

CLERK'S OFFICE

APPROVED

Date: 7-22-03

Submitted by: Chair of the Assembly
Prepared by: Department of Law
For reading: June 24, 2003

ANCHORAGE, ALASKA
AO NO. 2003- 100

1 AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY CONTINUING OR
2 REESTABLISHING HOUSING & NEIGHBORHOOD DEVELOPMENT COMMISSION
3 PURSUANT TO ANCHORAGE MUNICIPAL CODE SECTION 4.05.150.
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5
6 THE ANCHORAGE ASSEMBLY ORDAINS:
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8 Section 1. Pursuant to Anchorage Municipal Code Section 4.05.150, the Housing & Neighborhood
9 Development Commission shall be and is hereby continued or reestablished for an additional period
10 of three (3) years from and after May 6, 2003. During the period of time from and after May 6, 2003
11 until the effective date of this ordinance, all actions of the Housing & Neighborhood Development
12 Commission, all appointments thereto and all unexpired terms of its members shall continue to be
13 and constitute the actions of, appointments to and the unexpired terms of its members, as the case
14 may be, as if it had not been terminated by operation of law.
15

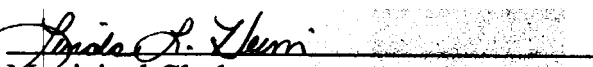
16 Section 2. Nothing in this ordinance shall be taken as or constitute any approval, ratification,
17 implementation of, or ruling or action by the Anchorage Municipal Assembly on any action of the
18 Housing & Neighborhood Development Commission.
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20 Section 3. This ordinance shall take effect immediately upon passage and approval by the Assembly.
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22 PASSED AND APPROVED by the Anchorage Assembly this 22nd day of July, 2003
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26 
Chair of the Assembly

27 ATTEST:
28

29 
30 Municipal Clerk
31 Deputy

MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 525-2003

Meeting Date: June 24, 2003

From: Chair Traini

Subject: AO 2003-100; Continuing/Reestablishing the Housing & Neighborhood Development Commission.

As directed by AMC 1.05.110 the Municipal Clerk has notified the Assembly by AM of those Boards and Commissions scheduled to expire during the current calendar year under the general sunset provision of AMC 4.05.150. Among those listed was the referenced body and whose existence is scheduled to expire May 14, 2003. AMC 4.05.150 requires a public hearing at which the board or commission must demonstrate a public need for its continued existence. The Assembly may continue, reestablish or permit the board or commission to terminate.

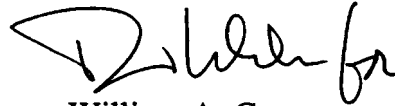
The purpose of the referenced ordinance is to fulfill compliance with the sunset provisions of Title 4 and to provide an opportunity to the Assembly to continue, reestablish or discontinue the referenced body.

Respectfully submitted:



Dick Traini
Chair of the Assembly

Prepared by:



William A. Greene
Municipal Attorney

BOARD AND COMMISSION THREE-YEAR EVALUATION
BOARD CHAIRMAN INFORMATION

Name of Board or Commission:

Housing And Neighborhood Development Commission (HAND)

2. Number of members on B/C: 11
3. Number of meetings/month: 12 regular meetings annually and a minimum of 12 work Sessions Annually.
4. Who are the board/Commission's constituents (customers)?

Primarily the Low and Moderate Income Residents, the Homeless, Public Service entities, Not-For-Profit Agencies, Community Housing Development Organizations, The Department of Health and Human Services, AHFC, Cook Inlet Housing Authority and the community at large as the services provided through the entitlement funds benefit the entire community.

5. What services has the B/C provided to the Mayor, Assembly, and the community during the past three years?

The Commission provides recommendations on actions to be taken to ensure fund expenditure in a timely manner. The Commission has advised on the 5-year consolidated Plan, three Annual Action Plans, they have advised on issues related to the level of need for affordable housing in the community and clarification on the definition of affordable housing, and the continuum of care.

