

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

August 17, 2015 5:15 PM
City Hall Conference Room #224

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. June 8, 2015 Assembly Human Resources Committee Minutes

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Building Code Board of Appeals - Appointments
2. Juneau Affordable Housing Commission - Appointments
3. Juneau Commission on Sustainability - Appointments & Annual Report
4. Treadwell Arena Advisory Board Appointments
5. Sister Cities Committee - Appointments
6. Juneau Commission on Aging - Annual Report, Appointments & Discussion of the Commission's Mission

B. Other Business

VI. STAFF REPORTS

- A. Review of Draft CBJ Board Application

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. 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 HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA MINUTES

June 8, 2015 6:00 PM
Assembly Chambers

I. ROLL CALL

Chair Jones called the meeting to order at 6:00 p.m.

Committee members present: Loren Jones, Karen Crane, Debbie White, Maria Gladziszewski

Other Assemblymembers present: Jerry Nankervis, Mary Becker

Absent: None.

Staff present: Beth McEwen, Deputy Clerk; Laurie Sica, Municipal Clerk

II. APPROVAL OF AGENDA

Ms. McEwen noted the red folder contained applications for the Juneau Commission on Aging and the Historic Resources Advisory Committee. The red folder also contained the follow-up email responses from the Treadwell Arena Advisory Board applicants.

III. APPROVAL OF MINUTES

A. May 18, 2015 Human Resources Committee Meeting Minutes

MOTION by Ms. White to approve the minutes of the May 18, 2015 Assembly Human Resources Committee. *Hearing no objections, the minutes were approved.*

IV. PUBLIC PARTICIPATION

None.

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Utility Advisory Board - Appointments

The Utility Advisory Board had two open seats for terms expiring May 31, 2018. Incumbent George Porter notified staff that he would be willing to

continue to serve until someone else is appointed to his seat on the board. The packet contained one application from incumbent Geoff Larson.

MOTION by Ms. White to recommend the Assembly reappoint Geoff Larson to the Utilities Advisory Board to a term expiring May 31, 2018. *Hearing no objection, the motion carried.*

2. Historic Resources Advisory Committee - Annual Report and Appointments

There were three open seats on the Historic Resources Advisory Committee for terms beginning July 1, 2015 and expiring June 30, 2018.

Two incumbents applied for reappointment: Marie Darlin and Donald Harris. Incumbent Gary Gillette did not apply for reappointment. Applications were also received from Karenza Bott and Daryl Miller.

The committee members discussed the applicants and expressed their appreciation for those members who had served quite a few years on the committee.

MOTION by Ms. Crane to recommend the Assembly appoint Donald Harris, Karenza Bott, and Daryl Miller. She said that she very much appreciated Ms. Darlin's service on the committee but since Ms. Darlin had already served three full terms on the HRAC, it would be beneficial to give an opportunity to new members to serve.

Hearing no objection, the motion carried.

3. Juneau Commission on Aging - Appointments

Mr. Jones noted that this is a seven member committee with the following openings: three seats for terms expiring June 30, 2018, one vacant seat for a term expiring June 30, 2017 and one vacant seat for a term expiring June 30, 2016.

Mr. Jones noted that the Juneau Commission on Aging (JCOA) Chair MaryAnn Vandecastle was present at this meeting. He said that Ms. Vandecastle had contacted the Clerk's office to request Clerk staff to attend the upcoming JCOA meeting and talk with the commission about its role and responsibilities and what the Assembly would like them to be working on. He explained that type of direction is more appropriate coming from the Assembly so the Deputy Clerk forwarded the request to the HRC.

Mr. Jones said the JCOA will hold its meeting on Thursday, June 10 at 1:15pm and he encouraged anyone from the Assembly to come to the meeting to talk with the commission about its roles and responsibilities. He noted that Mr. Nankervis often attends the JCOA meetings and may wish to attend that meeting to provide additional input.

Mr. Jones said that the HRC packet contained the governing legislation for the commission. He noted that while this is a seven member commission, there are

currently four members serving with two of the applicants current incumbents and he asked the committee what their wishes were with respect to appointments.

Ms. Crane asked if they could first meet with the commission and discuss their roles and responsibilities and then come back and review the appointments at a later date, perhaps at the next HRC after there had been a chance to have the discussion with the commission.

Ms. Gladziszewski asked why Ms. Crane felt it would be best to delay the appointments. Ms. Crane explained if they are looking at the charge to the commission, that would provide the Assembly with a chance to dialogue with the commission about the direction and tasks the Assembly would like them to move forward on. She said that dialogue may bring to light the need for specific skill sets that the HRC would look for in applicants being considered for appointment to the commission.

Mr. Nankervis said he has been going to the JCOA fairly regularly and he thinks the Assembly meeting with them is a good idea and it may draw additional community members to attend the meeting.

Mr. Jones discussed the timing of this topic on the June 10 JCOA meeting agenda. The JCOA has the Fire Marshall and Fire Department staff attending the first portion of the JCOA meeting and the portion of the JCOA meeting with Assemblymembers is to be scheduled for approximately 2:15pm.

Ms. McEwen shared that at the "How to Run for Local Office" workshop held on Saturday, June 6, she was approached by persons younger than 55 years old asking why there were no seats on the commission for individuals under 55 years. She suggested that if the HRC were looking at making any changes to the governing legislation and/or the membership formation of the commission, that they may wish to relook at the change implemented approximately five years ago in which the general public seats on the commission were changed to a minimum age of 55 years or older. That change has limited the potential applicant pool and there are members of the community very involved with senior issues who may be interested in serving but are barred due to the fact that they do not meet the minimum age requirement for service on the board.

