

**SPECIAL ASSEMBLY MEETING
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

December 1, 2018 8:00 AM

Bartlett Regional Hospital Board Room
Meeting 2018-35 Work Session - No Public Testimony

I. CALL TO ORDER / ROLL CALL

II. AGENDA TOPICS

- A. Review and Status Update of 2018 Assembly Goals and Priorities
- B. High Level Fiscal Overview
- C. Local Economic Update by Meilani Schijvens
- D. 2019 Assembly Goals and Priorities Discussion
- E. Assembly Procedures and Protocols

III. 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

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

Review and Status Update of 2018 Assembly Goals and Priorities

ATTACHMENTS:

Description	Upload Date	Type
❑ Status Update Assembly Goals	11/29/2018	Exhibit
❑ Juneau Economic Plan	11/29/2018	Exhibit
❑ Housing Action Plan Memo	11/29/2018	Staff Report
❑ New Dwelling Units	11/29/2018	Staff Report
❑ Construction and Housing	11/29/2018	Staff Report
❑ Rental Survey	11/29/2018	Staff Report
❑ Implementation of JRES	11/29/2018	Staff Report
❑ Waterfront and Tourism Planning	11/29/2018	Staff Report

Assembly Goals 2018

Assembly Goals set at
December 2, 2017 retreat

1. Housing - Assure adequate and affordable housing for all CBJ residents

AA*	Implementing Actions	Responsibility	Status Update - December 1, 2018
A	P/F Increase affordable and workforce housing availability through identifying and implementing strategies from the housing action plan.	Assembly, Manager, Chief Housing Officer, CDD, Lands	Assembly funded \$2M from 1% sales tax for the Affordable Housing Fund. Assembly has been considering development incentives and other strategies to facilitate housing development. Staff is drafting policy regarding nuisance and derelict prosperities for Assembly consideration.
B	O Area Plans: Complete Downtown Area plan, followed by Douglas and Valley area plans.	CDD, Planning Commission, Manager, Assembly	Downtown Blueprint project has kicked off. Tentative completion date is Winter 2020.
C	O Finish development of Pederson Hill and begin disposal process.	Assembly Housing Committee, Staff, PC, Assembly	Construction of the first phase of Pederson Hill subdivision is underway. Lot disposal for phase one will fund Phase Two development. Disposal is tentatively scheduled for Spring of 2019.
D	F/O Update the Comprehensive Plan	Assembly, CDD, Planning Commission, Manager's Office	In Process - Assembly was updated on this issue at the August 29, 2018 COW. CDD is developing a scope of services to hire a consultant.

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

AA*	Implementing Actions	Responsibility	Status Update - December 1, 2018
A	O Solve Current Downtown Parking/Investigate Park and Ride System	Manager, Lands, Engineering/Public Works	Ongoing: Manager has formed an Ad Hoc committee which is moving slowly toward solutions. Park and Ride options are under consideration.
B	P/F/O Implement Juneau Economic Development Plan	Assembly, Manager's Office	Ongoing: Staff have been directed to monitor activities of community partners and update the Assembly on a regular basis. Assembly received update at the August 9, 2018 COW meeting.
C	F Identify route, permit, bid and construct the extension of North Douglas Highway as far as existing funding allows	Engineering	First phase to Middle Creek complete. Additional construction contingent on additional funding.
D	P Continue Mining Ordinance Review: Review and possibly revise mining ordinance, review and revise as needed draft lease agreement, review and revise as needed unit agreement	Manager's Office, Law, Engineering, CDD, Planning Commission, Assembly	Complete.
E	S Juneau Access: Support the construction of a road north out of Juneau	Assembly	Assembly passed resolution in support of Juneau Access
F	P/F Next Generation Workforce: Support continued education funding, and child care with an emphasis on kindergarten readiness.	Assembly	Mayor has created a Childcare Committee to look at specific issues. Assembly considers specific requests at budget time.
G	F/O Downtown Revitalization Action Strategies including Gastineau Apartments	CDD, Engineering/Public Works, Lands, Planning Commission, Manager's Office, Law, Assembly	Gastineau Litigation resolved. Assembly has provided funding to the DBA, staff is working on the Downtown Blueprint area plan, and the Chief Housing Officer is working on a housing index.
H	S 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.
I	O Identify future industrial land	Lands Office, CDD	Ongoing
J	S Secure the \$22 million of diverted Juneau Access funds for transportation infrastructure projects for the community.	Assembly, Manager's Office	CBJ Lobbyist tracking

*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue

Assembly Goals 2018

Assembly Goals set at
December 2, 2017 retreat

3. 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

AA*	Implementing Actions	Responsibility	Status Update - December 1, 2018
A P/F/O	Examine both revenues (Tax) and expenditures to assure the CBJ maintains a sustainable budget that meets the community's needs.	Assembly, Manager's Office, all operating departments.	Assembly adopted the FY19 & 20 budget. Impact of budget decisions will need to be reviewed and potentially fine tuned during the FY20 budget review to assure we can maintain a sustainable budget.
B F/O	Deferred Maintenance/Asset Management long term plan	Manager, Engineering/Public Works, Parks and Recreation, Airport, Docks and Harbors, Eaglecrest	Ongoing. Assembly substantially funded facility maintenance in the 1% sales tax, is monitoring the State to anticipate the end of the moratorium on School facility funding. Departmentally, asset management systems are being implemented.
C F/O	Upgrade CBJ Technology- online payments, website updates	MIS, Finance, Library, Manager, Assembly	Assembly included \$2M of funding from 1% Sales Tax funds for technology. Finance just implemented a portal for businesses to file sales tax returns and make payments online. Next step is to complete an analysis for expanded portal for most citizen payments to CBJ
D O	Communications Plan to Keep the Public Informed	Manager, Assembly	Ongoing: Staff continue to work on educating the public on relevant issues and developing citizen engagement strategies.
E F/O	1st responder recruitment & retention	Assembly, Manager, Police, Fire, HRRM	Assembly approved additional positions and funding. Staff are actively working on recruitment & retention issues.
F F/O	Work on business case for consolidated City Hall	Manager's Office, Engineering & Public Works	Business Case is nearing completion and should be back in front of the Assembly in early 2019.

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

AA*	Implementing Actions	Responsibility	Status Update - December 1, 2018
A F	Partner with non-profits and other government agencies to support efforts to address both homelessness and public inebriate issues in Juneau.	Assembly, Manager, Community partners	In September 2018, the Assembly authorized \$1.8 million for a second phase of Housing First. Grant funding from the MHTA was secured for a homeless & housing coordinator who has been working on a coordinated entry process. Assembly provided funding to operate the Emergency Cold Weather shelter for a second winter season.
B F/O	Partner with non-profits and other government agencies to address Opioid epidemic.	Assembly, Manager, Community partners	Assembly provided additional funding to the Juneau Community Foundation to look at an integrated plan with local providers. Assembly funded \$1.8M from 1% sales tax funds to renovate Rainforest Recovery Center to increase its capacity to address substance abuse recovery efforts.
C P/F/O	Develop strategies to respond to the impacts of SB91.	Assembly, Manager, Law, Community Partners	Assembly provided additional funding for JPD staff, additional funding for the Juneau Community Foundation to address impacts, and the Assembly supported SB54. Staff continue to track and monitor issues.
D P/F/O	Ensure that Juneau has a functioning local solid waste disposal option into the future.	Engineering and Public Works	Ongoing. Assembly approved \$2 million of 1% money for the RecycleWorks program and is looking at revisions to the rate structure and expansion of operations with the goal of getting to 25% diversion by 2023.

*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue

Juneau Economic Plan Vision and Initiatives



Over the next ten years, the CBJ and multiple stakeholders will work together to pursue Juneau’s economic vision and take action on eight initiatives to accomplish 17 objectives.

JUNEAU ECONOMIC VISION

A vibrant, diversified, and stable economy built around a business climate that encourages entrepreneurship, investment, innovation, and job creation; and supports the environmental, cultural, and social values that make Juneau a great place to live and enjoyable place to visit. *Citizens of Juneau, 2014*

ECONOMIC DEVELOPMENT GOALS

Four overarching economic development goals guided Juneau’s economic development planning process:

- Build a more resilient and diversified economy
- Provide infrastructure that supports and strengthens the economy
- Leverage natural, competitive advantages to create new wealth
- Preserve or enhance quality of life attributes closely tied with community economic well-being

ECONOMIC FRAMEWORK: INDUSTRY AND BUSINESS SUPPORTED BY STRONG FOUNDATIONS

To organize and consider the wide spectrum of Juneau’s economic development opportunities and challenges, a framework with three strategies was developed:

- Support, retain and expand existing industry and businesses,
- Support the ability of local entrepreneurs’ to take advantage of trending and new business opportunities, and
- Remove barriers and strengthen six foundational areas that support economic success.

WAYS THE CBJ CAN ENGAGE IN ECONOMIC DEVELOPMENT PLANNING & ACTION

The most common strategies local governments employ to engage in economic development activity are:

1. Coordinate Economic Development Programs and Support Services
2. Development Reviews and Regulations
3. Business and Entrepreneurship Support
4. Development Incentives (Including Tax Policy, Financing, Underwriting Risk)
5. Workforce and Talent Development
6. Providing an Adequate Land Supply
7. Infrastructure Investment
8. Support for Quality of Life Conducive to Business Innovation and Worker Retention

ECONOMIC DEVELOPMENT FRAMEWORK



CRITERIA TO EVALUATE OBJECTIVES

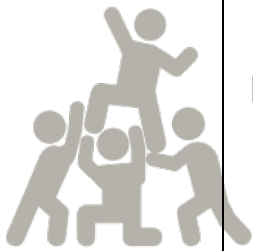
<i>Jobs</i>	<i>Resilience</i>	<i>Leverage</i>	<i>Distribution</i>	<i>Wealth Generation</i>	<i>Foundational</i>	<i>Multiplier</i>	<i>Revenue</i>	<i>Support</i>	<i>Leadership</i>
Create new jobs and wages , especially for residents	Add to community economic diversity ; enhancing ability to weather economic down-turns	Leverage other investment , from the private sector, as well as state and federal government	Result in broad distribution of economic benefits , across sectors and demographic strata	Directly or indirectly result in wealth creation , building on Juneau’s “natural advantages”	Realize foundational benefits ; providing needed supports for other initiatives	Produce multiplier effects ; creating indirect and induced economic benefits	Generate CBJ revenues to offset costs ; especially related to CBJ spending	Sustain community support ; including consistency with core community values	Garner ongoing leadership from within the community

TEN-YEAR INITIATIVES and PRIORITY OBJECTIVES

(See report for full list of initiatives, objectives and actions as well as CBJ Roles) Note: objectives below are not prioritized, simply numbered for convenience.



<i>Initiative</i>	<i>Goal: What is advanced or transformed?</i>	<i>Why Pursue?</i>	<i>Objective to Accomplish</i>		<i>Milestones or Metrics</i>
Enhance Essential Infrastructure	Support transportation infrastructure-related policies and developments that will provide access to developable land and control or lower the cost of freight shipment into and out of Juneau.	Foundational. Access to high-value, locally-controlled assets; potential to lower cost of living and cost of doing business. Gives the community room to grow.	1. Proceed with extension of North Douglas Highway, and North Douglas/Gastineau Channel Bridge construction to realize the residential, commercial, transshipment and maritime, industrial, and recreational potential of West Douglas.		<ul style="list-style-type: none">• Renew and enhance the CBJ/Goldbelt West Douglas MOA by April, 2015.• Establish West Douglas Task Force by year-end 2015.
			2. Engage in planning, policy-making, and monitoring activities necessary to ensure that marine freight service to and from Juneau is high-quality and the most affordable possible.		<ul style="list-style-type: none">• Track shipping rates.• Seek engagement of Chamber of Commerce. If priority for Chamber, establish working group to interact with shippers to identify issues and concerns by year-end 2015.



Initiative	Goal: What is advanced or transformed?	Why Pursue?	Objective to Accomplish		Milestones or Metrics
Build the Senior Economy	Facilitate development of the services and facilities necessary for residents to comfortably and affordably retire in Juneau.	To allow residents to continue participating in and supporting the economy as they age and retire.	3. Support development of a range of housing options and support services that meet the needs of Juneau's senior population.	<ul style="list-style-type: none"># of dwelling units specifically designed/designated for seniors.# of businesses that specifically serve seniors/tax revenue from these businesses.# Care-A-Van rides by seniors.	
			4. Increase the depth and breadth of local, skilled health care workers and services for seniors.	<ul style="list-style-type: none"># of health care positions in field related to care of seniors.# home health care workers (and types), # training programs & # trained.Prepare a needs lists/gap analysis for health care services for seniors by 2016.	
Attract and Prepare the Next Generation Workforce	Prepare and attract the professional, technical, skilled, entrepreneurial, and creative labor force that Juneau's diverse employers, businesses, and non-profits need.	Foundational for effective workforce development, to ensure job retention, and prevent capital creep. Critical for attracting millennials and retaining existing young families. CBJ controls public infrastructure that is central to quality of life measures that influence location decisions for millennials and others. Generates wealth and ensures job retention.	5. Develop a better understanding of the professional, technical, and other workforce needs of Juneau's key employers, especially state government.	<ul style="list-style-type: none">State worker position profile prepared by year-end 2015. Identify State workforce needs and track/anticipate potential changes in State employment in Juneau.Juneau "top jobs" list with recruiting and training needs prepared by year-end 2016.	
			6. Increase availability of childcare year round, with an emphasis on Kindergarten readiness.	<ul style="list-style-type: none">Ratio of childcare slots in Juneau to population of children under six.By year-end 2015, complete an ordinance and zoning code review to ensure they allow for appropriate development of child care facilities.	
			7. Actively support and maintain quality of life infrastructure that attracts and retains a desired workforce.	<ul style="list-style-type: none">Usage and participation counts.\$ Track trends in cost per participant.Track age distribution of Juneau population.	
			8. Prioritize an education system that prepares youth to participate successfully in the Juneau workforce, in vocational and professional jobs.	<ul style="list-style-type: none">Graduation rates and test scores of Juneau HS students.# student participants in STEM education programs.# of HS students eligible for Alaska Performance Scholarship.Educational attainment of Juneau population.	
Recognize & Expand Juneau's Position as a Research Center	Take advantage of Juneau's natural assets and competitive advantages by making tighter connections to basic and applied research, funding, and employment. Strengthen links between Juneau's scientists, researchers, and businesses.	New jobs and wealth creation based on natural assets and advantages. Adds resilience by strengthening the federal jobs base and activity. Adds to diversification, as well as investment in education and future generations.	9. Locate Alaska fisheries science and management jobs in Juneau.	<ul style="list-style-type: none">Track AFSC job listings in AK, WA, and OR.By year-end 2016, identify specific targets and a strategy to promote Juneau as a research/science center for excellence.# FTE positions and # empty offices at NOAA and PNWRS facilities in Juneau.# meetings with Congressional delegation and NOAA on jobs.	
			10. Better connect Juneau's scientists and researchers with business and industry. Conduct applied research to benefit local business' ability to compete and expand.	<ul style="list-style-type: none">\$ Federal, state or private grants or loans to an applied science or supporting business.# patents to Juneau businesses or researchers.	
Build on Our Strengths	Build on our strengths to expand business opportunities where we have natural/competitive advantages.	New jobs and wealth generation, adds to community resilience and CBJ revenue. These jobs are broadly distributed through economy.	11. Increase Independent visitor travel to Juneau.	<ul style="list-style-type: none">Track hotel and B&B occupancy, room tax revenues, counts of independent visitors.	
			12. Create more value from seafood and other maritime resources and services.	<ul style="list-style-type: none">\$ Track value of fish landed, fish taxes paid to CBJ.Annual communication with Juneau processors on land, infrastructure, or permit needs.	
			13. Build Juneau's role as a regional arts and culture hub.	<ul style="list-style-type: none">\$ Annual spending by Juneau arts/cultural organizations.\$ Event-related spending by audience.Progress on Willoughby Arts Complex.	
Protect and Enhance Juneau's Role as Capital City	Maintain state government employment and real wages in Juneau and "brand" Juneau as a great Capital City.	New and retained Jobs (support Juneau's most important source of employment and income). Wealth creation and foundational development, attract investors and next generation workforce.	14. Make Juneau the best possible Capital City.	<ul style="list-style-type: none">Maintain funding for the Alaska Committee.Track state employment & payroll.Initiate a long-range Capital Campus planning effort by July 2016.	
			15. Brand and market Juneau as a desirable place to live, work, raise a family, and start a business. Focus brand on Juneau as Alaska's Capital, a Center for Science & Research, a vibrant arts & culture destination, and place with diverse recreational assets and opportunities.	<ul style="list-style-type: none">Identify specific employment needs and locations to target marketing.Branding and targeted marketing plan in place by mid-year 2016.	
Revitalize Downtown	Revitalize Downtown, building the link between economic vitality and livable, mixed-use neighborhoods.	New jobs and businesses, leverages other investment, generate CBJ revenue, existing support by CBJ and business owners.	16. Develop and implement a CBJ downtown improvement strategy.	<ul style="list-style-type: none">Immediately begin to identify and apply for grant funding to supplement downtown planning.Begin downtown neighborhood and business plan process by August 2015. Include a funding commitment, identification of project partners, and project scope.# businesses in area; # vacant properties in area.\$ property tax revenue from area; \$ sales tax revenue from area.	
Promote Housing Affordability and Availability	Break down the housing barriers that are dampening economic growth.	Foundational. Lack of "starter" or affordable housing is critical economic barrier holding back progress on other initiatives.	17. Complete a Housing Action Plan, followed by action. Set goals for "starter" and affordable housing, senior housing, as well as special populations downtown.	<ul style="list-style-type: none">Set specific and measureable housing goals and implementing programs in 2015.Annually track: # dwelling units (DU), # new DU starts and remodels, # DU selling below \$300,000, # DU for rent in Juneau total and in Downtown/Willoughby.	