6. List your major achievements, accomplishments, recommendations, and proposals since April 2000.

Oversight of the Completion of the 5-year Consolidated Plan, the Annual Action Plans, the development of a relationship between the HAND Commission and the Planning and Zoning Commission recognizing that many of the decision that P&Z is asked to make, directly impacts the availability of land for the development of affordable housing and other uses that affect the quality of life for low and moderate income families. The Commission created a Neighborhood Revitalization Strategy Area Committee that has been developing standards, policies and procedures for fully designating an NRSA that meets the requirements as stipulated by the Code of Feral Regulations.

7. What does this B/C do well? The best thing that the Commission does is provide an open, fair and unbiased platform for citizens to bring forth their concerns in an open forum for review and consideration. The Commission takes painstaking efforts in assuring that all viewpoints are heard and fully considered before making any recommendations to the Assembly.
8. What resources would this B/C need to do a better job? This Commission would greatly benefit from Annual Board and Commission training thus enhancing their skills with regard to public process and procedure as well as solidifying the need for and practice of maintaining clear, accurate public records.
9. What are the goals/objectives of this B/C for 2003-2006?
The Goals and objectives for the Commission are articulated in the Annual Action Plan and the five-year Consolidated Plan. The primary goals and responsibilities of this Commission is the need to ensure that the priority needs are consistently addressed through programmatic service delivery. The priority needs are affordable housing, public housing, homelessness and non-housing needs. All decisions must have a direct lineage to the priority needs.
10. Could these goals/objectives be accomplished by another existing group (another B/C, private organizations, etc.)?

Any other Commission could carry out these functions but that would require empowerment by the local legislative body, the Assembly, and an amendment to the ordinance, the Consolidated Plan, the Action Plan, and the Citizen Participation Plan.

What suggestions can you make to reduce operation costs for your B/C?

The HAND Commission does not receive a monthly stipend, the meetings are held in City Hall so there are no additional external costs for meeting space and the meetings are from 4:00 p.m. to 6:00 p.m. The direct costs incurred are in the staffing of the meetings.

12. What would happen if this B/C did not exist? The 5-year Consolidated Plan, The Annual Action Plan and the Municipal Title would all have to be amended to reflect the changes. These actions would require public notification as well as an opportunity for the public to comment and provide direct input as to whether such an action should occur. It should be noted that whatever mechanisms were utilized to create the Commission would have to be undertaken to dissolve the Commission. If this Commission did not exist, there would be no citizen participation forum in place as required by the Code of Federal Regulations. The point of having a citizen's advisory body is to allow for and encourage a non-

threatening, un-intimidating, arena for the public to voice concerns, knowledge, and desires about the growth and development of their community.

For the Board or Commission

Date

BOARD AND COMMISSION THREE-YEAR EVALUATION
STAFF INFORMATION

NAME OF BOARD OR COMMISSION:

HOUSING AND NEIGHBORHOOD DEVELOPMENT (HAND)

Number of meetings: Regular - 12 Special - 12 work sessions

2. Total amount paid in compensation to B/C members: 0
3. Total amount paid in overtime to staff member for this B/C: \$750 yearly.
4. Approximate dollar cost of staff support for this B/C (excluding overtime): \$1500 monthly.
5. Dollar amount for contracted services: \$4200 a year (courier, minutes)
6. Dollar amount for materials/equipment: \$750 (paper, toner, reprographics charges)
- 7 Other B/C expenses: \$250 a year (postage-various mailings)
8. What suggestions can you make to reduce operation costs for this B/C?

To eliminate the courier service as much as possible and we have done that by scheduling a "work session" 1 week prior to the meeting and giving the packets in advance. A saving of about \$150-\$175 a month. This cost savings is something Beverly Jones implemented.

9. If this B/C did not exist, how could its responsibilities be handled? by staff? by another B/C? where and how could cost savings be affected?

HUD requires that the Participating Jurisdiction (PJ) develop a process that would allow for citizen participation in all of its projects and services. The Municipality has chosen to utilize the commission as the vehicle by which information and recommendations are made to the Assembly with regard to its Action Plans, consolidated Plans, Citizen Participation Plan and its Annual CAPER. HUD leaves it to the PJ to make that determination and then monitors for compliance to the process that has been created. The municipality could write an ordinance that eliminates the commission but would have create an alternative process that would allow for citizen within the community to voice their viewpoint, concerns and issues. What mechanisms created the commission would have to be utilized to disband the commission. Staff would advertise for 30 day comment period,

request comments in writing only, staff would then prepare a recommendation for the Assembly and allow the Assembly meeting as the public forum for comment. Staff is most familiar with the Federal and Municipal regulations to make sure implementation is correct. No savings as staff time would still be utilized in the process.