Mr. Nankervis asked if the board vacancy advertising list could be updated to continue to advertise for seats on the Commission. Ms. McEwen noted that was already done on Saturday morning just before the workshop, with all the seats listed as "open until filled."

4. Treadwell Arena Advisory Board - Appointments

Mr. Jones reported that at the last HRC meeting, they decided to defer making appointments to the Treadwell Advisory Board in the hopes of receiving additional applications. Due to the language in the governing ordinance for the board, membership is to be comprised of seven members for the general public in which no more than three members "shall be employees or board members or the immediate family member of any employee or board member, of any organization that provides activities at the Treadwell Ice Arena." He said in

light of these limitations, he requested the Clerk's staff poll the applicants to determine where they fit within those criteria. The responses to those inquiries were provided in the HRC red folder.

The applications in the packet consisted of the following individuals: Public/non affiliated applicants were Molly McCormick and Elizabeth "Liz" Balstad, and affiliated applicants were Darryl Tseu, Patricia "Patty" Collins, Andy Jessen, Jason Soza, and Steven M. Quinn.

The HRC members went through the grid of applicants and there being no objections, forwarded the following recommendations for appointment to the Treadwell Arena Advisory Board:

Molly McCormick and Elizabeth Balstad to general public seats for terms expiring May 31, 2018.

Jason Soza - Board Member of the Adult Hockey Association to a term expiring May 31, 2017.

Patricia Collins - Board Member of the Figure Skating Association to a term expiring May 31, 2017.

Steven Quinn - Board Member of the Youth Hockey Association to a term expiring May 31, 2016.

B. Other Business

1. Board Application Form Review

Mr. Jones and Ms. McEwen met prior to this meeting to discuss the current CBJ Board application. He asked that it be brought to the HRC for their input on what they wish to see on the application.

Discussion took place regarding the current application form and ways to improve it for future use. The committee also discussed the practice of the completed applications being provided in hardcopy only and not posted on the website. It was decided to continue the practice of making the completed applications available to the public via paper copy upon request to the Clerk's office and not to publish them online.

2. Scheduling HRC Meetings - Member availability June 29 / July 20

Mr. Jones said he will not be available to meet on either June 29 or July 20. He suggested that given the actions related to the JCOA, they may wish to hold a meeting on June 29 but probably not a meeting on July 20. He said maybe after Thursday's JCOA meeting, the members who will be in town can decide whether to hold a meeting on June 29 for the appointment of Juneau Commission on Aging members or not. He said they most likely will not want to wait until August for those appointments but if they do not hold a June 29 HRC meeting, they may wish to hold one on July 20.

It was decided to wait to decide those two meetings dates after the JCOA meeting on June 11.

VI. STAFF REPORTS

Ms. McEwen noted that all the Assemblymembers were being given green folder contained the packets for the meeting of the Full Assembly sitting as the Human Resources Committee being held on Wednesday, June 10 for the purposes of interviewing applicants for the Eaglecrest, Docks & Harbors Boards and the Planning Commission. She also noted that packets for the June 15 meeting of the Full Assembly sitting as the HRC will be distributed at the June 10 meeting.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Jones noted that for the June 10 meeting, originally there were more applicants for the Docks & Harbors Board until people started withdrawing their applications. He said there were now fewer applicants than there were open seats on the board. He said the current chair withdrew his application when there were more applicants than open seats. He said that Mr. Nankervis may contact the current chair to see if he'd like to reconsider the withdrawal of his application.

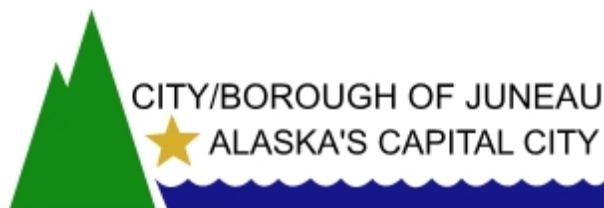
Mr. Jones noted that at the meeting on June 15, they will be considering applications for the Airport Board and the new Aquatics Board. The new Aquatics Board will be for a seven member board with staggered terms. Mr. Jones said the advance interview questions that went out included one question that asked for details as to which membership criteria the applicant would fall under. The HRC members asked staff to provide a matrix of the responses to that question to help them during their deliberation on appointments.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

There being no further items to come before the committee, Mr. Jones adjourned the meeting at 6:38 p.m.



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Building Code Board of Appeals Fact Sheet

Title: Building Code Board of Appeals

Type of Board/Commission/Committee: Appeal

Affiliated Department: Community Development

Status: Active

Governing Legislation:

-CBJ Code Title 19.02

-Date Created: June 21, 1999

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: 19.02.010.1 Created; membership. In order to determine the appropriateness of orders, decisions and determinations made by the building official or fire chief concerning the application and interpretation of the codes, there is created a board of appeals, consisting of seven members who are qualified by experience or training to pass upon matters pertaining to building construction.