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801

Telephone: 586-5240 | Facsimile: 586-5385

DATE: November 26, 2018

TO: Mayor Beth Weldon
CBJ Assembly

FROM: Rorie Watt
City Manager

RE: Housing Action Plan Implementing Actions

Background:

In 2017, the CBJ adopted the Housing Action Plan (HAP). There are many concurrent implementation approaches that fit under the goals of the plan. As the two year mark approaches, the Chief Housing Officer is preparing a two year-report with metrics updates for winter 2019.

Some of the many issues that are being worked on, corresponding to the chapters of the Housing Action Plan, include:

1. Adopting the Plan, hiring Housing Officer
2. Juneau Affordable Housing Fund & Other Programs
 - Juneau Affordable Housing Fund Revision & \$2 million available over next five years
 - Fund Restructuring Proposal – COW Fall 2019
 - CBJ Mobile Home Loan Program Down Payment Assistance: 8 loans for \$45,565; \$54,435 available as of Nov. 22, 2018
 - CBJ Homeowner Accessory Apartment Grant Incentive: March-October 2018: 13 grant applications, 4 completed and awarded, 1 expired, 2 in plan review stage, 6 under construction
 - Restructure/Redirect purpose of Affordable Housing Commission
3. Housing Director & Housing and Homeless Coordinator
 - Contact/negotiation with developers (senior, multi-family, affordable housing projects)
 - Collection of Standard Housing Market Indicators & Housing Action Plan 2-year update (winter 2019)
 - Housing First Phase II – Awaiting AHFC Grant decision ~ January 2019.
 - Cold Weather Warming Shelter
 - CBJ Glory Hole work program
4. Create New Workforce Housing, Seniors, and Families
 - Updated CDD permit data 2018
 - Create housing incentives:
 - 1% sales tax funding (\$2 million) to be added to the Juneau Affordable Housing Fund
 - Tax Abatement Discussions with Finance Committee(March 2018), Committee of the Whole (August 2018)
5. Preserve Existing Affordable Housing
6. Develop Policies and Sales Approaches for CBJ Owned Land and Assets
 - Pederson Hill Subdivision – First phase under construction, ongoing

- Renninger Subdivision – Some property left for sale
 - Lena Lot Sales
 - Purchase and Sale negotiations with Eagle Rock Ventures for 2nd and Franklin
 - Hurlock Property Sale
 - Sale of Pocket Park property
 - Consideration of disposal of large tracts undeveloped CBJ parcels – Designated as Natural Area Parks in Land Management Plan (after Parks Master Planning)
7. Zoning Code to Promote Housing
- a. ADOD – Douglas & Downtown – Supports infill development in old neighborhoods
 - b. Adopt Alternative Residential Subdivisions
 - c. Non-Conforming Ordinance – Allows existing properties to access conventional financing
 - d. Researching blighted/nuisance property strategies
 - e. Shared Access/Panhandles – Allows infill development
8. Neighborhood Planning
- a. Downtown Strategy
 - i. Blueprint Downtown Strategy - Ongoing
 - ii. Downtown Housing Inventory: CDD, Chief Housing Officer (winter 2019)
 - iii. City Hall Business Case (would free up significant housing)
 - b. Auke Bay Neighborhood Plan and associated zoning
 - c. Lemon Creek Neighborhood Plan

New Dwelling Units Added to Juneau through Permits Issued

	2010	2011	2012	2013	2014	2015	2016	2017	2018 (Jan-Sept)
Single Family*	44	39	28	54	43	58	45	40	37
Multi-Family**	21	11	35	70	158	37	178	30	18
Accessory Apartments	11	12	10	18	14	31	25	12	13
Subtotal	76	62	73	142	215	126	248	82	68
Manufactured Home (RV's), and Caretaker Units	13	5	4	14	10	5	4	2	2
Gross Total	89	67	77	156	225	131	252	84	70
Dwelling Units Demolished	10	11	13	24	17	50	11	4	2
Net Total	79	56	64	132	208	81	241	80	68

*Single Family includes attached homes (townhomes).

**Multi-Family includes duplex, tri-plex, four-plex, condo, and apartment dwelling.

Construction and Housing

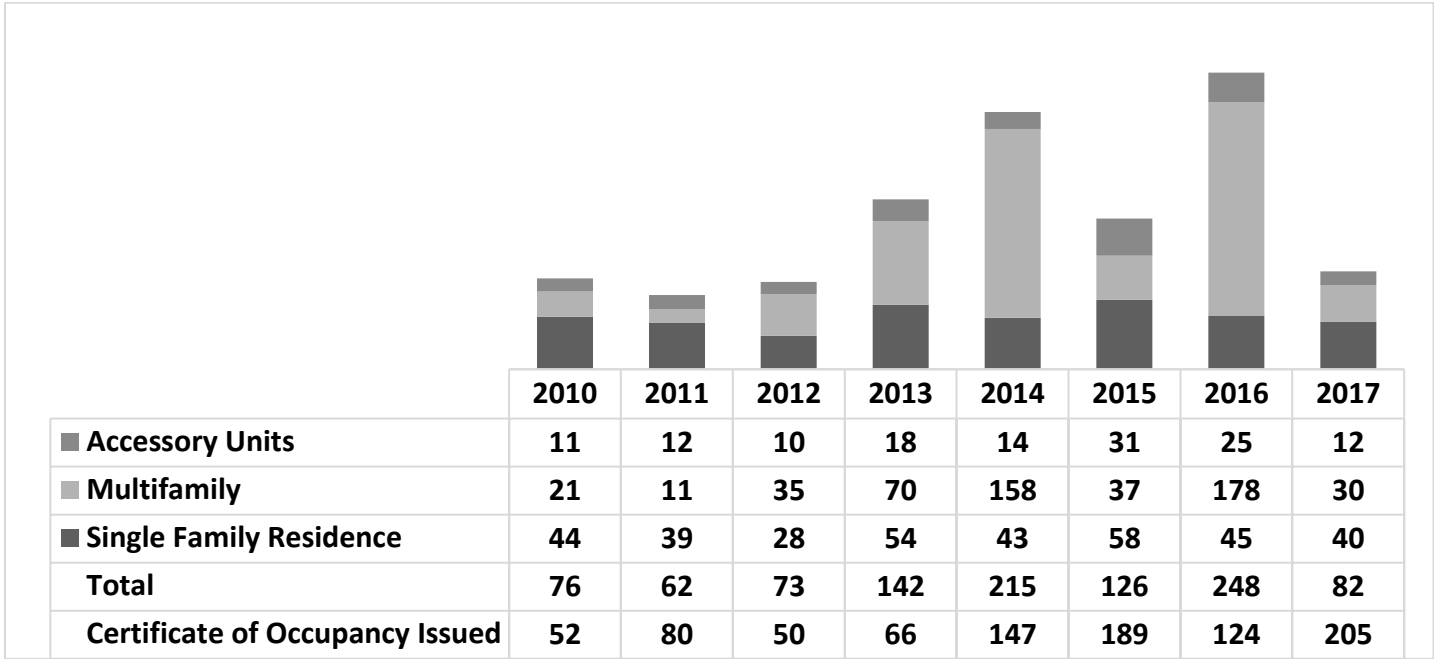
New Construction

Juneau New Housing Permits

In 2017, the volume of multifamily housing construction permitted was back to levels last seen in 2012. Only 30 multifamily units were permitted compared to 178 in the previous year. Single family housing permits and accessory unit permits were also down, for a total of only 82 units permitted.

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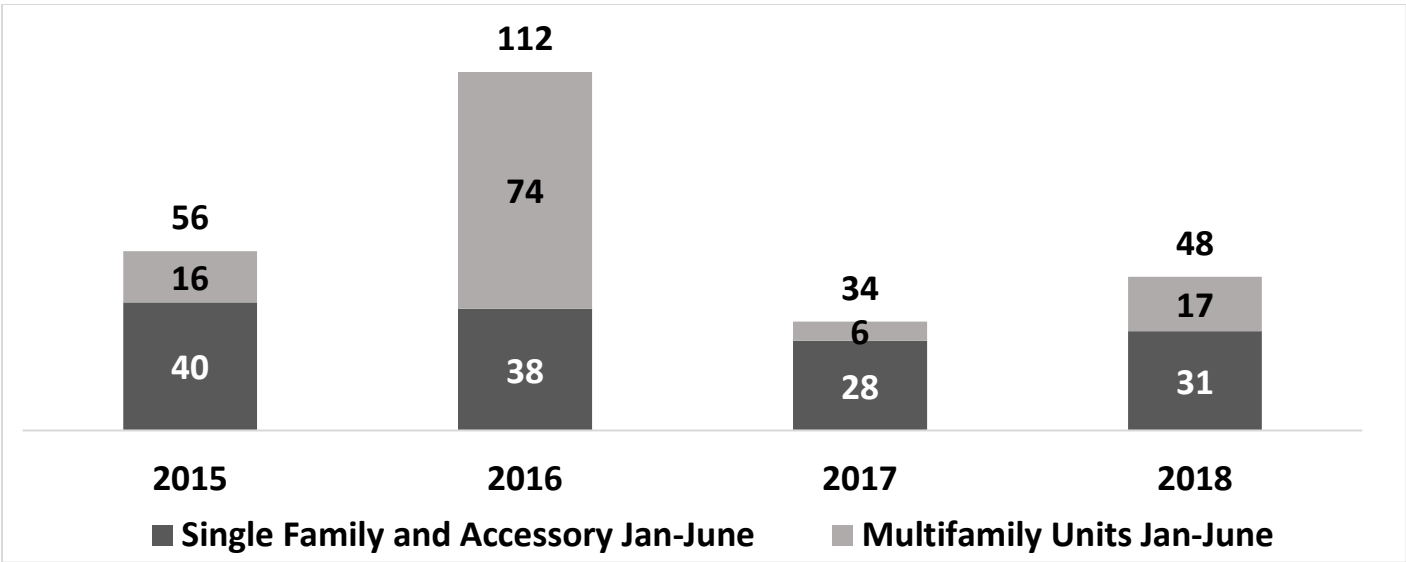
Figure 44: New Residential Housing Permits Issued 2010 to 2017



Source: City & Borough of Juneau Permit Center reports. **Note:** Multi-family includes properties with two or more dwellings.

The first half of 2018 has improved over the same period last year for both single family units and multifamily units. Like previous years, there are more permits for single family and accessory construction than multifamily units. This trend did not follow in 2016 due to multiple permits for special purpose housing developments.

Figure 45: New Housing Units Permitted to be Built, January – June 2015 to 2018



Source: City & Borough of Juneau Permit Center reports. **Note:** Multi-family includes properties with two or more dwellings.

Southeast Alaska New Housing Construction

Juneau’s housing stock increase in 2017 of 68 units fell substantially short of the 241 units built in 2016. This was largely due to the return of annual multifamily unit construction to more typical levels, after inflating in 2016 due to the concentration of special purpose housing developments. New single-family homes built decreased for a second straight year. Other communities in Southeast also experienced declines in the number of units built from 2016 to 2017.

Figure 46: New Housing Units Built by Type of Structure, Select Communities 2015 – 2017

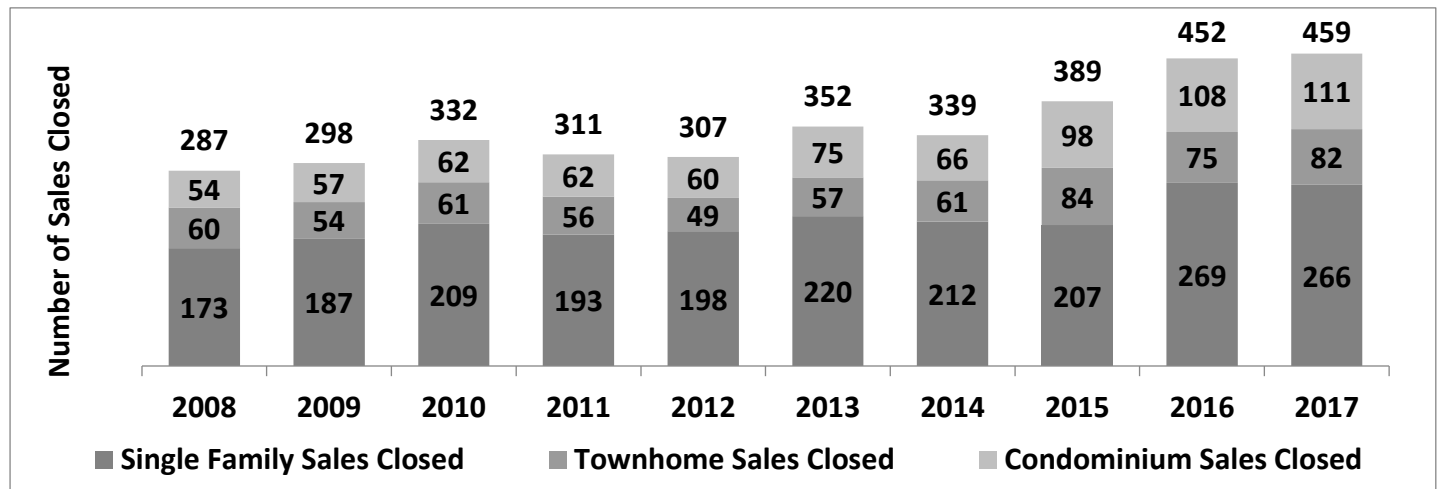
	Total Units 2015	Total Units 2016	Total Units 2017	Single Family 2015	Single Family 2016	Single Family 2017	Multi Family 2015	Multi Family 2016	Multi Family 2017
Craig	2	9	11	0	3	1	2	5	0
Haines	7	10	4	7	9	4	0	0	0
Juneau	96	241	68	76	69	45	20	172	22
Ketchikan Gateway Borough	21	46	30	17	22	17	4	24	13
Petersburg	12	6	0	8	5	0	4	0	0
Sitka Borough	32	28	27	20	12	23	11	12	4
Skagway	8	15	7	6	12	1	2	3	6
Wrangell Borough	13	6	4	6	6	3	7	0	1

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation, Alaska Housing Market Indicators, "Quarterly Survey of Lenders" Dataset. **Note:** Single Family includes attached units; multi-family includes properties with two or more dwellings.

