

EXHIBIT H-2.

CBJ has attached materials and minutes from the 12/3/16 Assembly Committee of Whole
Retreat

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

December 3, 2016, 9:00 AM.
City Hall - Assembly Chambers

Assembly Retreat - Worksession - No Public Testimony

I. ROLL CALL

Mayor Ken Koelsch called the Assembly Retreat Work Session to order at 9:00 a.m. in the Assembly Chambers.

Assemblymembers Present: Mary Becker, Maria Gladziszewski, Norton Gregory, Loren Jones, Jesse Kiehl, Ken Koelsch, Jerry Nankervis, Beth Weldon and Debbie White.

Assemblymembers Absent: None.

Staff present: Rorie Watt, City Manager; Amy Mead, Municipal Attorney, Mila Cosgrove, Deputy City Manager; Laurie Sica, Municipal Clerk; Bob Bartholomew, Finance Director; Rob Steedle, Community Development Director; Kirk Duncan, Parks and Recreation Director; Robert Barr, Library Director; Dallas Hargrave, HRRM Director; Roger Healy, Engineering and Public Works Director; Rich Etheridge, Fire Chief; Bryce Johnson, Police Chief; Carl Uchytel, Port Director; Greg Chaney, Lands and Resources Manager; Beth McKibben, Planning Manager; Scott Ciambor, Chief Housing Officer.

II. APPROVAL OF AGENDA

Hearing no objection, the agenda was approved.

III. APPROVAL OF MINUTES

None.

IV. AGENDA TOPICS

A. Goal-Setting Discussion - Update/Expansion of 2016 Goals

At a recent Assembly meeting, Mayor Koelsch requested that the Assembly provide their top ten goals, ranked 1 as top and ten as lowest, either from the 2016 goals, or new, to him by Thursday, December 1. He thanked Ms. Cosgrove for her work to review and update the submissions into a new spreadsheet, which was before the Assembly at this meeting for review. Ms. Cosgrove provided the list of the top eleven goals (where a natural break in scoring had occurred), and explained the spreadsheet.

The Assembly discussed each of the top eleven goals.

MOTION, by White, to accept the top 11 goals for 2017. The list contained the following items:

1. Downtown Parking Solutions
2. Juneau Affordable Workforce Housing
3. AJ Mine
4. Drugs & Crime
5. Economic Development Plan

6. Juneau Access
7. Sustainable Budget
8. Area Plans
9. Homelessness and Public Inebriation
10. Next Generation Workforce
11. North Douglas Extension

Mr. Jones objected, stating that there was not enough specificity to the list.

Ms. Weldon agreed and said that the list contained priorities, not goals, and the goals were not measurable.

Roll call:

Aye: Becker, Gladyszewski, Gregory, Nankervis, White, Koelsch

Nay: Jones, Kiehl, Weldon

Motion passed, 6 ayes, 3 nays.

B. Special Projects Already Underway for 2017: Brief Updates

Ms. Cosgrove provided an update of the Priority Driven Budgeting process underway.

Ms. Mead reviewed the most recent activities regarding annexation and hearing no objection, the Assembly requested that staff bring all options for annexation of lands adjacent to current CBJ boundaries to the Lands Committee for review.

Mr. Watt noted that that the October 3, 2017 ballot would include the proposition for extending the 1% sales tax. This tax has historically been used for capital projects.

C. Finance Overview and Timing of Assembly Decisions

Mr. Watt and Mr. Bartholomew reviewed the status and answered questions about the FY16 budget, the update of the FY17 budget and planning for FY18 and beyond. The Governor's budget will be released by December 15. The Assembly and staff will meet with Juneau's Legislative Delegation at a morning meeting on January 19. Three main issues in the state budget affecting local budgets are PERS/TRS funding, revenue sharing and school debt obligation support.

D. Assembly Good of the Order

Issues discussed included communications between Assemblymembers and staff, the role of committee chairs, how and when Assemblymembers represent their personal opinions as a member of the Assembly, communications with the legislature, Governor and state agencies, participation in political campaigns while serving on the Assembly, and the use of social media by Assemblymembers.