Membership: One member of the board of appeals shall be an architect, one member an engineer, one member an attorney, one member a general contractor, one member a mechanical contractor, one member an electrical contractor and one public member. Members of the board of appeals shall be appointed by the assembly for three-year staggered terms. The board of appeals shall elect from its membership a chair, a vice-chair and a secretary and shall adopt reasonable rules for the conduct of its proceedings pursuant to section 01.50. The City and Borough shall provide secretarial and other staff support required by the board of appeals. (Serial No. 2004-31, § 1, 10-11-2004)

Officers: Chair, Vice-Chair, & Secretary

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): January

Meetings: At the call of the chair upon receipt of an appeal by the Clerks Office

Special Facts: 19.02.010.2 Form of appeal. Appeals shall be conducted in accordance with chapter 01.50, except that if the order appealed from relates to a building or structure which has been determined by the building official to be in such condition as to make it immediately dangerous to life, limb, property or safety of the occupants, the public, or adjacent property and is ordered vacated and is posted in accordance with the applicable section of the International Property Maintenance Code as adopted, such appeal must be filed within ten days from the date of the service of notice and order of the building official. (Serial No. 2004-31, § 1, 10-11-2004) 19.02.010.3 Limitations of authority. An application for appeal shall be based on a claim that the true intent of the building codes or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of these codes do not fully apply, or an equally good or better form of construction is proposed. The board of appeals shall not be empowered to waive requirements of the building codes. All variance requests to IRC 323.3.1 through 323.3.5 and IBC 1612 shall be heard by the board of adjustment, under procedures established per 49.70.410. (Serial No. 2004-31, § 1, 10-11-2004; Serial No. 2006-19, § 6, 6-5-2006)

Staff Contact: City Clerk - 586-5278 - City_Clerk@ci.juneau.ak.us

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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Affordable Housing Commission Fact Sheet

Title: Juneau Affordable Housing Commission

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Manager

Status: Active

Governing Legislation:

- Resolution 2506
- Resolution 2390 - Repealed by Res. 2506
- Date Created: January 08, 2007
- Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: On December 2, 2006, the Assembly held an Affordable Housing Summit in a joint meeting of the CBJ Assembly, Planning Commission, and the Affordable Housing Coalition. As an outcome of that Housing Summit, the Assembly adopted Resolution 2390 creating the Juneau Affordable Housing Commission. The Commission was established for a three-year period beginning January 2007 to make recommendations to the CBJ Assembly, through the Lands Committee, on all aspects of affordable housing. The Commission became a continuing CBJ Commission on November 23, 2009 with Resolution 2506 which repealed Resolution 2390.

Membership: Nine members - The commission membership shall be drawn from the public, with appropriate expertise including, but not limited to, homelessness issues, land management, real estate, construction, financial, taxation, permitting, and energy and environmental efficiency to be appointed by the Assembly based on the recommendation of the Human Resources Committee. The commission may also include non-voting liaison members from the Juneau Homeless Coalition and other agencies of similar expertise, as needed.

Officers: Chair, Co-Chair, & Secretary

Quorum: 5

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

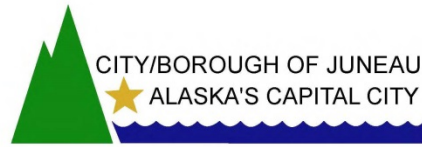
Meetings: The Commission held its first meeting on February 8, 2007 and their meetings are scheduled for the First Tuesday of the month at 5:15 p.m. at the Downtown Juneau Public Library Large Conference Room unless otherwise advertised.

Special Facts:

Staff Contact: Lands & Resources Manager, Greg Chaney - 586-0205 - Greg_Chaney@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Affordable_Housing_Commission/Affordable_Housing_Commission.php

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JUNEAU COMMISSION ON SUSTAINABILITY ANNUAL REPORT JUNE 2014 - MAY 2015

This report summarizes the Juneau Commission on Sustainability activities from June 2014 through May 2015.

OVERVIEW

In 2007, the City and Borough of Juneau Assembly established the Juneau Commission on Sustainability to research and advise the CBJ on community sustainability. The Commission's mission is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

The commission's powers and duties are to:

- coordinate, propose, and promote sustainability initiatives amount residents, businesses, government, and non-governmental agencies and education organizations through education and outreach programs;
- make recommendations to the Juneau Assembly and CBJ Boards and Commissions on policies and programs that promote sustainability;
- research and apply for grants or other funds or CIPs from public or private agencies for the purpose of carrying out any of the provisions or purposes of the resolution establishing the commission;
- serve as an advisory group to the CBJ in reducing greenhouse gas emissions to target levels as adopted by the CBJ Assembly and;
- act as liaison between the public and the CBJ Assembly on sustainability related issues.

The governing legislation for the Juneau Commission on Sustainability is City and Borough of Juneau Resolution 2401am, July 9, 2007. The mission of the former Juneau Energy Advisory Committee was folded into the policy and purpose of the Commission. Resolution 2401am also repealed Resolution 2376 relating to the Juneau Energy Advisory committee. The Commission's 2010 sunset date was removed by CBJ Resolution 2528, May 19, 2010.

ORGANIZATION

I. Membership

The eleven member Commission is comprised of nine public members appointed by the Assembly, one member of the Assembly and one member of the Planning Commission. The Commission is supported by a CBJ staff liaison. The Commission's membership reflects environmental, social, economic, and governmental perspectives unified by the common interests of sustainability.

The membership structure of the Commission was altered from March 16, 2015 through CBJ Resolution 2718 which re-established the Commission and repealed the previous establishing Resolution 2528. Planning Commission members and Assembly Liaison Members are now considered non-voting members and do not count towards a quorum.