Juneau Home Sales and Prices

Juneau’s home sale market was robust for a second year in 2017, with total transactions reaching a new high for the decade. With more inventory, multifamily home sales were leading the increase, while single family home sales held steady.

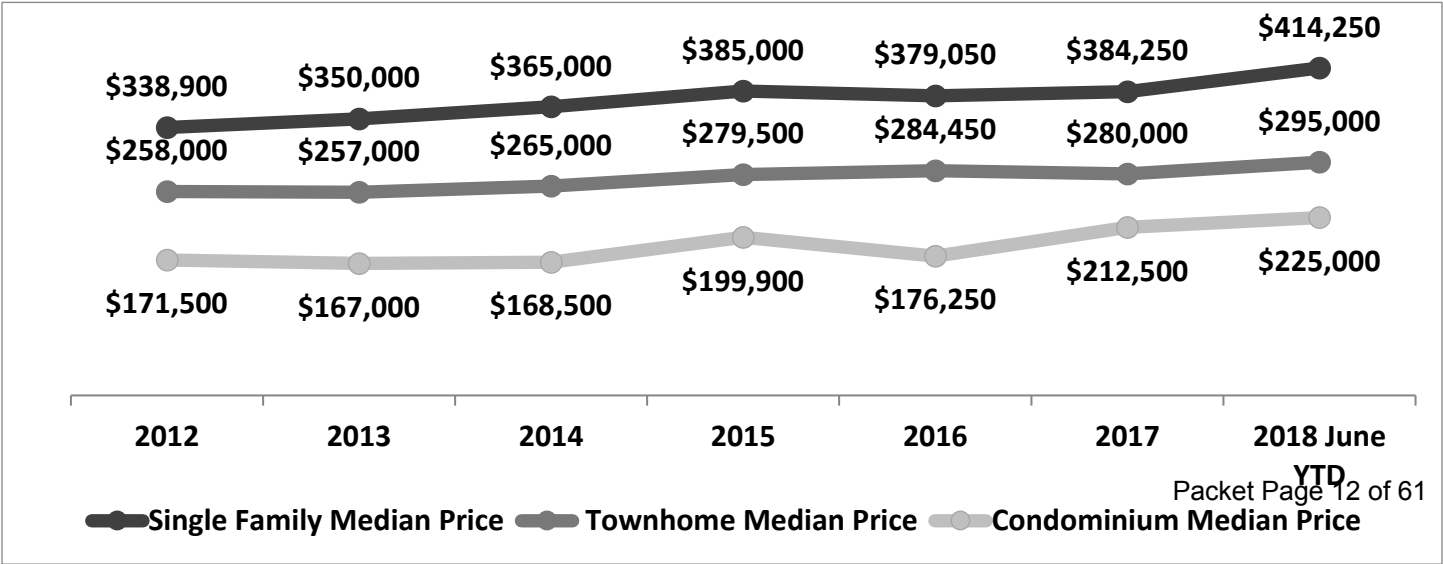
Figure 47: Sales Volume of Single Family, Attached Homes and Condominiums



Source: Southeast Alaska Multiple Listing Service.

The median transaction price of single family homes increased by 1.4 percent from 2016 to 2017, and prices increased again in the first half of 2018 for all categories of housing. The rapid turnover for single family homes, less than 30 days, is an indication of a tight housing market in Juneau. In 2017 the average days on market for all homes was 26 days, and in the first half of 2018 this number fell to 22 days.

Figure 48: Median Price of Single Family, Attached Homes and Condominiums, 2012 – 2018 (YTD June)

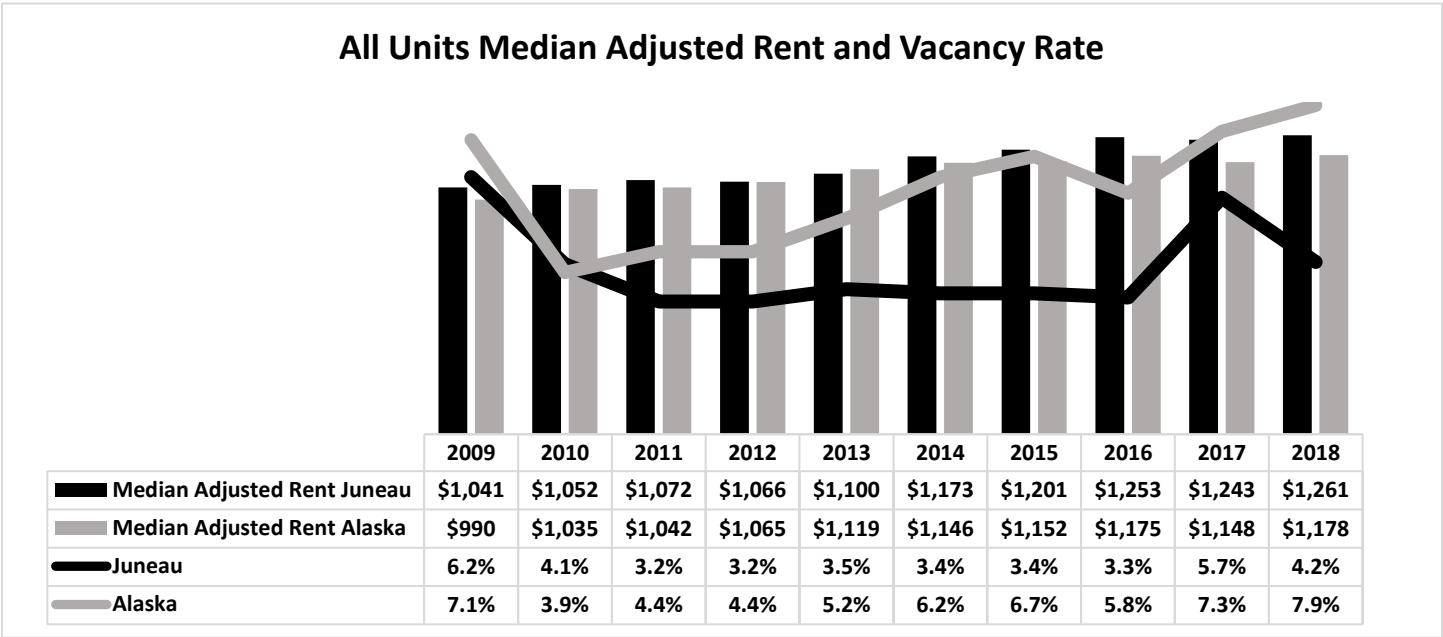


Source: Southeast Alaska Multiple Listing Service.

Monthly Rental Costs (Adjusted Rates) and Vacancy Rates

Every March, the Alaska Department of Labor and Workforce Development surveys Alaska’s landlords for residential rental unit information for the Alaska Housing Finance Corporation. In March 2018, the median rental price for all units in Juneau continued to rise, compensating for the slight dip in 2017, when new inventory came on the market. The vacancy rate was down to 4.2 percent from the more comfortable level of 5.7 percent in 2017.

Figure 49: All Units Median Adjusted Rental Prices and Vacancy Rate 2009-2018



Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section, and Alaska Housing Finance Corporation, 2018 Rental Market Survey (March); Note: Rental price is adjusted to include heat, light, hot water, water, garbage, sewer and snow removal, if one or more of these utilities is not included in the rent.

As vacancy rates in Alaska continue to rise (currently 7.9%), Juneau’s vacancy rate remains well below the state average. According to the Alaska Department of Labor and Workforce Development, the ideal vacancy rate for a community is between 6 and 7 percent¹, because with more vacancies, renters have some choice in where to live, putting pressure on landlords to keep units in good repair and keep prices competitive.

¹ Wiebold, Karinne. “Alaska’s Rental Market.” *Alaska Economic Trends*, Aug. 2016, pp. 4-7. Juneau and Southeast Alaska Economic Indicators and Outlook, August 2018

Property Name	Number of units	Asking Rent	Rent Increase/Decrease in 2018	Vacancy Units April 2018	Vacancy July 2018	Vacancy November 2018	Accept Housing Choice Vouchers	Notes
Housing First Forget-Me-Not Manor	32 1-br	\$700	none	0	0	0	Yes	1 vacancy in Oct. due to missing stove part/HUD compliance.
Volunteers of America (LIHTC Tax Credit)	75 units (1br, 2br, 3br)		No, but asking around to other tax credit projects about rates	0	0	6	yes	New staff in July, some recent evictions (non-payment) Slow 2 & 3 bedrooms waitlists. 30 on 1-bedroom waitlist.
Gruening Park Apartments	96 units 1-4 Bdrm.	1-\$950 2-\$1140 3-\$1350 4-\$1500 *These rents include all utilities except electrical For lights and refrigeration only, averages \$42 per month.	Slight decrease	*5	*4	*2	Yes	This property has a mix of units that include 45 Market rate units and 50 project based section 8 units. We accept vouchers in the Market rate units. The rents in our other two properties which do not have any project based rental subsidy are slightly lower
Mendenhall Tower	127 (studio, 1br, 2br)	\$850, \$1095, \$1455 Depends on length of lease LRO system: could change daily	Small increase	N/A	N/A	4%	yes	Vacancy counts whenever tenant provides a notice (Next month, six months) Discounts with longer leases; the legislative staffers who want short lease – typically can't afford their 4

								month rates.
Marine View Center (463-3062) Eddie	64 (1br 2br, 3br) all market rate	\$1000-\$1100; \$1300-\$1400; \$1600-\$1700	Increase annually 3%; not on voucher units	0	0	3 units (2 1-br, 1 2-br)	yes	Typically, 97% occupied year round
Trillium Landing	49(studio, 1-br, 2-br)	Studio \$804 1-br \$827 -\$1024 (60% AMI) 2-br -\$1219 Market rate \$1200 1-br, 2-br 1500	Increase \$14 - \$20	0	0	0	yes	Waitlist from here to heaven; no advertising needed; need more senior tax credit projects (mid to low-income seniors) supportive of adjacent Assisted Living project if developed
Coogan Rentals Island Hills	60 units 52 2-bedroom 6 2b, 2 bathroom 2 -1 bedroom, 1bath	\$1250-\$1450	Increase slightly to get closer to fair market rates – feel that they've hit the price point	0	0	2	no	Used to be concerned in November but learned that rentals pick up in dec. November is slow month – no need to lower rates in a panic
Grants Rental Apartments – Nowell Ave. (844) 760-7974								



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801

Telephone: 586-5240 | Facsimile: 586-5385

DATE: November 26, 2018

TO: Mayor Beth Weldon
CBJ Assembly

FROM: Rorie Watt
City Manager

RE: Juneau Renewable Energy Strategy

Background:

On February 12, 2018, the CBJ Assembly passed Resolution 2808 – A Resolution Adopting the Juneau Renewable Energy Strategy. The Juneau Renewable Energy Strategy (JRES) was the culmination of many years of work by the Juneau Commission on Sustainability (JCOS) to develop a frame work to implement the 2011 Climate Action Plan.

The JRES recommends several strategies to accomplish the goal of 80% reduction in fossil fuel consumption by 2045. General strategies identified in the plan include increasing energy efficiency, shifting transportation and space heating to renewable energy, and increasing supplies of renewable energy. The JRES contemplates both community wide initiatives and energy conservation strategies for CBJ as an organization.

The Assembly needs to decide if forward movement on the Juneau Renewable Energy Strategy is a priority. If so, the Assembly has several broad tools at its disposal to address both internal and external implementation strategies including funding, policy development, and community outreach.

If the Assembly chooses to work on this issue, I suggest that you direct staff to bring back potential implementing approaches to a Committee of the Whole meeting as a starting point to frame the broader discussion. In addition, at the same meeting, staff should provide an overview of internal energy consumption and current conservation efforts as well as recommendations about next steps to move CBJ forward.

To help frame the discussion, the Assembly could consider clarifying its stance on the following questions. There are a few illustrative notes added.

1. Is there a higher priority for energy conservation or fossil fuel consumption?
Note: Per the JRES, approximately 77% of energy consumed community wide is from fossil fuels.
2. Does the Assembly desire to focus on municipal energy consumption, or the community at large?
Note: Last year, CBJ consumed about \$2.2M of fossil fuels, the community about \$140M (per the JRES).

Mayor Beth Weldon

CBJ Implementation of the Juneau Renewable Energy Strategy

3. What is the appetite for expending public funds (grants?) to affect private activity?
Note: Two of the easiest opportunities for fossil fuel consumption reduction is for space heating in private homes and for private electric vehicle transportation.
4. What direction (if any) does the Assembly want to give to empowered boards?
Notes: BRH consumes about the 73% as much heating oil as the rest of the CBJ owned facilities combined. Top five CBJ electric users are BRH, Mendenhall WW, Airport, Dimond Park Aquatic Center and Centennial Hall. Different strategies are appropriate for different facilities.

CBJ Energy Consumption (last FY)

Auto/Gen	Gallons	Cost
CBJ Fleet	370,295.10	\$ 823,253.39
Totals		

Heating	Gallons	Cost
CBJ	331,662.90	\$ 673,861.88
BRH	242,977.10	\$ 491,372.61
JSD	76,184.40	\$ 157,154.61
Grand Total	650,824.40	\$ 1,322,389.10
Heating Fuel		

	Gallons	Cost
Total All Fossil Fuels	1,021,119.50	\$ 2,145,642.49

Electric:

KWH	Cost
33,887,124.00	\$ 3,626,108.39



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801

Telephone: 586-5240 | Facsimile: 586-5385

DATE: November 26, 2018

TO: Mayor Beth Weldon
CBJ Assembly

FROM: Rorie Watt
City Manager

RE: Tourism/Waterfront Planning

Background:

In 2004, the CBJ adopted the Long Range Waterfront Plan (LRWP). The plan has been the template for land use planning on the waterfront and has philosophically steered the development of the cruise ship docks (16B) and the seawalk.

Litigation initiated by the cruise ship industry will result in clarity on the imposition, collection and expenditure of passenger fees. Since oral arguments in mid-September, the parties have been waiting for rulings from the federal court.

Growth in cruise ship visitation to Juneau is pushing community conversation on tourism issues. It has been 15 years since the LRWP was adopted, and more importantly since the Assembly and community addressed all of the waterfront/tourism issues holistically. Many decisional questions bounce around the community. The Assembly should think about if and how to work on these sorts of issues. Some of the questions include:

1. How many tourists can Juneau handle?
2. Should Juneau more strongly position itself for the smaller ship market?
3. Should passenger fees be directed towards upgrading the privately owned South Franklin dock so that it can accommodate the deployment of larger ships?
4. Is it time to update the LRWP or engage in other broader planning process?
5. What should be done about the increasing impact from tourism on the transportation of goods and commodities into the community?
6. Is our seasonal visitation increasingly at odds with our homelessness and addiction issues?