10. Names of people providing staff support:

Beverly Jones, Kathryn Deal, Judy Pinkston, James Boehm, Marlo Woodward, and Larry Stokes.

uf 40 2003-100

HOUSING AND NEIGHBORHOOD DEVELOPMENT ADVISORY COMMISSION

ATTENDANCE SHEET 2002

COMMISSION MEMBERS	1/09/02	2/13/02	3/13/02	4/10/02	5/08/02	6/12/02	7/10/02	8/14/02	9/11/02	10/9/02	11/13/02	12/12/02
Deborah Lupor				UA				EA	EA		EA	PHONE
Bradley, Marti	EA		Term up									
Carey, Mac				4:15 pm						UEA		
Combs, Sam	4:15 pm	4:35 pm	4:37 pm	4:31 pm	4:27			EA		EA		
Evans, Margaret			EA		EA			Ea			EA	EA
Fullerton, Patrick								EA				
Gore, Carol	4:28 pm	EA								EA	EA	EA
Huggins, Elise								EA				
Knudson, Kip	4:22 pm	EA	Term up									
Moore, Meghan	4:12 pm			4:15 pm				EA				
Morgan, Hilary									Resigned 9/23/02			
Wall, Jean											EA	
Diane Johnson						TOWN MEET	CANCEL	CANCEL				

LEGEND:

X =Present, EA = Excused Absence, UEA = Unexcused Absence

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ref. A0 200.

HOUSING AND NEIGHBORHOOD DEVELOPMENT ADVISORY COMMISSION

ATTENDANCE SHEET

2003

COMMISSION MEMBERS	1/08/03	2/12/03 Retreat No meet	3/12/03	4/09/03	5/14/03 All Present	6/11/03	7/09/03	8/13/03	9/10/03	10/8/03	11/12/03	12/10/03
Comb, Sam	EA	Term up	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Carey, Mac												
Evans, Margaret	EA			EA			EA					
Gore, Carol	EA		EX				EA					
Huggins, Elise							EA					
Johnson, Diane							EA					
Lopez, Diane		New for March				EA						
Lupor, Deborah	Phone Conf in		EX	UE Resign	-----	-----	-----	-----	-----	-----	-----	-----
Smith, Wanda		New for March										
Wall, Jean						EA						

LEGEND:

EA = Excused Absence, UEA = Unexcused Absence

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As 2003-10U

1	SUBJECT OF AGENDA DOCUMENT		DATE PREPARED	
	AN ORDINANCE CONTINUING OR REESTABLISHING THE HOUSING & NEIGHBORHOOD DEVELOPMENT COMMISSION PURSUANT TO AMC 4.05.150		06/04/03	
			Indicate Documents Attached <input type="checkbox"/> AO <input type="checkbox"/> AR <input type="checkbox"/> AM <input type="checkbox"/> AIM	
2	DEPARTMENT NAME ASSEMBLY		DIRECTOR'S NAME DICK TRAINI, CHAIR	
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY DENNIS WHEELER - DEPT. OF LAW		HIS/HER PHONE NUMBER 343-4545	
4	COORDINATED WITH AND REVIEWED BY	INITIALS	DATE	
	Mayor			
	Municipal Clerk			
	Municipal Attorney			
	Employee Relations			
	Municipal Manager			
	Cultural & Recreational Services			
	Fire			
	Health & Human Services			
	Merrill Field Airport			
	Municipal Light & Power			
	Office of Management & Budget			
	Police			
	Port of Anchorage			
	Public Works			
	Solid Waste Services			
	Public Transportation			
	Water & Wastewater Utility			
	Executive Manager			
	Community Planning & Development			
	Finance, Chief Fiscal Officer			
	Heritage Land Bank			
	Management Information Systems			
	Property & Facility Management			
	Purchasing			
	Other			
5	SPECIAL INSTRUCTIONS/COMMENTS INTRODUCTION			
6	ASSEMBLY HEARING DATE REQUESTED 06/24/03		7	PUBLIC HEARING DATE REQUESTED 07/15/03