Current members are:

Member	Term Expires	Member	Term Expires
Steve Behnke	6/30/2015, Chair	Duff Mitchell	6/30/2016, Vice Chair
Clint Gundelfinger	6/30/2017, Secretary	Kate Bevegni	6/30/2016
Bob Deering	6/30/2015	Amy Skilbred	6/30/2017
Greg Smith	6/30/2018	John Smith	6/30/2018
Darrell Wetherall	6/30/2015	Ben Haight	Planning Commission
Kate Troll	CBJ Assembly Liaison	Beth McKibben	CBJ Staff Liaison
Tim Felstead	CBJ Staff Liaison		

Others who served on the Commission during the past year included:

Lisa Weissler, Chair
Jeni Lefing
Lauren Heine

Persons who previously served on the Commission include:

- Public: Carol Anderson, Nathan Arentsen, Bob Bellagh, Sandy Boyce, Alida Bus, Amy Condra, Susan Ely, Catherine Fritz, Dave Hanna, Scott Jackson, Jonathan Kamler, Linda Kruger, Sarah Lewis, Sean Lynch, Greg McEwen, Sally Schlichting, Eva Varadi Bornstein, Nancy Waterman, Rick Wolk, Gayle Wood

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- Assembly Liaison: Bob Doll, Karen Crane, Mary Becker, Jerry Nankervis
 - Planning Commission Liaison: Dan Miller, Nancy Waterman, Nicole Grewe
 - CBJ Staff Liaison: Maria Gladziszewski
 - Previous chairs include: Gayle Wood, Sarah Lewis, Sandy Boyce, Sean Lynch, Alida Bus, Nancy Waterman, Kate Troll, Lisa Weissler

II. Meetings and Subcommittees

The Commission holds a regular meeting on the second Wednesday of each month. Subcommittees meet at monthly work sessions, usually the fourth Wednesday of each month. The Commission holds an annual retreat in January to identify goals and strategies for the calendar year. Out of each retreat, subcommittees are formed to take action on the priorities identified.

Based on the January 2015 retreat, the Commission currently has the following subcommittees:

- **Energy (including building codes/energy codes)**
- **Outreach/Accountability**
- **Solid Waste (including bio-solids)**

Past subcommittees include: Climate Action Plan Implementation (2012), Sustainability Indicators (2012, 2011, 2010), Initiatives (2012), Energy (2014), Energy/Green House Gas (2011, 2010, 2009), Food Security (2011, 2010, 2009), Solid Waste (2014), Sustainability Chapter/Comprehensive Plan Update (2014), Built Environment, City Operations, and Transportation.

A Commission member serves as a liaison with the CBJ Green Team.

ACCOMPLISHMENTS FOR 2014-2015

I. Energy

CBJ Energy Plan

JCOS Energy committee developed an energy plan outline and basis for City manager to issue an RFP for a contractor to develop the CBJ Energy Plan. An RFP was issued and several qualified contractors submitted proposals. Stantec was selected as the CBJ Energy Plan contractor.

JCOS hosted three work session meetings with contracted consultant Stantec to provide information input on the development of the Juneau Energy Plan and provided feedback and recommendations on draft Juneau Energy Plan documents. Energy plan is proceeding on timeline and schedule outlined in the RFP.

Airport Sustainability Plan

Contributed to development of the Juneau Airport Sustainability Plan. During public JCOS meetings with consultants URS and Sheinberg Associates, feedback has been provided. This feedback concerned recommendations on the process of developing sustainability focus areas and associated goals and actions that can be taken in these focus areas. JCOS has a liaison and a back-up liaison to the Airport Sustainability Master Plan who attend all relevant meetings.

District Heat Initiative

Participated in a discussion with Andy Baker who presented information on the Seward Sea Life Center sea water heat pump system. Mr. Baker demonstrated the technology and economic energy savings that have been gained at the Seward Sea Life Center. Mr. Baker showed how Juneau could use this Alaska based sea water heat pump technology as a potential local fuel source for a possible heating district for Juneau. He also explained there was interest in Sitka and Wrangell for the technology applications.

Electric Vehicles

JCOS has a parade entry for the third consecutive year for Electric Vehicles of Juneau. In 2014, the JCOS parade entry had 8 electric vehicles and two electric bicycles. Additionally, a flatbed truck donated by Chatham Electric displayed a vehicle charging station to demonstrate to the Juneau public what an Electric Vehicle charging station looked like. The parade expenses were assisted by Alaska Electric Light & Power and Juneau Hydropower, Inc.

JCOS participated in the 2014 Earth Day activities at the Mendenhall Glacier Visitor Center with JCOS handouts containing electric vehicle information. Juneau Hydropower, Inc. supplied two electric vehicles for display and to allow Juneau citizens to look at and ask questions about electric vehicles.

Cruise Dock Electrification

The JCOS continued to discuss the possible electrification of the 16B Cruise dock electrification where it was learned the dock system has conduit installed to the dock, but confirmed that there are no current plans to electrify these facilities. The requisite engineering for electric system and

the engineering required for weight safety for any subsequent electric cranes and jibs have not been scoped or designed for the 16B dock system.

Building Energy Efficiency

Hosted a discussion with Charlie Ford (CBJ Building Official) addressing CBJ Building Codes from an energy efficiency viewpoint. It was agreed that moving forward with the development of building energy efficiency codes was a strong priority for JCOS. JCOS sent a letter in January 2015 to the Building Advisory Committee asking them to review the relevant recommendations from the JCAP, and advise the JCOS on how to best implement them to meet our community needs and values. Feedback from the Building Code Advisory Committee (BCAC) was received indicating further work is required to develop the economic argument for implementing the higher standards.

II. Solid Waste

Solid Waste

Hosted a discussion regarding CBJ recycling initiatives with Jim Penor (CBJ Solid Waste Coordinator) and Michelle Elfers (CBJ Engineering and Public Works) addressing accomplishments, current plan steps, and future goals.

Bio-Solids

Hosted two discussions/presentations from CBJ Engineering Department regarding the bio-solids situation, reviewed consultant documents, and provided feedback and recommendations.

Letter was sent to the Assembly which included supporting the CBJ Public Works preferred alternative, but also suggested that other alternatives or wider scope should not be discounted.

III. Outreach/Accountability

Website

With cooperation from CBJ, continued to refine and update the Sustainable Juneau website (<http://www.juneau.org/sustainability/>), and to post current events and activities on Facebook (<https://www.facebook.com/SustainableJuneau>). One of the top actions in the Juneau Climate Action Plan is the development of a website that “provides information on energy conservation and energy efficiency and connects residents and business owners to local services and expertise.”