The Assembly reviewed its rules of procedure as outlined in Resolution 2550. The group clarified the use of the motion "orders of the day," discussed the conduct of public participation at meetings, and the motion for "reconsideration." Hearing no objection, the Assembly requested some revisions to the rules to acknowledge new marijuana permitting activities and the addition of the Aquatics Board. Ms. Mead will return a revised version of the rules of procedure to the Assembly at a future Committee of the Whole meeting for further review.

Ms. Mead reported on the procedure Anchorage uses for local review of liquor and marijuana licenses. The Anchorage Assembly protests all licenses as a matter of course, the AMCO Board approves the licenses with "delegation" to the local authority, and no operations are allowed until

the business is in compliance with all local laws. Mr. Jones disagreed with this approach. Mr. Kiehl said he thought the code regarding issuance of a local license in effect accomplished this goal. Mr. Steedle and Ms. Mead explained the concurrent nature of the conditional use permits, state license and local license. Mr. Jones said this matter would generally fall to the HRC to review, however, considering his service as HRC Chair and as a member of the AMCO Board, perhaps it would be better to refer the matter to the COW. Hearing no objection, this topic was referred to a future Committee of the Whole meeting.

V. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

Ms. White noted her work as a real estate agent for Juneau Hydropower and spoke about its purchase of a portion of the Juneau subport property from the Mental Health Trust Authority for its new power project.

Chief Johnson reported on a "shots fired" incident and said that the JPD would hold a press conference at 3 pm (following the Assembly retreat) to provide more information. He informed the Assembly that the Alaska Bureau of Investigation was taking over the criminal investigation and JPD would do its own internal investigation.

VI. EXECUTIVE SESSION

A. Executive Session: City Manager - Six Month Evaluation

MOTION, by Kiehl, to enter into executive session to discuss a subject that could tend to prejudice the reputation and character of a person, specifically, an evaluation of the City Manager. Hearing no objection, the Assembly entered into executive session at 12:40 p.m., and returned to regular session at 1:40 p.m.

Upon return to regular session, Mayor Koelsch noted that the Assembly met with Mr. Watt to review his six month performance evaluation.

VII. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 1:45 p.m.

Submitted by Laurie Sica, Municipal Clerk

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December 3, 2016, 9:00 AM.
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- I. ROLL CALL**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. AGENDA TOPICS**
 - A. Goal-Setting Discussion - Update/Expansion of 2016 Goals**
 - B. Special Projects Already Underway for 2017: Brief Updates**
 - C. Finance Overview and Timing of Assembly Decisions**
 - D. Assembly Good of the Order**
- V. EXECUTIVE SESSION**
 - A. Executive Session: City Manager - Six Month Evaluation**
- VI. 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

EXHIBIT H-2
Annual Assembly Retreat
December 3, 2016 – 9:00 am
Assembly Chambers

Note: In preparation for the retreat, please revisit Prior Assembly Goals distributed this evening and provide to the Mayor, no later than close of business Thursday, December 1st:

1. Top ten ranked actionable goals (prior goals or new) 1=highest 10=lowest
2. Topic(s) for Assembly Good of the Order

DRAFT AGENDA

9:00 – 10:00: 2017 Goal-setting-discussion – Update/expansion of 2016 goals

Note: Prior Year Broad Strategic Goals: Housing, Economic Development, and Sustainable Budget & Organization. Suggest we include a new strategic goal of Community Wellness/Safe Community.