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

High Level Fiscal Overview

ATTACHMENTS:

Description	Upload Date	Type
☐ Budget Overview	11/29/2018	Staff Report

**City and Borough of Juneau
Manager's Office
Budget Overview Prior to Updating the FY20 CBJ Budget
December 1, 2018**

Overview:

Staff has initiated the process to update FY20 budget – year 2 of biennial cycle. The initial “place holder” FY20 was “Approved” by the assembly last June. The manager will update the placeholder budget and present it to the assembly in April 2019. This overview is restricted to the General Government (GG) portion of the operating budget. The GG budget contains the operating departments (CDD, police, fire, administration, etc.) and local contribution to schools. For the current year (FY19) this budget totaled \$99 million. Near term actions for the GG portion of the budget:

1. Review FY19 budget for changes subsequent to original budget and identify significant changes in major revenues and cost projections.
2. Update FY20 major revenues and program costs.
3. Summarize additional budget needs and opportunities.
4. Discuss assembly issues and preliminary guidance at the Dec. 12 finance committee meeting.

The preliminary objective, for the current GG level of programs and services, is to propose a sustainably balanced budget for FY20. The goal is to stay within the current level of the Adopted budget (which we estimate can be funded with the current) level of tax and service fee revenue.

The Manager will have departments maintain their budgets at the FY19 levels while gathering information on new needs. Numerous needs are being discussed that could require an increased level of funding. The Manager's office has identified two programs (JPD & MIS) where the current staffing is inadequate to support the level of existing g operations. We are also evaluating the need for a position to help manage tourism and downtown parking. More detail and analysis will be provided in these, and possible other, areas.

We ended FY18 with \$17 million in the available fund balance. In September 2018 \$1.4 million of that fund balance was appropriated as a grant to Housing First. CBJ is in a strong financial position to maneuver as necessary to address, in the short term, potential decreases in state revenue and cost shifting. The overall economy, as measured by local tax revenue, is stable to growing a little. The outlook still has risk to the downside as the state has not yet resolved their ongoing budget deficit. The risks include: an additional round of state government job reductions, lack of a state capital budget (other than federal match) and reduced private sector investment (due to fiscal uncertainties). In addition we have risk of a negative decision from the CLIA lawsuit. The primary exposure is the \$3 million in operating costs, funded with marine passenger fees, needed to address the impacts from cruise ship activity that would need to be replaced with other funding.

Recent Budget History:

CBJ was last faced with significant budget shortfalls in 2014 as we were preparing the FY15 & 16 budgets. A 2-year process was initiated immediately by the assembly and staff to raise \$3 million in new sustainable revenues (tobacco tax and changes in tax exemptions) and reduce the operating budget by over \$3 million. At that time management and the assembly concluded that we had reviewed the organization staffing and that further reductions could not be made while

maintaining the existing level of service. The combination of new revenues and cost reductions produced sustainably balanced budgets in FY15 through 17. During this period we were able to fund a few new priorities: Housing Coordinator, CDD Compliance Officer and ½ time Communications position.

At that time, primarily based on the state fiscal deficit, the near and midterm outlook was for economic contraction with projected lower tax revenues. A budget education and prioritization exercise was undertaken by CBJ staff during the fall and winter of 2016/17 to prepare for potential downsizing of local government. New CBJ Budget web pages were created and numerous public presentations were held. The education efforts were well received and appreciated while the prioritization efforts received mixed feedback.

The objective of these outreach efforts was to help prepare CBJ make sustainable reductions, if necessary, while continuing to provide a safe and satisfying quality of life for Juneau citizens and visitors. Thankfully significant reductions were not needed to balance the FY17 & 18 budgets.

Current Status:

During FY18 and the beginning of FY19 the economy has continued to grow slowly versus the forecasted 1 – 2% contraction. Cruise ship visitation has grown significantly and we saw smaller increases in mining activity. This increased activity has more than offset losses in state government and retail sectors. This has resulted in additional property and sales tax revenues. The manager prepared the FY19 budget, with assembly direction, to fully fund personal services costs (merit and negotiated wage increases) and provide for effects of inflation on commodity costs. In contrast, for FY16 & 17 we required the departments to absorb these types of cost increases.

The Manager's initial proposed FY19 budget was \$2.7 million above FY18. This increase included \$1.9 million of recurring costs (\$1.1 million for wages & benefits, \$275,000 for increase emergency services training & commodities and \$565,000 for school funding) and \$780,000 of one time funding (\$280,000 for schools, \$250,000 for CLIA lawsuit and \$250,000 for UAS School of Excellence Foundation). Subsequent to introduction the assembly added \$1.6 million of additional funding. This increase included \$950,000 of operating costs (\$428,000 for 5 JPD positions & various budget increases for JEDC, schools, Cold Weather Shelter, Eaglecrest and substance abuse treatment study) and \$650,000 of capital project funds (North Douglass Crossing, New City Hall Business Case and Eaglecrest). Subsequent to budget adoption there have been several budget supplementals totaling \$735,000 (\$360,000 for 4 CCFR positions and \$375,000 for IAFF & PSEA negotiated wage increases). Total recurring FY19 budget increases are \$3.5 million.

There will be numerous challenges as we prepare for the FY20 budget. We appear to have adequate financial resources to sustain the current budget level, not counting the upcoming wage negotiations. But the public, assembly and staff have all identified areas where additional budget resources may be needed. We need to be cautious as we analyze and discuss the options and factor in the impacts of potential economic contraction. As we evaluate the demand for new programs and increased funding it is important to remember we have two primary funding tools – increase taxes or reprioritize existing programs and reduce some to fund higher priorities. Neither path is easy. Increased taxes increase the local cost of living and stopping or reducing an

existing service/program is difficult. Neither option is broadly received with open arms by the public.

The Finance Department will provide an update of the CBJ financial status at the December 12 finance committee meeting. Management has in place a continual process for evaluating the current budget to identify cost savings and adequacy of user fees. The operating departments will begin in January 2019 to review their FY20 budget. Any identified cost reductions and fee increases will be included and flagged for discussion with the assembly and public.

JUNEAU ALASKA's

economy in a nutshell 2018



Rain Coast
Data

Juneau Assembly
December 1st, 2018

Key elements of a growing economy

Increasing Jobs



Increasing Earnings



Increasing Population



Juneau Alaska's Report Card 2017

Decreasing Jobs

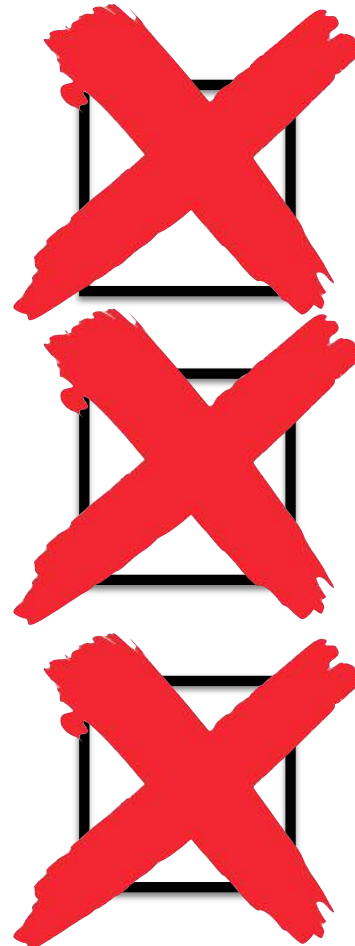
DOWN 200 JOBS -1.1%

Decreasing Earnings

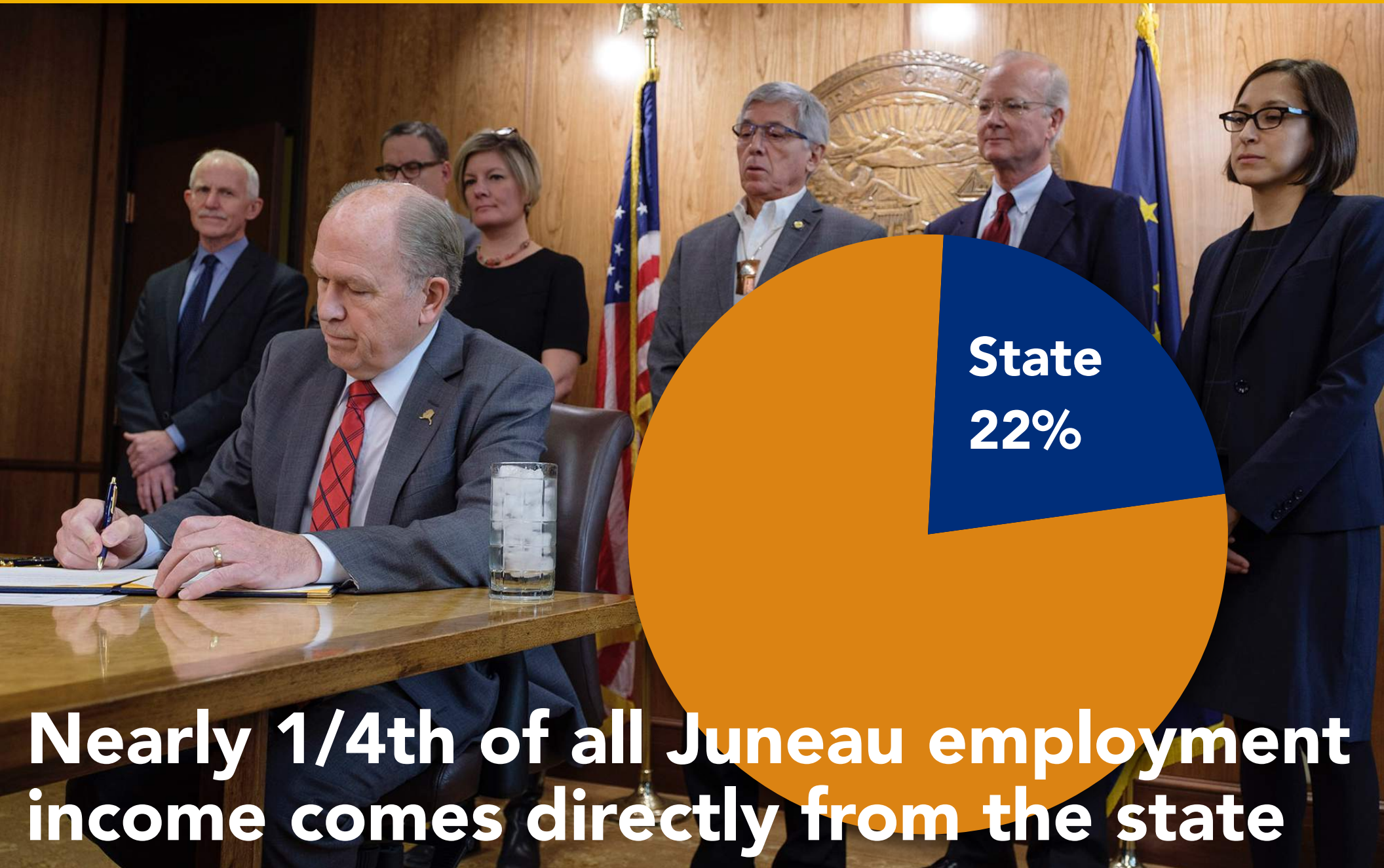
DOWN \$9 MILLION -1%

Decreasing Population

DOWN 450 PEOPLE -1.4%



Juneau Employment Income



Nearly 1/4th of all Juneau employment income comes directly from the state

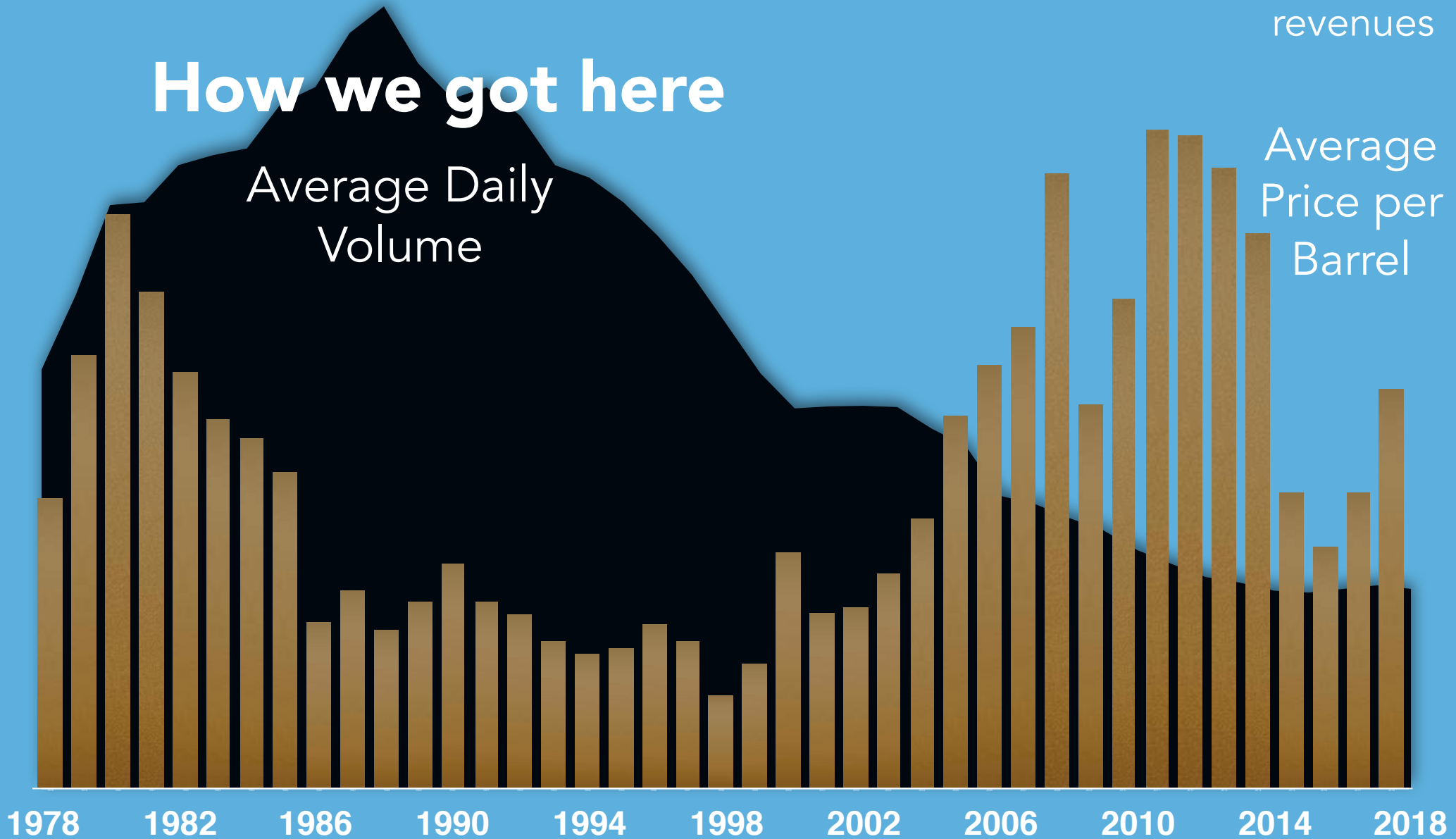
Avg. Daily Volume of the Trans Alaska Pipeline System and Inflation Adjusted Price Per Barrel, 1978-2018

Oil revenues historically accounted for 90 percent of the state's unrestricted revenues