Events

Organized electric vehicle entry for the 4th of July parade for the third year. Eight electric vehicles, three electric bicycles, and a flatbed displaying an electric vehicle charger participated in the event.

Provided information on electric vehicles on Earth Day at the Mendenhall Glacier Visitor Center with static electric vehicle display.

Green Team

JCOS has a liaison to the CBJ Green Team and the JCOS representative has been to the Green Team meetings whenever possible. The CBJ Green team has been meeting regularly to try and raise awareness within CBJ of the Juneau Climate Action Plan (JCAP). Through its representative, JCOS collaborated with the Green Team to develop and create a presentation addressing the Juneau Climate Action Plan to be delivered to CBJ. The Green team presented a summary of the JCAP to the City Manager's Meeting on the 12th December 2014 and asked for feedback from all managers on how their department is meeting some of the goals in the plan. Following the meeting more tailored presentations were done on the JCAP in early 2015 to the CBJ Finance Department and the CBJ Docks and Harbors Department. Since the presentation to the Management Team the Green Team has grown, with broader representation from CBJ Departments. Additional presentations are planned for other CBJ Departments. JCOS strongly commends CBJ for their great efforts so far and encourages continued work in this area.

Support for the Auke Bay Area Plan

JCOS provided a letter of support in February 2015 for the Auke Bay Area Plan. This noted that many sustainability principles and actions were included and that implementation of these would help towards a more sustainable community. It suggested the plan incorporate a number of relevant goals included in the JCAP.

DIRECTION FOR 2015 – 2016

The Commission is focusing its attention during 2015-2016 on the following priorities:

I. Energy

- Continue development of the CBJ Energy Plan.
- Identify and develop input concerning building energy efficiency codes through constructive dialogue with the BCAC.
- Identify opportunities for improving CBJ energy efficiency and cost savings, and support CBJ departments and staff working to achieve the goals of the JCAP.
- Develop early input concerning energy efficiency and other sustainability concerns to CBJ CIP projects and processes.

II. Solid Waste/Biosolids

- Assist CBJ in the development of sustainably viable solution(s) to bio-solids waste disposal.
- Assist CBJ in assessing options for reducing waste, and moving toward more sustainable solid waste management.
- Kate Troll (CBJ Assembly Liaison) stated that addressing the CBJ bio-solids and solid waste issues were the number two priority for the CBJ Assembly.

III. Outreach/Accountability

- Continue updating website and Facebook page.
- Celebrate sustainability successes through public exposure and working to host brown bag lunches on sustainability topics of interest in Juneau.
- Assist CBJ with public education/outreach regarding recycling initiatives.
- Continue to Organize or assist in future electric vehicle entries for the 2015 Juneau 4th of July Parade and Juneau community Earth Day events.
- Green Team plans to roll out tailored presentations on the JCAP to each CBJ department.



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Commission on Sustainability Fact Sheet

Title: Juneau Commission on Sustainability

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:

- Resolution 2718
- Resolution 2528 (Repealed by Res. 2718)
- Resolution 2401am (Repealed by Res. 2528 above)
- Date Created: July 09, 2007
- Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: The Assembly created the Juneau Commission on Sustainability whose mission is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

Membership: Section 2. Composition. The Commission shall be comprised of seven members appointed by the Assembly, plus one liaison from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is present. Commission membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability. Commission members serving three year staggered terms at the time of adoption of this resolution shall serve out their terms.

Officers: Chair, Vice-Chair, Secretary

Quorum: 4

Term Limits: None

Annual Appointment Period (Annual Reports Due): June

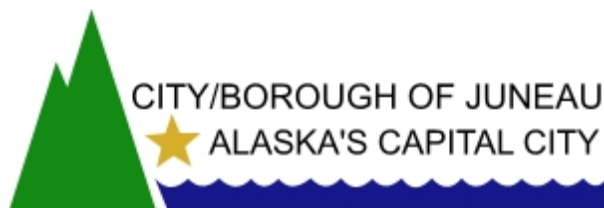
Meetings: Regular Meetings held from 5:30-7p.m. the Second Wednesday of the Month and Worksessions held the Fourth Wednesday of the Month in the Downtown Library Large Conference Room.

Special Facts: The mission of the former Juneau Energy Advisory Committee was folded into the policy and purpose of the Juneau Commission on Sustainability and Resolution 2401am which created the Juneau Commission on Sustainability also repealed Resolution 2376 relating to the Juneau Energy Advisory Committee. Resolution 2401am provided for a sunset date of the commission effective July 9, 2010. Resolution 2528 repealed Resolution 2401am and removed the sunset date establishing the commission as one that has an indefinite duration. The commission has the following subcommittees which meet periodically throughout each month: Energy, Solid Waste, Sustainability Chapter of the Comprehensive Plan Update. For times and locations of subcommittee meetings, please see the CBJ Meeting Calendars online at <http://www.juneau.org/calendar/index.php>

Staff Contact: Tim Felstead - 586-0466 - Tim.Felstead@juneau.org

Website: <http://www.juneau.org/sustainability/>

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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Treadwell Arena Advisory Board Fact Sheet

Title: Treadwell Arena Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:

-[Ordinance 2015-18\(am\)](#)

-Date Created: April 06, 2015

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: Section 4. Treadwell Arena Advisory Board Purpose. A. The Treadwell Advisory Board shall, in consultation with the Treadwell Arena Manager, report to the Assembly Committee of the Whole on an annual basis on issues relating to the Treadwell Ice Arena. The Board's report shall address, at a minimum, the following: 1. Ways to market Treadwell Arena to increase the number of users now and into the future; 2. Identification of barriers in CBJ Code that could hinder marketing efforts related to advertising, fundraising, concession sales and naming rights; 3. Methods to establish better and clearer relationships with user groups and the public to gain ideas for increasing users and revenues; 4. A review of rink operational standards in order to assist in identifying areas in which operational efficiencies may be increased; and 5. A review of ice scheduling and allocation of rink resources in order to assist in ensuring equity in opportunity and support for a diversity of community rink users.