10:15 – 10:30: Special Projects Already Underway for 2017: brief updates

1. Priority Driven Budget Process
2. Annexation, Borough Boundaries
3. 1% Sales Tax Renewal
4. Implementation of Housing Plan
5. Consideration of Energy Plan
6. Implementing strategies in response to SB91

10:30 – 10:45: Finance Overview & Timing of Assembly Decisions (Details at Assembly Finance Committee 12/14)

1. FY18 Budget Process (Assembly & Staff)
2. Legislative Calendar, Priorities and Potential for Cost Shifts by State

11:00 – 12:15: Assembly Good of the Order

1. Communications with Staff
2. Role of Committee Chairs
3. How/When to Represent Opinion as a Member as the Full Body
4. Communication with Legislature/Governor/State Agencies
5. Campaign Season Activities
6. Social Media
7. Assembly Rules of Procedures
8. Marijuana and Alcohol Protests (Protest as a Matter of Course?)
9. Participation in AML, Southeast Conference
10. Other (TBD):

12:15 Short Recess to move into Executive Session

12:30 – 1:30: Executive Session (Working Lunch)

City Manager – Six Month Evaluation

Assembly Goals 2016-2021
for December 2016 Assembly Retreat

Housing - Assure adequate and affordable housing for all CBJ residents

	Implementing Actions	Responsibility	Status Update
1	Adopt Update to Subdivision Ordinance	CDD, Law, PC, Assembly	Major subdivision ordinance adopted, revisions will continue to move forward to the PC and Assembly.
2	Promote Housing Availability and Affordability Continue to Implement Housing Matrix Ideas	CDD, Law, Manager, Assembly	Ongoing
3	Develop a Lemon Creek Area Plan	CDD, Lands, Engineering & Public Works, Planning Commission, Law, Manager, Assembly	Lemon Creek Plan kick off meeting was held on March 10, 2016. Project plan calls for Area Plan to be submitted to the Planning Commission in March 2017 http://www.juneau.org/lemoncreekplan/
4	Evaluate Lemon Creek Area- mixed use, industrial, residential how to co-exist. Subarea Plan	CDD, Lands, Engineering & Public Works, Planning Commission, Law, Manager, Assembly	refer to #3, above -- these two should be combined.
5	Decide density, zoning, and access to Peterson Hill and promote co-development.	Assembly Housing Committee, Staff, PC, Assembly	Access to lower development site has been secured. Discussions with UAS regarding secondary access. Zoning for the first phase is complete.
6	Review CBJ's incentive structures for additional housing	CDD, Law, Manager	Ongoing
7	Evaluate proposals for Jackie Street properties and determine how to move forward with development of each lots	Lands, Manager	Lots 6 & 7 were sold to AHDC, Lot 3 is set for public hearing to allow the City Manager to negotiate a less than fair market sale to the Housing Trust/home build program. Lots 2, 4 & 5 are the subject of a possible partnership between THDC and PDG for a mix of affordable and workforce housing. Not yet ripe for Assembly action.
c	Adopt Housing Action Plan	CDD, Manager, Assembly	COMPLETE: Assembly took action at the 11/28/2016 Assembly meeting.
c	Provide \$1.5 M toward the construction of the Juneau Housing First Project Provided Bridge Loan \$1.8 M	Manager, Lands, Engineering/Public Works	COMPLETE: Resolution 2708 Construction Bridge Loan Ordinance 2015-20(Z)

Housing Updates Since December 2015	
~Hired Chief Housing Officer March 2016 ~Renninger Subdivision in Switzer Creek was recorded, roads and utilities were installed summer of 2016, lots are currently being disposed of. ~Mobile Home Down payment Loan Assistance program kicked off November 2016 ~Sold 3 Lena lots this year. 3 lots remain to be sold ~Accessory Apartment grants program kick off December 2015	

Economic Development - Assure Juneau has a vibrant, diverse local economy

	Implementing Actions	Responsibility	Status Update
8	Downtown Revitalization Action Strategies including Gastineau Apartments	CDD, Engineering/Public Works, Lands, Planning Commission, Manager, Assembly	Ongoing: Gastineau Apartments demolition complete. Front and Franklin project phase one funding included in 2017-2022 CIP. Downtown circulator and transportation scheduled for a future COW meeting. DBA is working on Main street America project.
9	Expand Juneau's Position as Research Center	Assembly	Ongoing: JEDC and other community partners continue to work toward expanding Juneau's reputation as a research center of excellence. In addition, the Assembly continues to lobby the US delegation to move existing NOAA fisheries research positions from Washington State to the Juneau.
10	Implement Juneau Economic Development Plan	Lands, Manager's Office	Ongoing: Staff have been directed to monitor community partners and update the Assembly on a regular basis. Next update set for 12/12 COW