How we got here

Average Daily
Volume

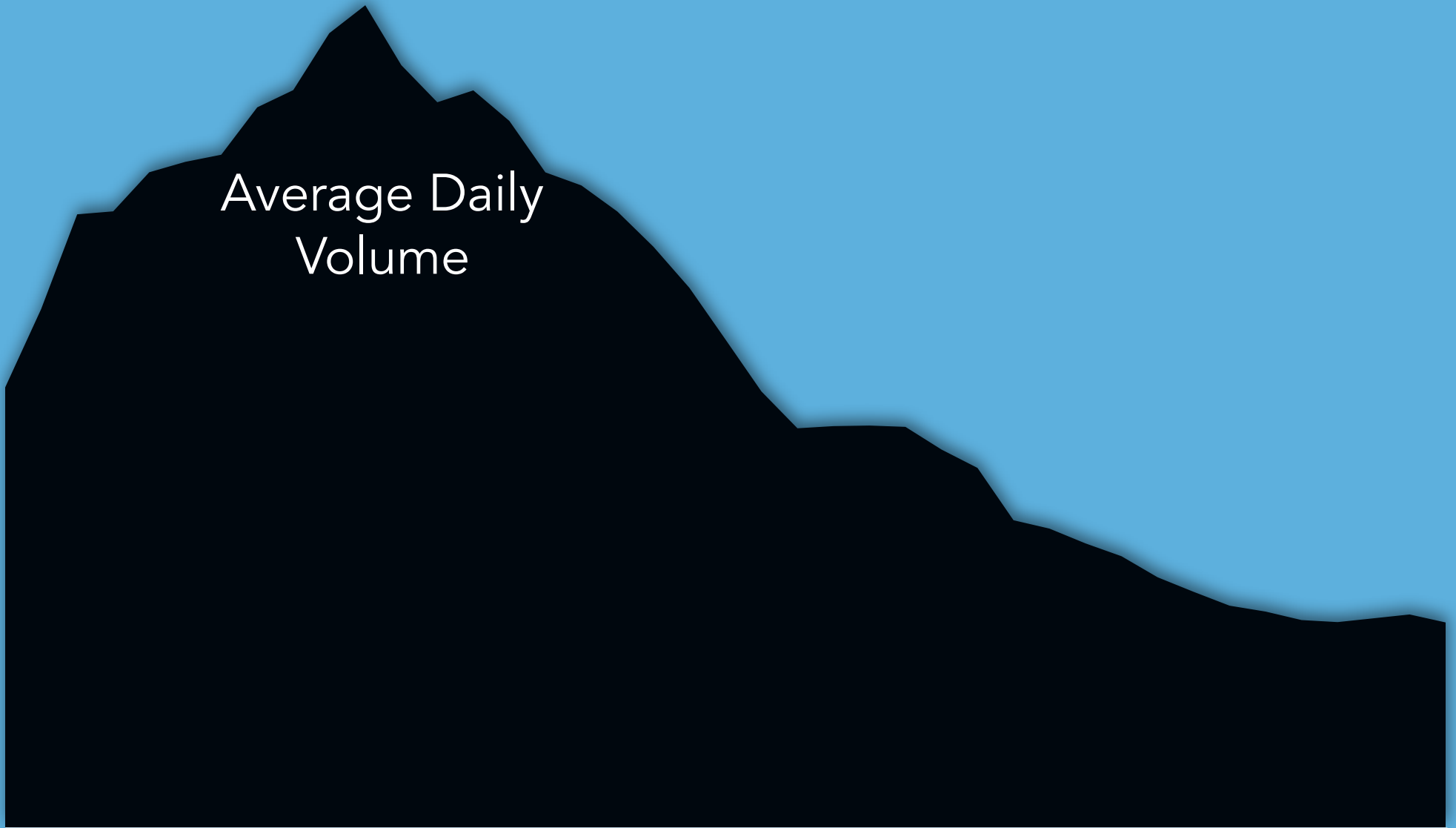
Average
Price per
Barrel



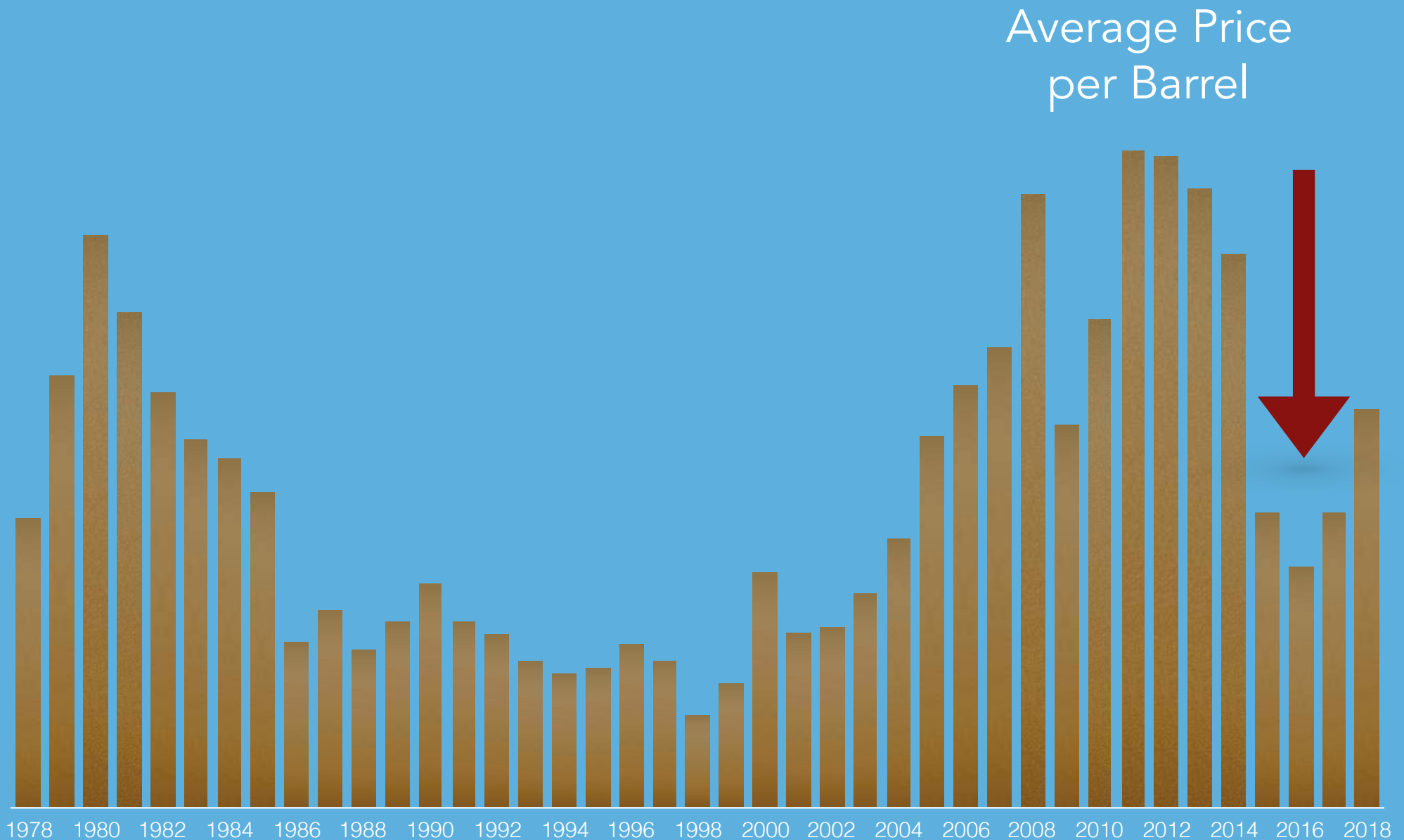
Avg. Daily Volume of the Trans Alaska Pipeline System and Inflation Adjusted Price Per Barrel, 1978-2018

Average Daily
Volume

1978 1982 1986 1990 1994 1998 2002 2006 2010 2014 2018



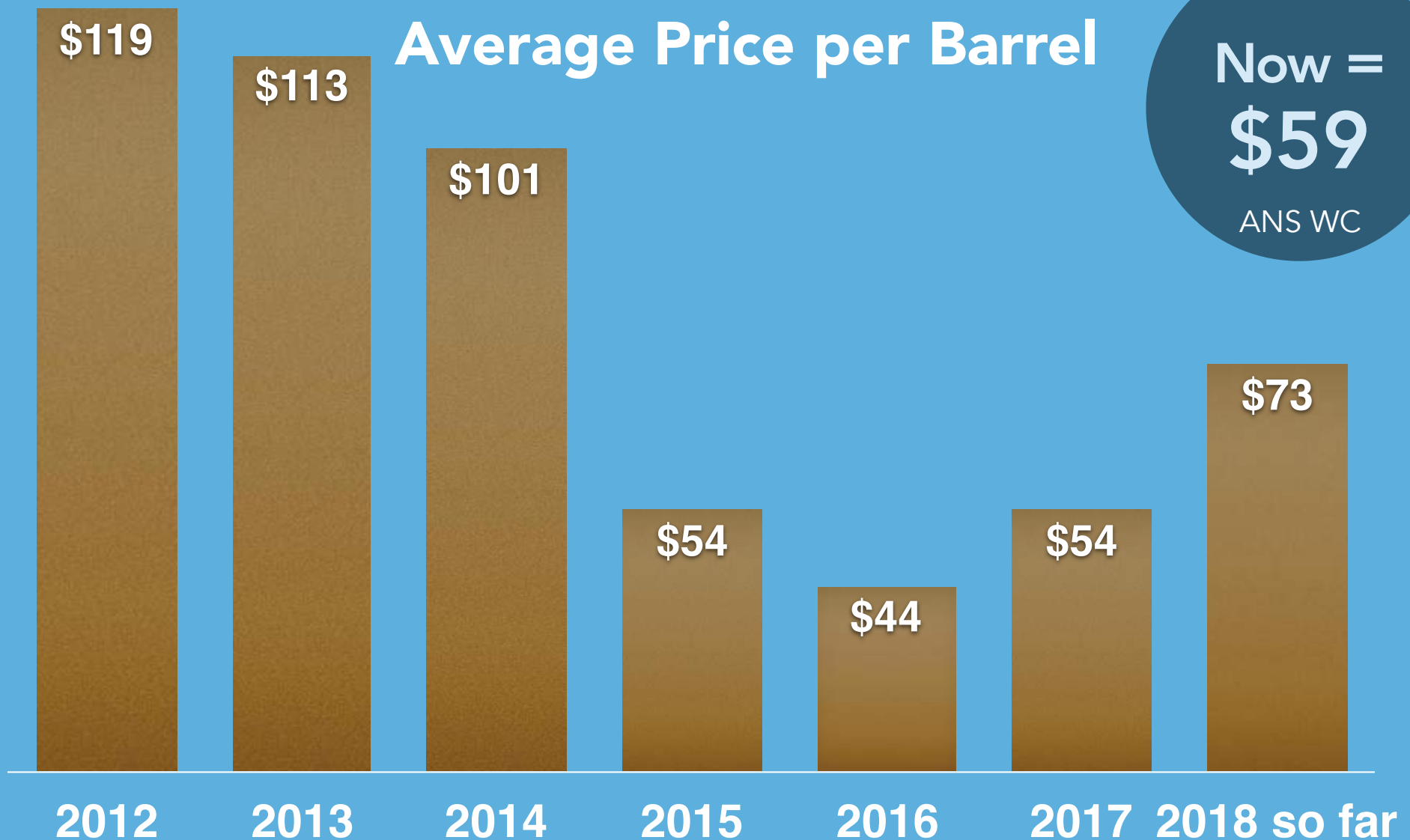
Avg. Daily Volume of the Trans Alaska Pipeline System and Inflation Adjusted Price Per Barrel, 1978-2018



Avg. Daily Volume of the Trans Alaska Pipeline System and Inflation Adjusted Price Per Barrel, 2012-2018