Membership: Section 3. Membership Qualifications. The Board shall be comprised of seven voting members appointed from the general public, and one liaison from the Parks and Recreation Advisory Committee. The liaison shall not have the power to vote and shall not be counted in determining whether a quorum of the Board is present. Members shall be appointed to staggered three-year terms. To the extent practicable, at least one member shall have professional marketing experience. No more than three members shall be employees or board members, or the immediate family member of any employee or board member, of any organization that provides activities at the Treadwell Ice Arena.

Officers: Section 6. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and shall hold regular meetings on a schedule established by the Board, as well as such special meetings as required to conduct business.

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): June

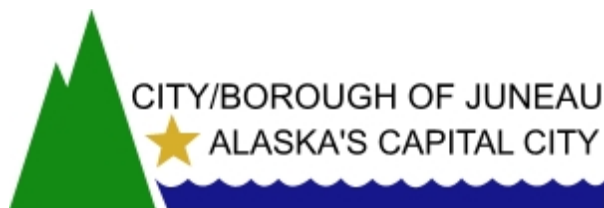
Meetings: To be determined.

Special Facts: B. Initial report. The Board's initial report to the Assembly shall be due no later than May 1, 2016. In addition to the information outlined above, the initial report shall include findings on the following: 1. Has the number of users increased? 2. Have revenues increased? 3. Have revenue streams diversified? 4. Has the cost recovery continued at 50% or greater? 5. Have operational cost savings measures been implemented or identified? 6. Has a marketing strategy been developed? 7. Has a user group feedback system been developed?

Staff Contact: Kirk Duncan, Parks & Recreation Director - 586-5226 - Kirk.Duncan@juneau.org

Website: <http://www.juneau.org/parkrec/>

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City and Borough of Juneau
155 S. Seward Street
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<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Sister Cities Committee Fact Sheet

Title: Sister Cities Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2508

-Resolution 2716

-Date Created: September 08, 2008

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: The Sister Cities Committee Advises and assists the Assembly with respect to the CBJ's ongoing sister cities relationship, hosting foreign guests, and promotion of international relations. This is a five-member committee which encourages participation from the general public in its meetings and activities.

Membership: Section 1. Sisters Cities Committee. (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.

Officers: Chair, Vice-Chair, Secretary, Treasurer

Quorum: 3

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

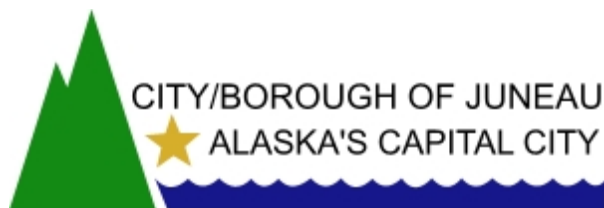
Meetings: The committee meets approximately once a month - dates for the next meeting are determined at each meeting held. Please click on the "Calendar" link in the gold menu bar at the top of this page to find out more.

Special Facts: Juneau's Sister Cities are: ~ Whitehorse, Yukon Territory, Canada ~ Chai Yi City, Taiwan, China ~ Vladivostock, Russia ~ Mishan City, Heilongjiang Province, People's Republic of China

Staff Contact: City Clerk's Office - 586-5278 - City.Clerk@juneau.org

Website: http://www.juneau.org/clerk/Sister_Cities/CBJs_Sister_Cities.php

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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Commission on Aging Fact Sheet

Title: Juneau Commission on Aging

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2279

-Date Created: August 05, 1985

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: Section 2. That the powers and duties of the Juneau Commission on Aging may include but not necessarily be limited to the following: (a) To promote programs which benefit and/or enhance health, safety, and welfare of senior citizens. (b) To promote maximum senior citizen participation in planning, development, operation and maintenance of facilities, services and programs designed to serve senior citizens principally. (c) To serve as a focal point for coordination of senior citizen functions among the several committees, subcommittees, task groups, city manager, and the Assembly of the City and Borough of Juneau. (d) To review and make recommendations upon plans, programs, budgets, staff, property and support facilities, management functions, contractual relationships affecting the senior citizens of Juneau and report findings directly to the Assembly. (e) To formulate and recommend to the Assembly a comprehensive areawide plan that identifies the concerns and needs of older Juneauites. (f) To collect facts and statistics, and make studies of conditions and problems pertaining to the employment, health, financial security, social welfare, and other concerns that bear upon the well-being of older Juneauites. (g) To make recommendations to the Assembly on establishment of special committees and/or task groups to meet both official and voluntary needs for coordination of functions with the Juneau Senior Center; Valley Senior Center; Alaska Housing Finance Corporation(AHFC); Alaska Commission on Aging (ACOA); Alaska Department of Commerce, Community and Economic Development; Alaska Department of Health and Social Services, Division of Senior and Disability Services; AARP; Retired Public Employees of Alaska (RPEA); National Association of Retired Federal Employees (NARFE) and similar groups.

Membership: Section 1. That there is established the Juneau Commission on Aging which shall consist of seven members who shall be appointed by the Assembly for three year staggered terms beginning on June 1, except those first appointed shall be for terms of one, two, and three years as designated by the Assembly. At least four members shall be 65 years of age and three may be 55 years of age or older.