Assembly Goals 2016-2021

for December 2016 Assembly Retreat

11	Continue AJ Mine Review: Review and possibly revise mining ordinance, review and revise as needed draft lease agreement, review and revise as needed unit agreement	Manager, Engineering, CDD, Planning Commission, Assembly	
12	Solve Current Downtown Parking/Investigate Park and Ride System	Manager, Lands, Engineering/Public Works	Ongoing: Manager has formed an Ad Hoc committee.
13	Identify route, permit, bid and construct the extension of North Douglas Highway as far as existing funding allows	Engineering	Bid award complete, construction will begin Winter of 2016/2017
c	Revise CBJ Land Management Plan.	Lands Office, Lands Committee, Assembly	Complete: 2016-18 adopted the Land Management Plan and made it part of the Comprehensive Plan.
c	Marijuana Initiative Implementation	CDD, JPD, Law, Manager, Assembly	COMPLETE: Assembly passed numerous ordinances addressing this issue. Additional Sales tax approved by voters in October 2016 election. Permitting process in place. First business opened November 2016.
c	Identify future industrial land	Lands Office, CDD	Complete: 2016-18 adopted the Land Management Plan and made it part of the Comprehensive Plan.

Sustainable Budget and Organization - Assure CBJ is able to deliver services in a cost efficient and effective manner that meets the needs of the community

	Implementing Actions	Responsibility	Status Update
14	Deferred Maintenance/Asset Management long term plan	Manager, Engineering/Public Works, Parks and Recreation, Airport, Docks and Harbors, Eaglecrest	Ongoing: Manager has High Level Asset Management Cabinet in place and developing plan for CBJ. JSD has an active committee. Operating departments are working asset management at the lower level.
15	Upgrade CBJ Technology- online payments, website updates	MIS, Finance, Library, Manager, Assembly	Govern implementation is close to completion. E-portal for online payments is currently being worked on - may need a different IT platform. Website enhancements are underway and we expect roll out beginning late winter 2017.
16	Communications Plan to Keep the Public Informed	Manager, Assembly	Assembly approved \$50,000 in FY17 for this purpose. Hiring a 1/2 time PIO. Will include the public in the PDB Budget process. Working on expanding social media presence.

Community Wellness/Public Safety - Juneau has a local environment that is safe and welcoming for all citizens

	Implementing Actions	Responsibility	Status Update
17	Partner with non-profits and other government agencies to support efforts to address both homelessness and public inebriate issues in Juneau.	Social Service Agencies, Manager	Ongoing: See housing goal for update on Housing First. Manager's Office is working with BRH and other community partners on strategies for developing a "sobering center."
18	Ensure that Juneau has a functioning local solid waste disposal option into the future.	Engineering and Public Works	Ongoing
19	Implement a long term solution for Juneau's bio solids.	Engineering and Public Works	Dryer option approved by the Assembly, funding is secured, construction will begin Spring 2017
20	Review options for addressing Fireworks Noise	Law, JPD, Manager, Assembly	Ongoing: Community guidelines in keeping with the Disturbing the peace ordinance have been distributed. Effectiveness will be revisited in April 2017.
c	Develop Salmon Creek as a year-round water supply	Public Works, Engineering	Completed: Filtration plant went into operation spring 2016

Assembly Goals 2016-2021
for December 2016 Assembly Retreat

Other			
	Implementing Actions	Responsibility	Status Update
21	Complete Eagle Ordinance review and revision	CDD, Law Department, PC, Assembly	Ongoing. Law and CDD are working on policy issues that arise due to draft ordinance. In final stages.