Where are we going?
Average Price per Barrel

Now =
\$59
ANS WC

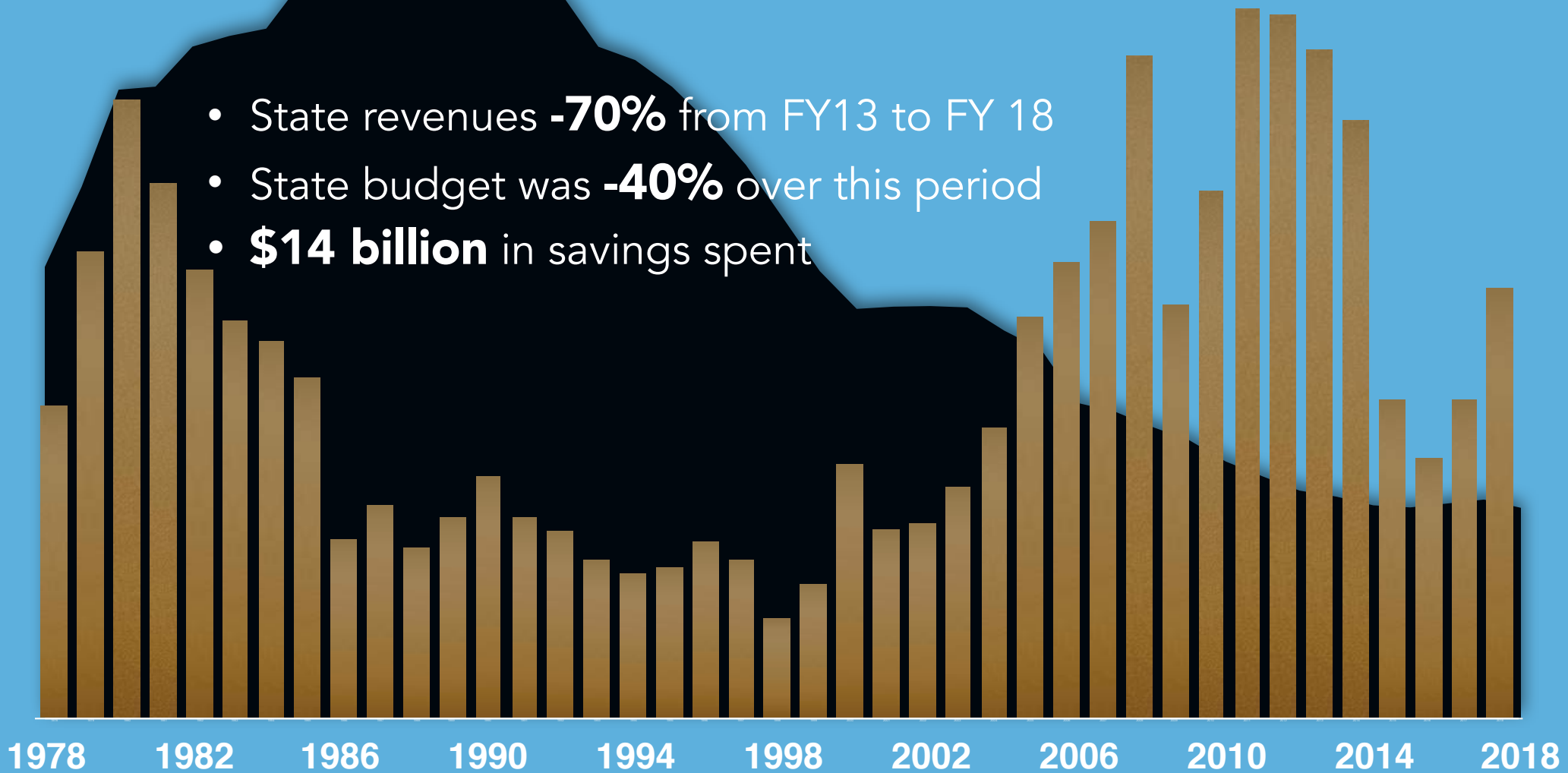


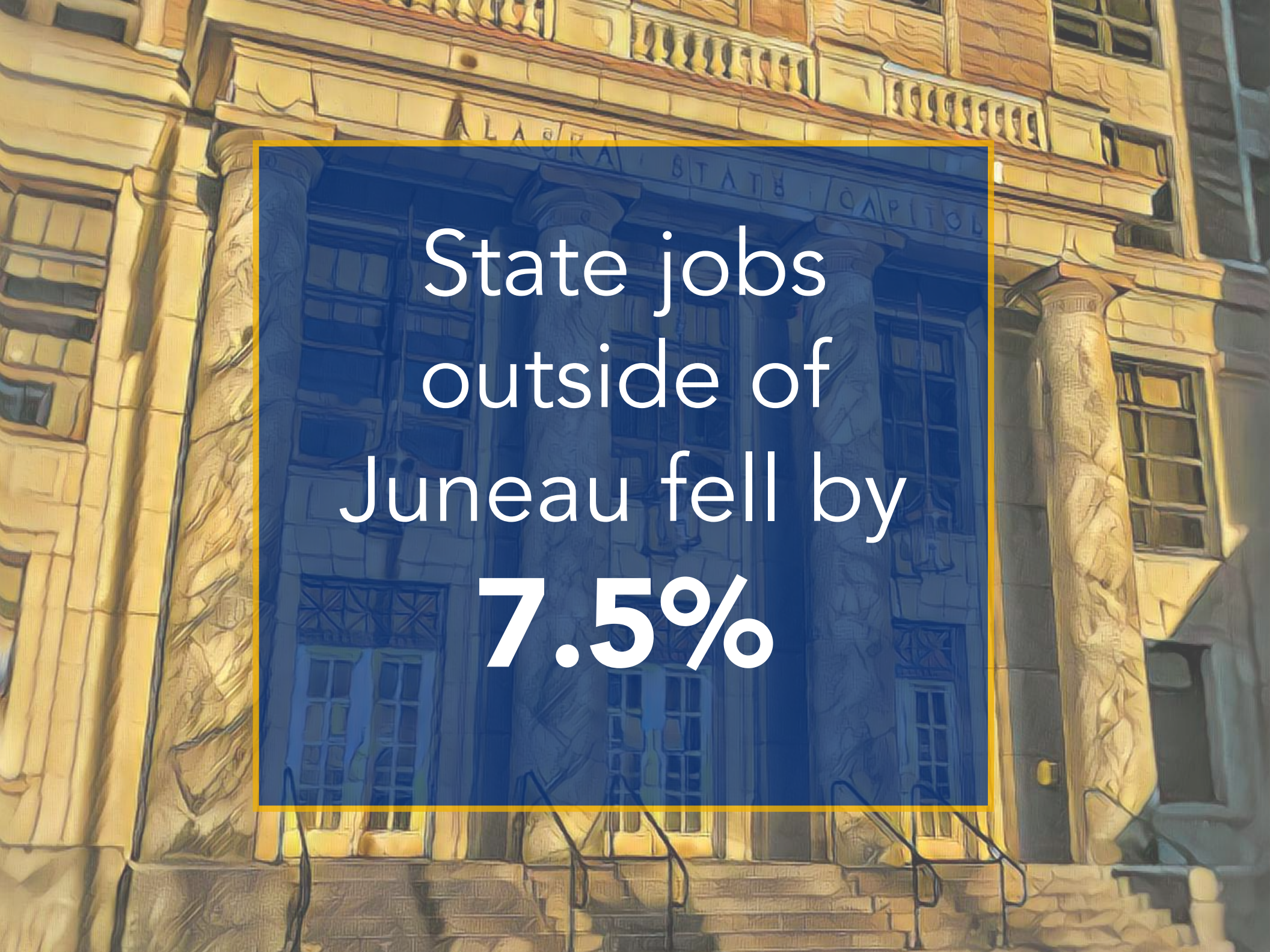
Avg. Daily Volume of the Trans Alaska Pipeline System and Inflation Adjusted Price Per Barrel, 1978-2018

Oil revenues historically accounted for **90 percent** of the state's unrestricted revenues

Now its 30%

- State revenues **-70%** from FY13 to FY 18
- State budget was **-40%** over this period
- **\$14 billion** in savings spent



The background of the image is a photograph of the Alaska State Capitol building in Juneau. The building is a large, multi-story structure made of light-colored stone or concrete. It features a prominent portico with several tall, fluted columns. Above the columns, there is a decorative frieze with the words "ALASKA STATE CAPITOL" inscribed in it. The building has many windows, some of which are visible on the upper floors. The overall style of the image is that of a photograph with a slightly textured, painterly quality. A semi-transparent blue rectangle with a thin orange border is overlaid on the center of the image, containing the text.

State jobs
outside of
Juneau fell by
7.5%

State Government Job Losses

Juneau loss of -650

4,400

4,220

4,040

3,860

3,680

3,500

4,304

4,269

4,097

3,837

3,746

3,650

-35

-170

-260

-90

-95

2012

2014

2015

2016

2017

2018



State Government Job Losses

Juneau loss of -650

4,400

4,220

4,040

3,860

3,680

3,500

4,304

4,269

4,097

3,837

3,746

3,650

-35

-170

-260

-90

-95

2012

2014

2015

2016

2017

2018

-15%



State Job Losses

**A loss of
650 State jobs
= a loss of
\$40 million
in annual Juneau wages
2018**

\$61,000 avg. per person state wage

\$400

Capital Appropriations for Southeast in Millions

\$260

\$385

\$215

\$183

\$107

\$47

\$9

\$15

-96%

FY12

FY13

FY14

FY15

FY16

FY17

FY18

FY19

\$0

\$200



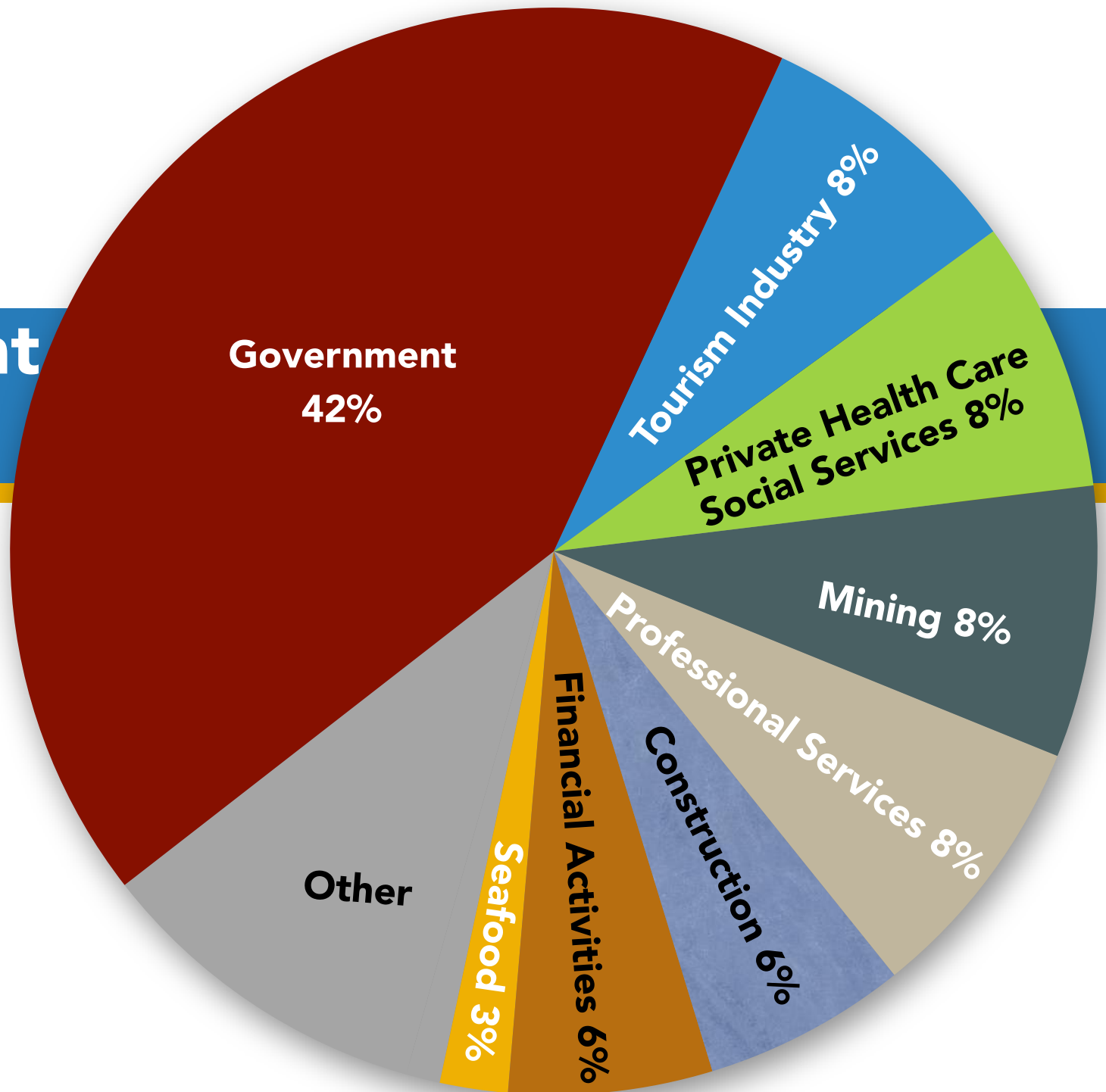
Construction Industry -5%



Juneau Alaska

Employment Earnings

\$1.04 billion
20,600 jobs



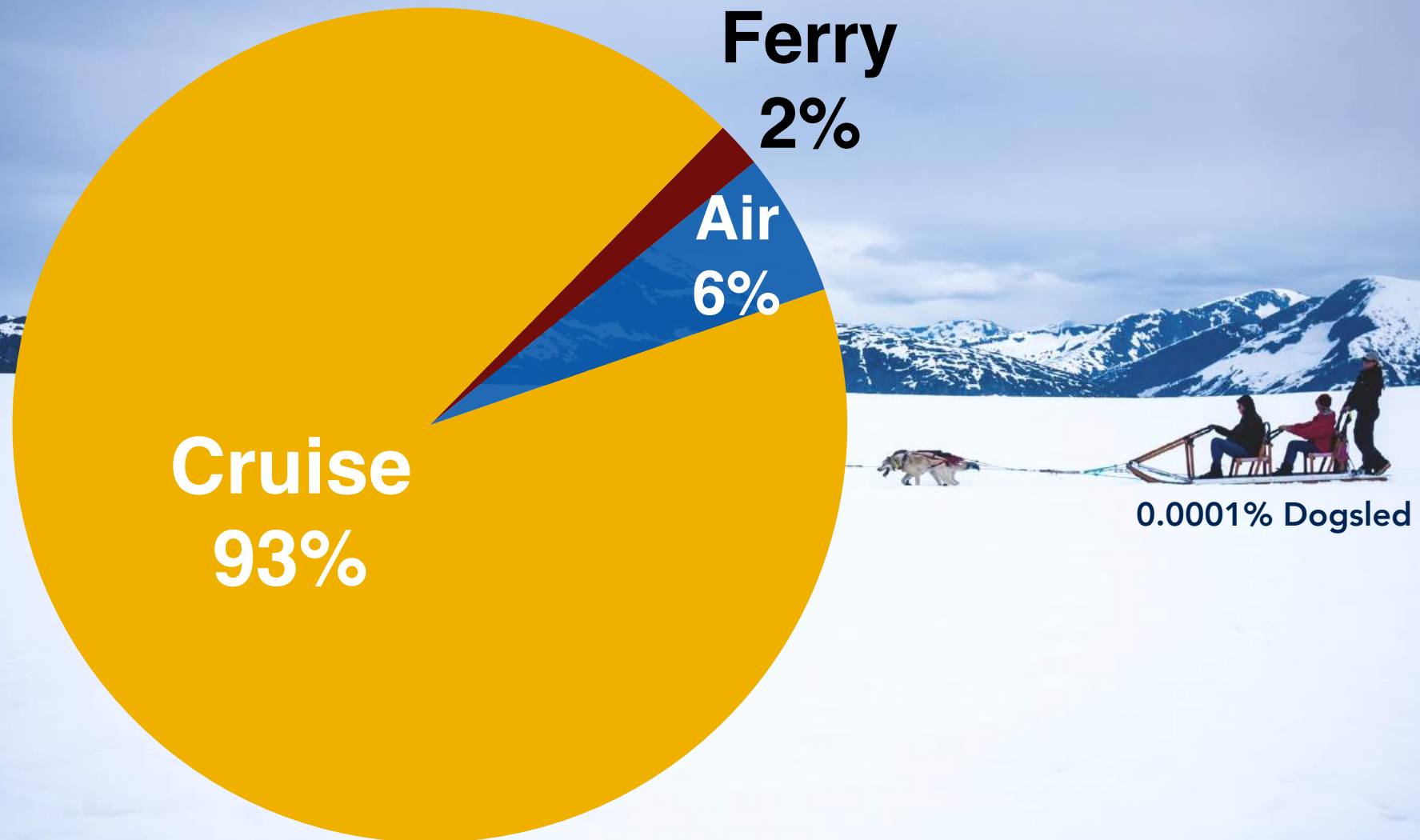
Juneau Cruise Passengers

25% increase 2017-2019

55% increase 2010-2019



Tourists into Juneau by Mode



Airline Trends:



2018 = top year ever

Tourist Spending in Juneau

\$212 Million

\$188 per visitor



Tourist Spending in Juneau

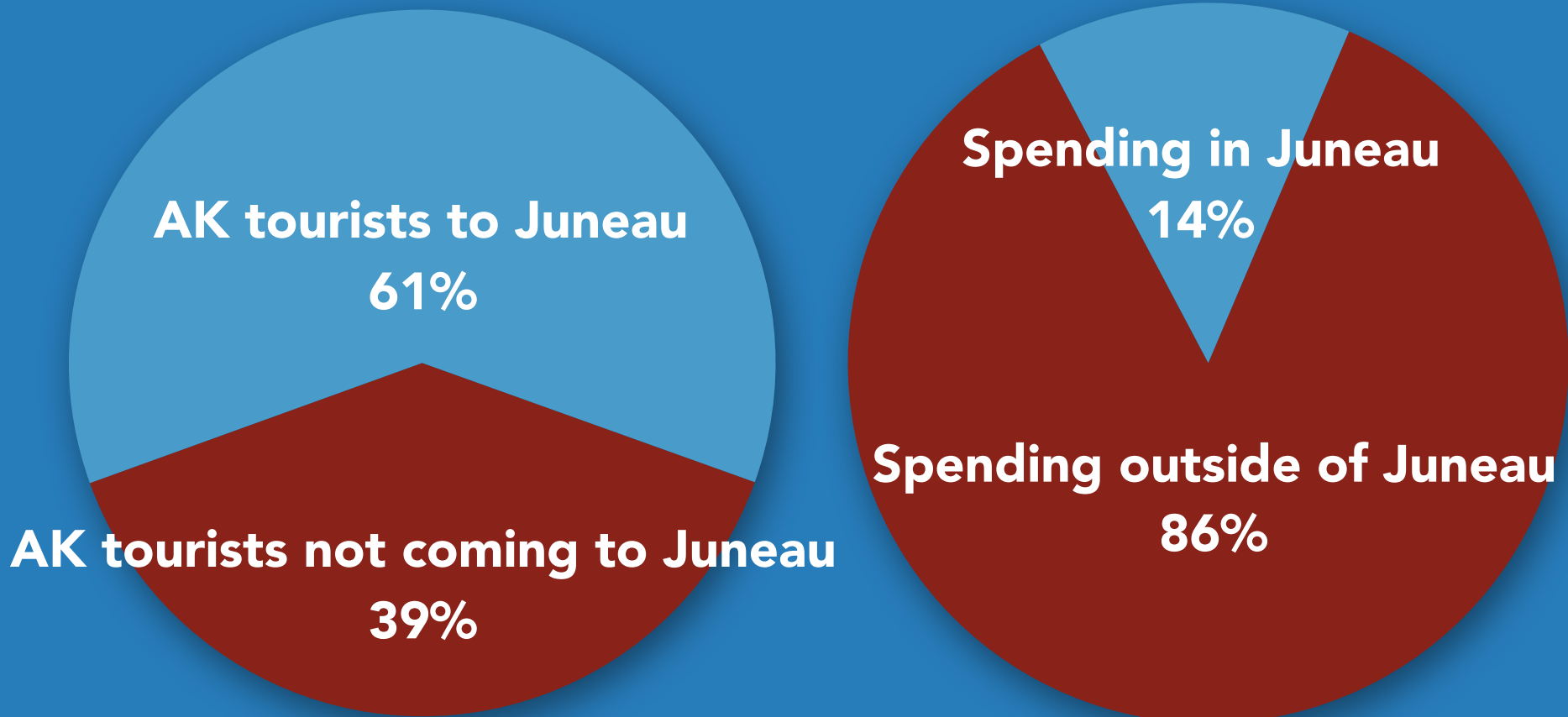
1 cruise passenger = \$162

1 ferry passenger = \$281

1 air passenger = \$630

**providing est. 21% of all CBJ sales
tax revenue in 2016**

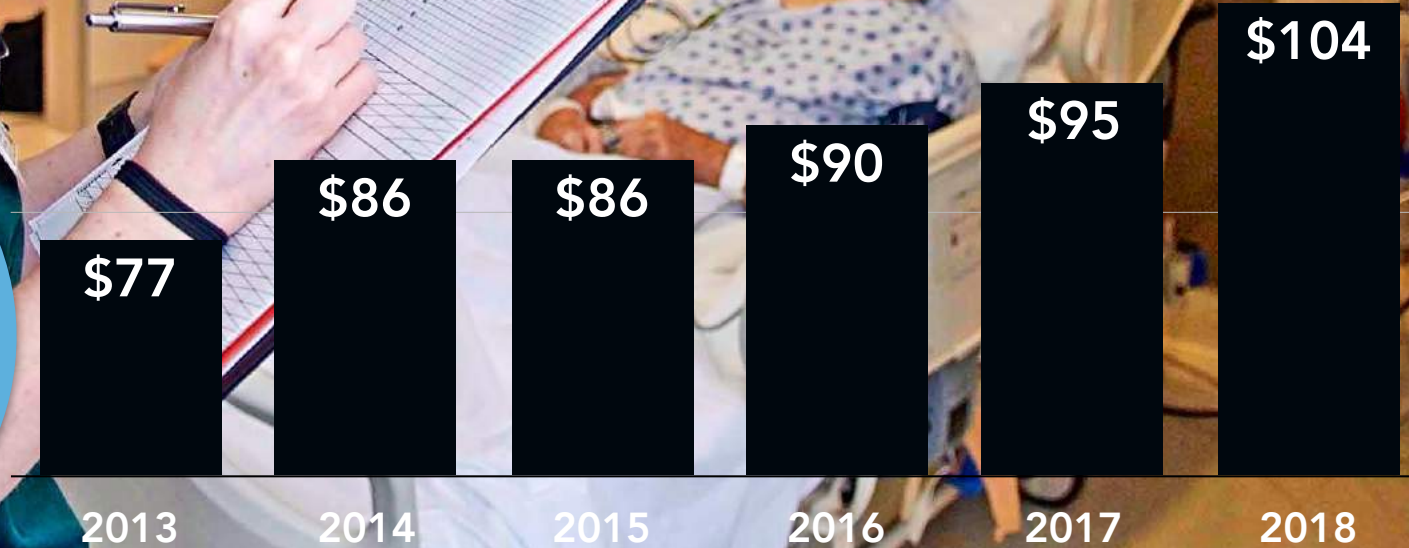
Tourist Spending in Juneau





Glacier Bay was
the **highest-rated**
cruise destination in
the **world** in 2018.
Cruise Critic

Healthcare +6% 2018



Bartlett Budget

Juneau Mining Industry 820 Jobs UP 77 JOBS IN 2 YEARS

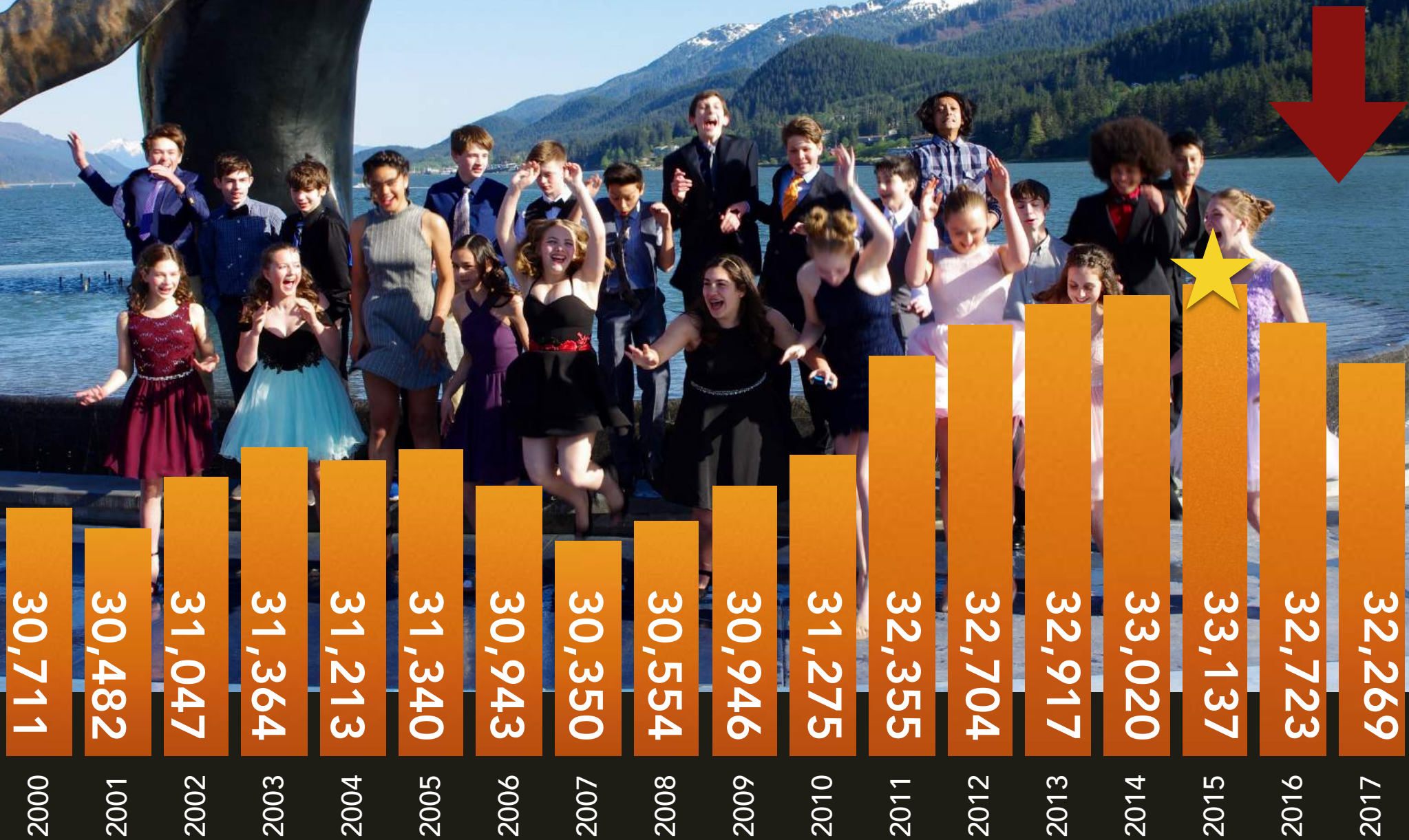
+10%



GOLD PRICES



Demographics 32,269 People



Juneau Demographics

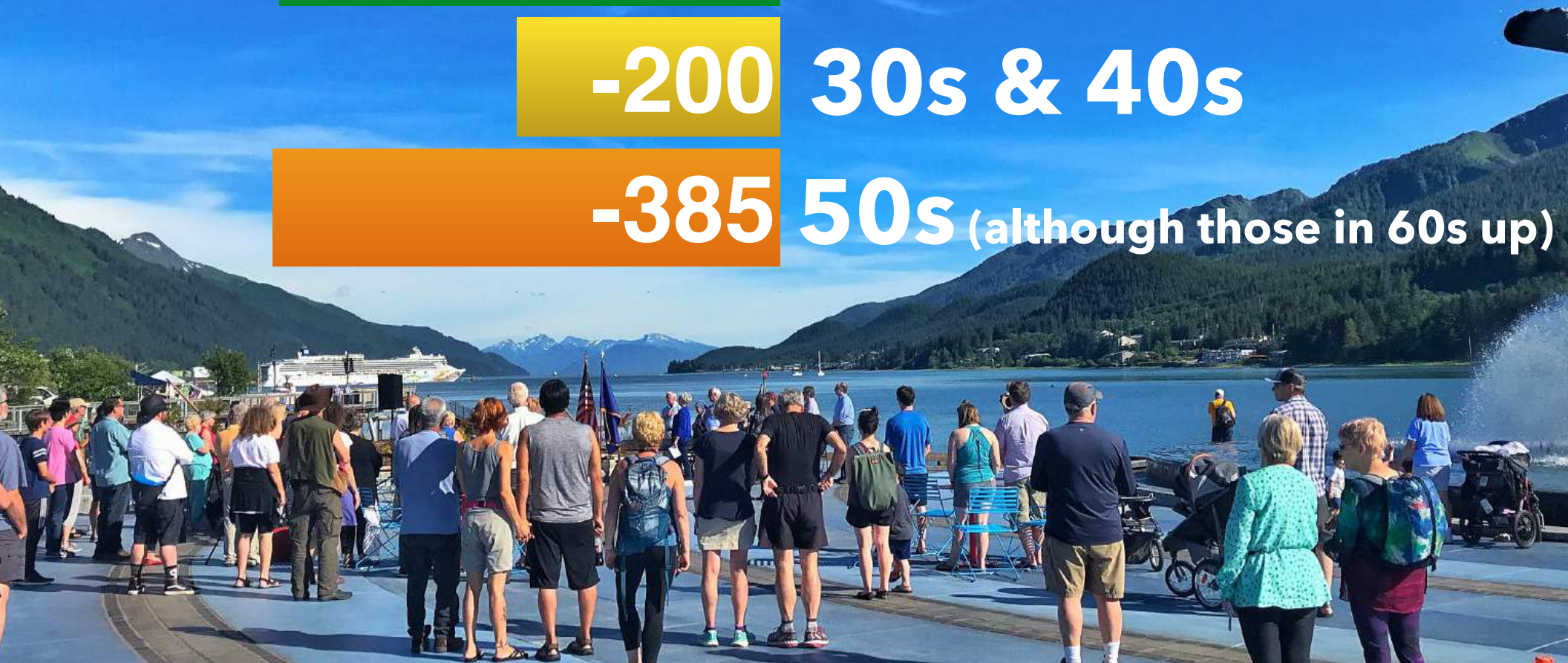
2 years -900 people -3%

-310 Kids

-380 20s

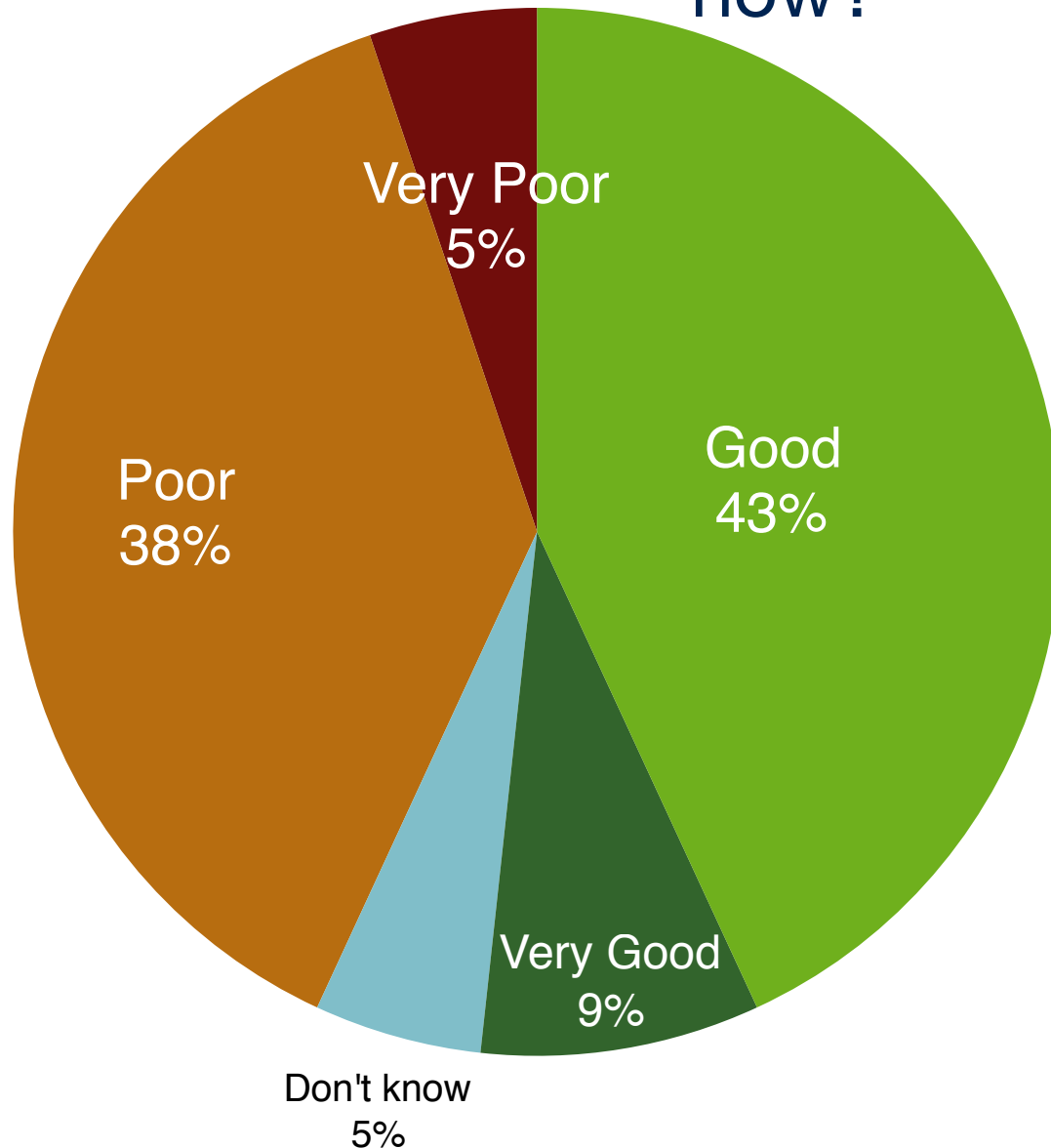
-200 30s & 40s

-385 50s (although those in 60s up)



Juneau Business Confidence 2018

How do you view the regional business climate right now?



