

**ANCHORAGE COMMUNITY DEVELOPMENT AUTHORITY
BOARD OF DIRECTOR'S REGULAR SESSION
September 29, 2005**

Present

JoAnne Zito-Brause
Bill Smith
Jeff Sinz
Jana Hayenga

Present

Mike Zoske
Louise Lazur
Joelle Hall
Dan Coffey

Excused

Mary Jane Michael
Ken Stout

Staff/Guests

Kevin Kinney
Robin Ward
Healia Palmer
Wendy Mikowski
Krin Kemppainen
Dana Pruhs
Bill Webb

Call to Order

Ms. Zito-Brause called the meeting to order at 5:05 pm.

Review of Agenda

A new agenda was printed and passed out for members. Mr. Kinney asked to add authorization to open a bank account as item F. No other changes were made.

Chief Operating Director's Report

- Mr. Kinney provided everyone with a ticket size parking advertisement worked up by Northwest Strategies; he plans on discussing it with the PAC for them to use. He also plans to give them to the Downtown Partnership and place them around town in the hopes it reminds people there is cheap parking downtown. Ms. Zito-Brause suggested when the next batch is run we make sure it lets the individual know it is not a coupon, because this one is a bit confusing.
- Mr. Kinney provided the breakdown with estimates for what is currently being looked at for expenses to the JC Penny garage for improvements/repairs. Mr. Smith asked where the money would be coming from to take care of these improvements/repairs. Mr. Kinney stated since these projects will not be done all at once some money will come from the reserve whereas some will come from revenue from the garage.
- Mr. Kinney also presented traffic flow task breakdown and estimates from Kittelson & Associates for the Downtown Master Plan. He noted it does add up to more than \$50,000 but didn't plan on requesting more from the Board since the city has money; our contribution for this project will be around a quarter of the cost.. We are still negotiating and may not perform all the jobs listed.
- Ms. Hall asked about the status of the Government Hill RFP. Mr. Kinney stated the RFP is out and the pre-bid conference is scheduled for October 6 from 3:30-4:30 in the Mayor's Conference room.

Minutes

Mr. Zoske moved to approve the minutes from July 25, July 28, August 11, August 22, August 25 and September 8 as corrected. Ms. Hall seconded, the motion passed.

Public Comment

No public comments tonight.

New Business

- A. Sunday Market – Mr. Zoske made a motion to delay the vote on Sunday Market until the vote on MIG (item D) funding and if it passes to delay the vote until November meeting, Ms. Lazur seconded the motion. Ms. Zito-Brause opened the floor for discussion. Ms. Hayenga asked for an update on the Sunday Market issue since she was unable to attend the work session. Mr. Kinney explained MIG has stated they will be more than willing to expedite consideration of the whole issue of downtown markets and festivals as part of their contract, which would require extra funding. Mr. Coffey asked if a list had been put together for MIG to look at so it will become a more comprehensive report. Mr. Kinney said he thinks it is in MIG's possession and they are using it to draft a proposal for us, and since we don't want to wait until October to approve, he suggested approval now. Ms. Lazur asked to be emailed the list once it is completed so suggestions can be passed back if any item is missing. Mr. Kinney stated he would make sure whatever information MIG provides he will get it out to the board, so if they have any suggestions to let him know. Ms. Ward asked how much of the funding would come from ACDA. Mr. Kinney stated he asked for approval of up to \$50,000 which would include MIG and the transportation issues, with the city paying close to \$30,000. Ms. Hayenga stated she was concerned because last year we spent money to look at Sunday Market and we are again spending money to look at the Market; she feels we are spending a lot of money to look at an entity and she doesn't know if she is in favor of spending more money. She asked if they have copies of the previous study done by Northwest Strategies. Mr. Kinney stated they will have access to all previous studies; MIG has expertise on downtowns across the world and how to make them viable. Ms. Hayenga asked why this request has come to the Board for funding. Mr. Kinney stated it is because we are now the Anchorage Community Development Authority. Ms. Hall asked what the ADPs involvement in this process is; Mr. Kinney stated they are involved in the CBD Comprehensive plan. Mr. Kinney stated if the Board feels we are spending too much on studies then the city's contribution to the study could cover the cost to MIG, and we could say our \$50,000 is just for the traffic studies and the city will pay for the MIG study. Ms. Hall stated the most important question we need answered is "Where is the best place to hold the Market", and she hopes MIG will be able to provide that answer. Ms. Zito-Brause stated the motion on the floor is to delay the Sunday Market vote until November. The motion passed.
- B. Purchasing Policy – Mr. Kinney stated this request is a change for formal bidding procedures. It is currently at \$25,000 and he would like to change it to \$50,000. Ms. Hall made a motion to amend the Purchasing policy section 7b to read "Purchases over \$100 but not exceed \$50,000" and section 7c to read "Purchases over \$50,000" Mr. Zoske seconded the motion. Ms. Zito-Brause opened the floor to discussion. Ms. Hall asked why we needed this motion. Mr. Kinney stated when we were APA we didn't make big purchases on a regular basis but as ACDA we are making more purchases of \$30,000-\$40,000 on a more frequent basis and it is difficult to get construction and engineering firms to submit a formal bid on an item they consider too small to bid formally. The ACDA office remodel and Lot 12 water projects are examples of small construction projects that are difficult to bid formally. The motion passed.

- C. Koniag Development – Block 48 – Mr. Kinney let everyone know no action was needed since this item was informational only.
- D. Center Business District Comprehensive Plan – Mr. Zoske made a motion for ACDA to increase the amount up to \$50,000 for the CBD Plan. Ms. Lazur seconded. There was no further discussion. The motion passes.
- E. Simons Day of Giving – Mr. Kinney stated this is a relatively small expense but since it will be a donation, he would like the Board to approve. Ms. Lazur made a motion to approve participation at the management recommended level, Ms. Hall seconded. The motion carries.
- F. Open Bank Account - Mr. Kinney explained the bank will not let us open an account to help out CSA without Board approval. He explained it is a small authority that helps the city with purchasing, and we have agreed to help them make their payroll and pay bills. Ms. Palmer would be reconciling their bank statements and Mr. Kinney would be a signer on the account. Ms. Hayenga asked who CSA was. Mr. Sinz explained CSA operates something called Muni Mart, an automated internal procurement system the municipality uses for procurement planning and control to get better prices through the use of technology. The reason it is a separate entity is because the State of Alaska, who is also looking at joining CSA, wanted it to be separate from the municipality before joining. Since there are only 3 employees it made sense for Ms. Palmer and Mr. Kinney to help out. Ms. Hayenga made the motion to authorize the opening of a bank account. Mr. Zoske seconded, the motion passed.

Department Reports

Finance –

Nothing to add

Data Processing – Mr. Kinney advised we are still working out issues to get Ms. Mikowski connected with computer access she needs for her job.

Marketing & Public Affairs – Mr. Kinney passed that on Northwest Strategies will have a test of the Ad walls in the all the garages, please check it out. Mr. Kinney said he will be reviewing the Ads next week and will pass on pictures of the Ads.

Customer Service/Enforcement –

Nothing to add

Operations –

Nothing to add

Employee Relations –

Nothing to add

Building Committee –

Nothing to add

Anchorage Community Development Authority
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Ms Zito-Brause adjourned the meeting at 5:50 p.m.

Respectfully submitted by:

JoAnne Zito-Brause, Chairperson