Officers: Chair, Vice Chair, Secretary

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): May

Meetings: 2nd Thursday of each month at 9:30am in the Assembly Chambers at City Hall.

Special Facts: The predecessor group to the Juneau Commission on Aging - the Senior Citizen Advisory Committee was created January 6, 1977 for the purpose of advising the Alaska State Housing Authority and the Assembly on matters related to the development of a 42-unit elderly housing project in the City & Borough of Juneau. The Assembly then morphed that committee into the Commission on Aging in 1985. There is a Senior Citizen Tax Benefits webpage at <http://www.juneau.org/financeftp/seniors.php> or click on the link below.

Staff Contact: City Clerk's Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Juneau_Commission_on_Aging.php

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Presented by: The Manager
Introduced: 05/09/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2279

A Resolution Changing the Age Requirement for Service on the Commission on Aging, Making Other Minor Changes to the Commission's Charge, and Repealing Resolution Serial No. 1121am.

WHEREAS, the Commission on Aging serves as an effective forum for addressing issues relating to aging in Juneau; and

WHEREAS, the Commission on Aging has requested a change in the age requirements for membership on the Commission, and other minor changes to its charge.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. That there is established the Juneau Commission on Aging which shall consist of seven members who shall be appointed by the Assembly for three year staggered terms beginning on June 1, except those first appointed shall be for terms of one, two, and three years as designated by the Assembly. At least four members shall be 65 years of age and three may be 55 years of age or older.

Section 2. That the powers and duties of the Juneau Commission on Aging may include but not necessarily be limited to the following:

- (a) To promote programs which benefit and/or enhance health, safety, and welfare of senior citizens.
- (b) To promote maximum senior citizen participation in planning, development, operation and maintenance of facilities, services and programs designed to serve senior citizens principally.

- (c) To serve as a focal point for coordination of senior citizen functions among the several committees, subcommittees, task groups, city manager, and the Assembly of the City and Borough of Juneau.
- (d) To review and make recommendations upon plans, programs, budgets, staff, property and support facilities, management functions, contractual relationships affecting the senior citizens of Juneau and report findings directly to the Assembly.
- (e) To formulate and recommend to the Assembly a comprehensive areawide plan that identifies the concerns and needs of older Juneauites.
- (f) To collect facts and statistics, and make studies of conditions and problems pertaining to the employment, health, financial security, social welfare, and other concerns that bear upon the well-being of older Juneauites.
- (g) To make recommendations to the Assembly on establishment of special committees and/or task groups to meet both official and voluntary needs for coordination of functions with the Juneau Senior Center; Valley Senior Center; Alaska Housing Finance Corporation (AHFC); Alaska Commission on Aging (ACOA); Alaska Department of Commerce, Community and Economic Development; Alaska Department of Health and Social Services, Division of Senior and Disability Services; AARP; Retired Public Employees of Alaska (RPEA); National Association of Retired Federal Employees (NARFE) and similar groups.

Section 3. The Commission shall select its own officers, and shall hold regular meetings on a schedule established by the Commission as well as such special meetings as required to conduct business.

Section 4. The Manager or his designee shall provide such staff support and assistance for the Commission to the extent funds are available for such support.

Section 5. Resolution Serial No. 1121am is repealed.

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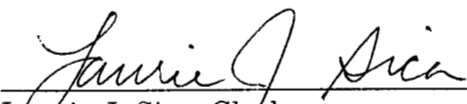
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Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 9th day of May, 2005.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

Juneau Commission on Aging Annual Report 2014 – 2015

Purpose. The Juneau Commission on Aging aims to promote the awareness of Juneau's changing demographic composition as the proportion of seniors grows at an unprecedented pace; to highlight the role of seniors as a welcome social and economic resource for the Juneau community; and to advise the Assembly on how it can assist in improving local seniors' quality of life.

Membership. At the end of this reporting year, in June 2015, only four of the Commission's seven seats are filled:

MaryAnn VandeCastle, Chair
Pat Watt, Secretary
Dixie Hood
Mary Lou Spartz

Marie Darlin, Cliff Cole, Elizabeth Terry, and Charles Wilson left the Commission during the past year.

Meetings. The Commission met monthly, on the second Thursday of the month, except for a summer hiatus in July. Meetings are held at the Juneau Senior Center (except when access to a teleconference phone is needed; we met once this year at the Juneau Economic Development Council's conference room) and feature a speaker who shares information about a topic of interest to Juneau seniors. Attendance by the public has varied. A recent change in meeting time from mornings to 1:15 p.m. (just after lunch at the senior center) has not yet generated increased participation by the public.

We've had a wide variety of meeting guests this year, addressing a range of topics of importance to seniors. Our speakers included an Adult Protective Services caseworker with a presentation on types of elder abuse; a representative of the Aging & Disability Resource Center (ADRC) at Southeast Alaska Independent Living (SAIL), who provided information about the types of services sought by local seniors; the CBJ Finance Director, who shared much data related to current and projected usage of the senior sales tax and property tax exemptions; McDowell Group staff with an early draft of the senior economy initiative from the

Juneau Economic Plan, on which the Commission offered feedback; the interim executive director of Catholic Community Services (CCS), for a discussion of the many senior services provided by its Southeast Senior Services (SESS) and the impact of changing circumstances within CCS; the head of AHFC's Senior Housing Office with a discussion of the history and current prospects of assisted living efforts in Juneau; the CBJ Parks & Recreation director for a discussion of seniors' recreation needs and preferences; a public health nurse with important information on immunizations, diabetes, dementia, fall prevention, and advance directives; and staff of Capital City Fire & Rescue with data and discussion regarding the number and reasons for fire and rescue calls involving seniors as well as information on the safety concerns related to hoarding, which is more common among seniors.