24% Decrease 2015

Voices of **140 SE Business Leaders**

How has the economy impacted your business? Excerpts of survey responses by industry:

*Juneau **Visitor Industry:***

The largest impact has been in off-season travel. Local, business and government travel were all down this winter. However, summer business is looking strong."

Voices of **140 SE Business Leaders**

How has the economy impacted your business? Excerpts of survey responses by industry:

Juneau **Professional and Business Services:**

"Customers are harder to find, and clients are less interested in spending money."

Voices of **140 SE Business Leaders**

How has the economy impacted your business? Excerpts of survey responses by industry:

Juneau **Construction:**

"Our company is in year 4+ of a 20% decrease in hours per employee to maintain cash flow."

Voices of **140 SE Business Leaders**

How has the economy impacted your business? Excerpts of survey responses by industry:

*Juneau **Real Estate:***

"The cost of buying a home is getting ridiculous high. Apartment rentals prices have declined but there is still not enough housing in summer for all the employees of the tourism industry."

Voices of **140 SE Business Leaders**

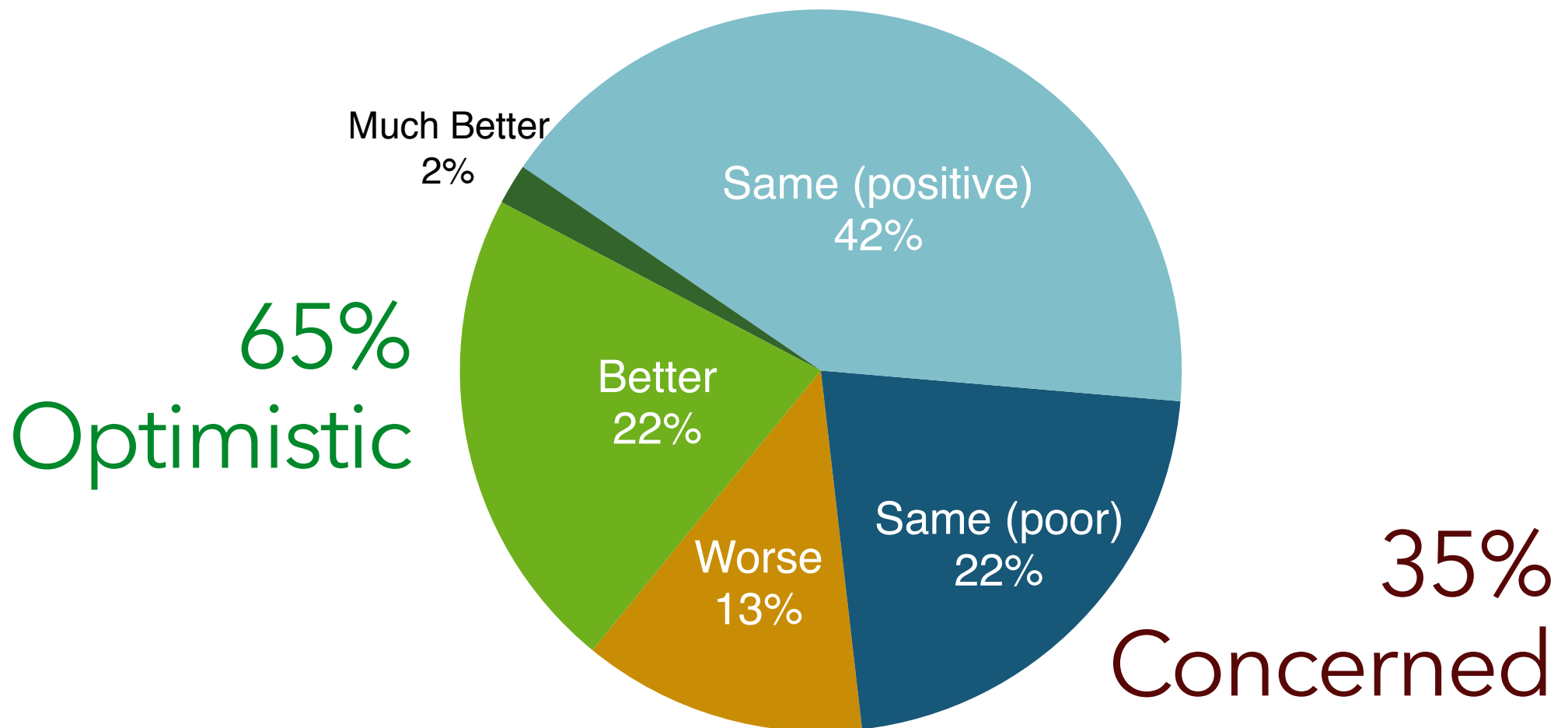
How has the economy impacted your business? Excerpts of survey responses by industry:

*Juneau **Retail Trade:***

"Sales to local customers continue to decrease significantly each year. Sales to tourist maintain at a neutral level. This means decrease in staffing, no ability to provide pay increases, no longer have the ability to provide donation support for fundraisers in all areas, and now having difficulty meeting financial obligations."

Juneau Business Confidence

What is the economic outlook for your business or industry over the next year?
(compared to the previous year)



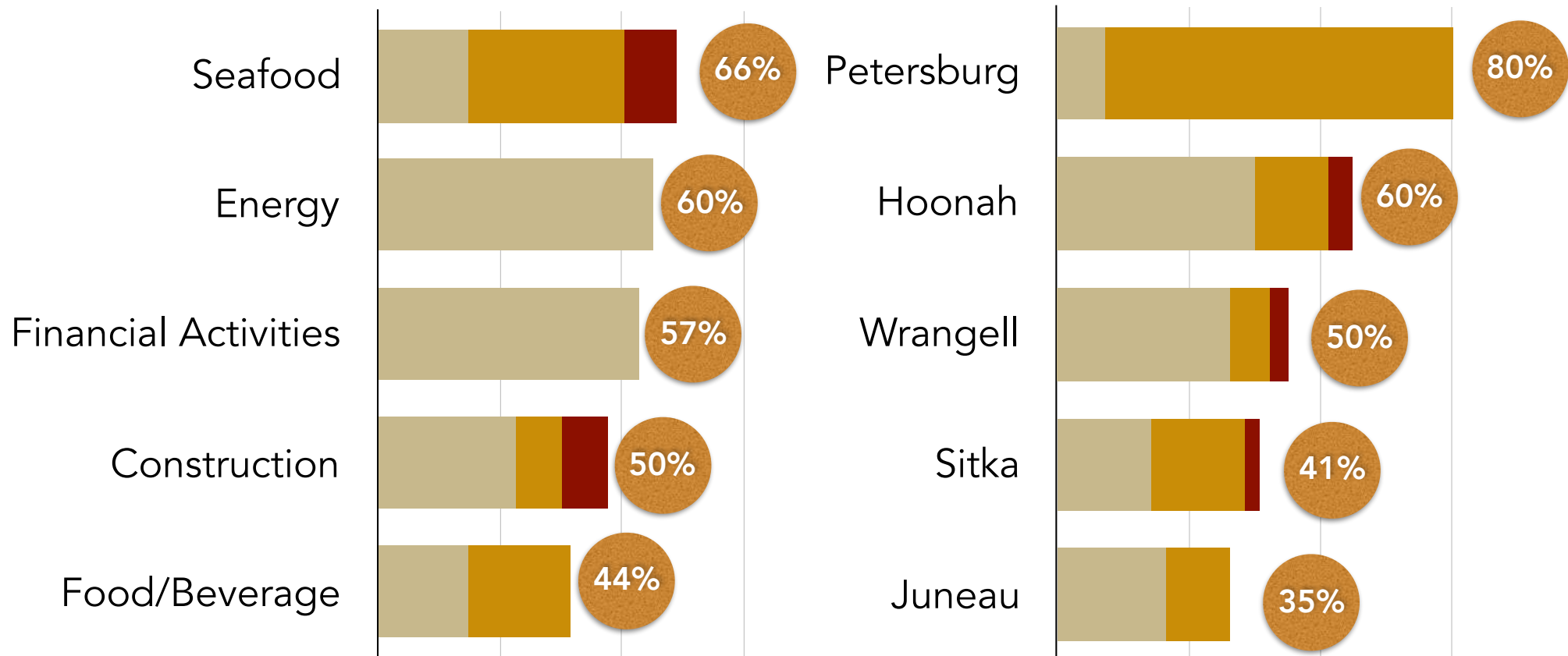
Annual Business Confidence

What is the economic outlook for your business or industry compared to last year?

By Industry

By Community

Same (poor) Worse Much Worse

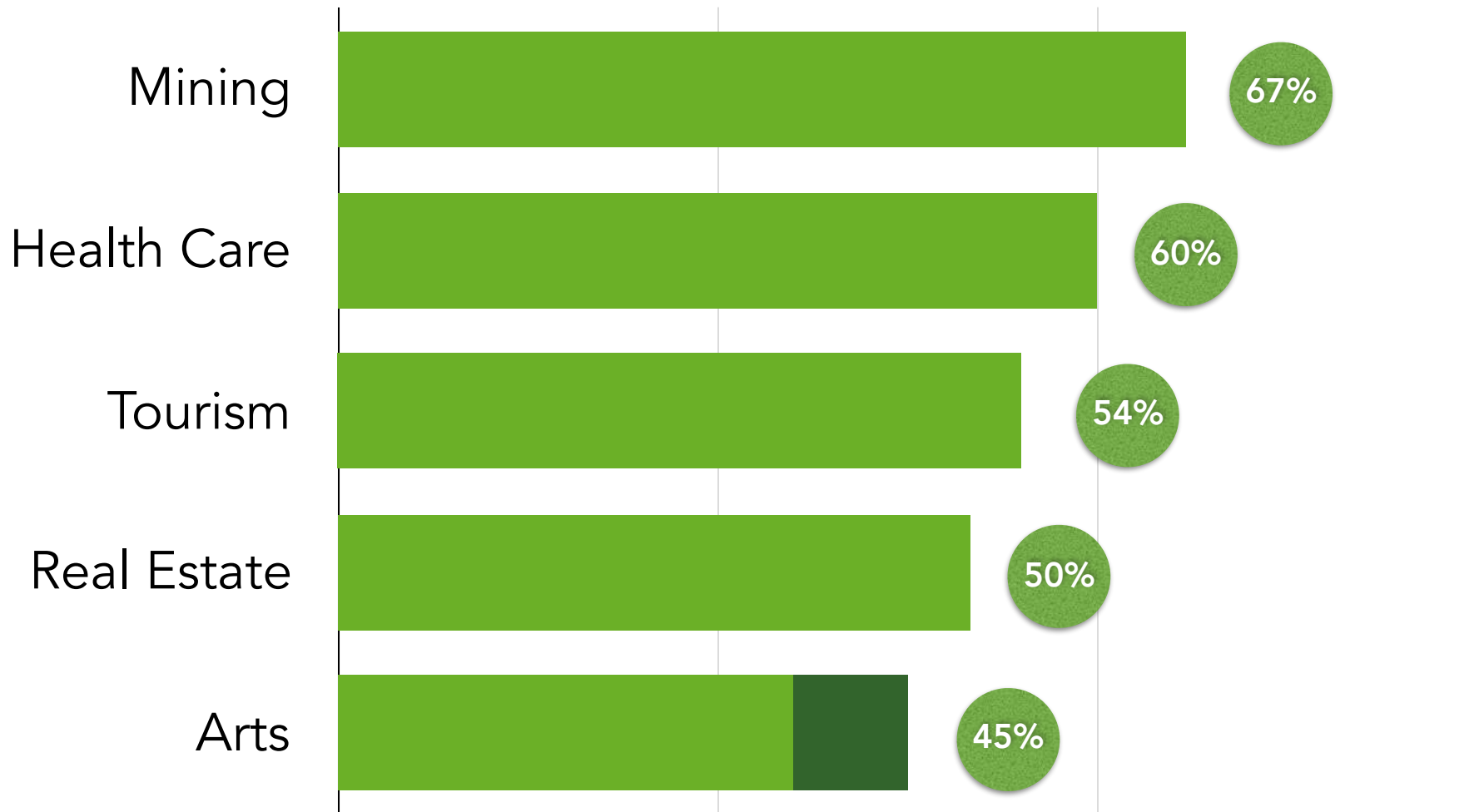


Annual Business Confidence

What is the economic outlook for your business or industry compared to last year?

By Industry

■ Better ■ Much Better



What does Juneau do well?

Here are some recent things we have become “known for” in the last several years, which can be summed up by

excellent **recreation, art, food, hydropower:**

- **#4** for small cities with world-class **Food Scene** according to Thrillist 2017.
- **#8** most “**Arts Vibrant**” small community in the **USA** (with a population under 100,000) according to the National Center for Arts Research Arts Vibrancy Index 2017.
- **#4** Medium sized U.S. City for **Green Transportation**. **One of five cities** in the **US** with 100% renewable energy.
- **#12** in Best **Adventure** Vacations in the **USA** according to The U.S. News & World Report 2017
- **#5** Most **Breathtaking Place to Go Before You Die** in **world** according to Odyssey in 2017.
- **#11** **Best Place to Live** in **America** based on quality of life, including affluence, education, commuting time, easy access to recreation and other factors MSNBC
- **#9** Best **Small Town** in **America** according to Today in 2017.
- **#5** Best City in the **US** to Raise **Outdoor Kids** according to Backpacker Magazine.
- **#1** **Millionaires Households** for all **US** small communities according to Kiplinger 2017.
- **#4** **Most Diversified Economy** of all **US** small communities according to WalletHub 2018.



JUNEAU ALASKA

economy in a nutshell 2018

Questions



Rain Coast
Data

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

Assembly Procedures and Protocols

ATTACHMENTS:

Description	Upload Date	Type
☐ McEwen Memo	11/26/2018	Staff Report




OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

155 S. Seward St., Room 202
Phone: (907)586-0203 Fax: (907)586-4552
email: Beth.McEwen@juneau.org

Date: November 26, 2018

To: Mayor Weldon and Assemblymembers

cc: Rorie Watt, City Manager
Mila Cosgrove, Deputy Manager
Robert Palmer, City Attorney

From: Beth McEwen, Municipal Clerk 

Subject: Possible Electronic & Social Media Policies for CBJ Elected Officials

Following on topics covered during training at the recent Alaska Municipal League Conference and in preparation for this year's Assembly retreat, it seems a good time to raise some perennial questions relating to the use of technology devices and social media policies.

Before a lot of staff resources go into researching and developing recommendations, we are looking for some basic direction from the Assembly as to whether or not it would like to pursue these topics in more detail. Without getting too far into the details, below are some policy issues the Assembly may wish to consider.

1. Does the Assembly wish to look at a transition to using fully automated packets (similar to what BRH & School Board does) for Assembly or Committee meetings?
2. Does the Assembly wish to consider developing a Social Media policy for elected officials (and/or board members)? If so, the following topics would need to be addressed:
 - a. Who would be required to comply with this policy?
 - b. Social Media accounts:
 - i. Types and/or limitation
 - ii. Potential open meetings act impact
 - iii. Public Records impact
 - c. Use of electronic resources during meetings
3. In light of the increase of Public Records Requests, does the Assembly wish to look at the issuance of one or more city-owned devices upon which the member would conduct all official city-related business, thereby limiting what might need to be searched during a public records request?

Assembly Action: If the Assembly desires to pursue this topic, I suggest the Assembly direct staff to research options and bring policy considerations to the Human Resource Committee for further exploration.