	Member		Member	Member	Aquatics, Planning Commission
Assembly Standing Committee Liaisons		Planning Commissioner, PRAC, Docks & Harbors	Planning Commissioner			School Board Members: Chair Brian Holst, Joshua Keaton			

*** "Liaison" is defined as "the person who initiates and maintains contact between units in order to ensure concerted action and cooperation."**
Mayor Koelsch is ex-officio on all CBJ committees.
All Assemblymembers are members of the Alaska Municipal League (AML) and of Southeast Conference.
All Assemblymembers are members of the Committee of the Whole (COW) and Finance Committee (AFC).

Enterprise Board Liaison Assignments are underlined

2017-10-17 - Koelsch

2018 CBJ Assembly Meeting Calendar

January

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May

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July

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September

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December

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Regular Assembly Meetings

- January 8
- January 22
- February 12
- March 5
- April 2
- April 23
- May14
- June 4
- June 25
- July 23 (last reg. meeting to intro a ballot ordinance)
- August 13 (last reg. meeting to adopt a ballot ordinance)
- September 17
- October 15 (Assembly Reorganization Meeting)
- November 5
- November 26
- December 17

Reg. Assembly & HRC Meetings

PWFC, Lands & Assembly COW

Finance Committee

Holidays

SPECIAL EVENTS & CONFERENCES

Jan. 17 Legislative Reception
March _____ SE Conf. Mid-Session Summit
Sept. _____ SE Conf. Annual Mtg. Haines
Oct. 9 CBJ Election Certified
Feb. 20-22 AML Mid-Session Summit
Aug. 21-24AML Summer Meeting, Denali Borough
Oct. 2 CBJ Election Day
Nov. 12-16 NEO/AML & Affiliated Groups, Anchorage

[State of Alaska Election Dates: Primary Election Aug. 21, General Election Nov. 6]