Attendance. Meeting attendance by Commission members was generally good, with all scheduled meetings achieving a quorum.

<i>Date</i>	<i>VandeCastle</i>	<i>Terry</i>	<i>Cole</i>	<i>Hood</i>	<i>Watt</i>	<i>Spartz</i>	<i>Wilson</i>
8/14/14	Y	Y	<u>A</u>	<u>A</u>	Y	<u>A</u>	Y
9/11/14	Y	Y	Y	Y	Y	Y	<u>A</u>
10/9/14	Y	Y	Y	Y	Y	Y	Y
11/13/14	Y	Y	<u>A</u>	Y	Y	Y	Y
12/11/14	Y	<u>A</u>	<u>A</u>	Y	Y	Y	Y
1/8/15	Y	<u>A</u>	<u>A</u>	Y	Y	Y	Y
2/12/15	Y	<u>A</u>	<u>A</u>	Y	<u>A</u>	Y	Y
3/12/15	Y	R	Y	Y	Y	Y	<u>A</u>
4/9/15	Y		<u>A</u>	Y	Y	Y	Y
5/14/15	Y		R	Y	Y	Y	<u>A</u>
6/11/15	Y			Y	Y	Y	R
A = Absent							
R = Resigned							
= Vacancy							
Y = Present							

Activities. The Commission continued to focus on its priority issue of emergency food availability for seniors by visiting local food pantries to determine their accessibility (in terms of handicap access, lighting, reachable shelves, hours, etc.) and appropriate food (including liquid nutritional supplements) for seniors. Each member visited one or more pantries, and a report was compiled and shared with the Aging & Disability Resource Center.

In February 2015, the JCOA presented a short talk to the Alaska Commission on Aging at its quarterly meeting in Juneau. We shared our annual demographic update on Juneau's senior population (attached). During May 2015, the JCOA chair appeared on a local radio program to discuss Older Americans Month and local senior issues. The Commission was invited to present updates to radio listeners on a quarterly basis in the future, and plans to do so.

Five thirty-second Older Americans Month radio spots were written and recorded by Commission members during May 2015 and run during the month on two AM stations as well as on KTOO-FM. This year's topics included fall prevention, dementia prevention, Juneau's changing senior demographics, seniors as a natural resource, and Alaska Native values. (See attached script for ad content.)

Individual members of the Commission attended and presented input at the meetings of a variety of other CBJ commissions and committees as well as other organizations relevant to senior concerns. Our agenda always includes a time for members to report on their participation in these groups. During 2014-2015 members participated in special efforts such as the Assisted Living for Seniors (ALFS) task force, community meetings regarding an assisted living demand study, community meetings at various stages of the development of the Juneau Economic Plan, as well as attending meetings of the Alaska Commission on Aging's biweekly senior legislative teleconferences, the CBJ's Tax Exemption Review Committee, and various transit-related meetings.

A large effort this year was directed toward understanding options and providing input on proposed changes to the senior sales tax exemption. After much discussion, Commission members were able to agree on a set of recommendations, which were presented to the Tax Exemption Review Committee. The spectrum of opinion among Juneau seniors on this topic ranges from an acceptance of the loss of the exemption by some, to opposition to removing the exemption by others. Therefore, while the Commission cannot purport to speak on behalf of all Juneau seniors, we have attempted to take an approach focusing on wise public policy.

The Commission supports the adoption of the Phase I changes limiting the sales tax exemption to Borough residents and requiring seniors to obtain new cards, thus halting the use of thousands of invalid cards believed to be in existence.

We plan to offer further input to the Assembly on this matter, either as a group or individually, at the appropriate time.

Goals. The Commission spent time refining its goals as an exercise in identifying the top priority issues for Juneau seniors. (See attached goals document.) Top priorities in the Commission's 2010 senior needs survey included assisted living facilities, health care access, cost of living control, and a variety of transportation needs. We recognize that our progress on these important issues and our other goals may be limited by lack of staff and budget, however.

This year we also expect to participate in efforts to implement the Juneau Economic Plan's initiative to build the local senior economy.

During the 2015-2016 year, we hope to improve our communication with the Assembly, beginning with a request for appointment of an Assembly liaison.

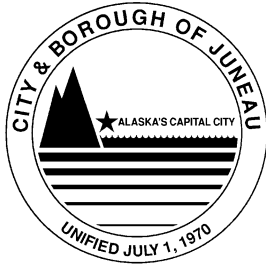
Plans. The Juneau Commission on Aging plans to continue with its monthly meetings featuring speakers and topics of interest to Juneau seniors. We hope to expand our pre-meeting publicity protocol in order to attract a larger number of attendees.

We will continue to offer perspectives and/or recommendations to the Assembly as warranted or when requested. We are reviewing the Juneau Commission on Aging's enabling ordinance and will make recommendations for changes we think will help the Commission better meet the needs of the Assembly.

Respectfully submitted,

MaryAnn VandeCastle
Chair, Juneau Commission on Aging
August 13, 2015

Attachments: Juneau 2015 Senior Population Update
 Older Americans Month 2015 Radio Spot Scripts
 2015 JCOA Goals



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

Phone: (907)586-0203 Fax: (907)586-4552

e-mail: Beth.McEwen@juneau.org

Date: August 13, 2015

To: Assembly Human Resources Committee

From: Beth McEwen, MMC
Deputy Municipal Clerk

Re: New CBJ Board Application - Working DRAFT

Earlier this summer, the Human Resources Committee requested that I revise the CBJ Board Application to provide additional information regarding the applicant's background, affiliation with specific groups, and their reasons for serving on a CBJ board.

In undertaking this project, I felt a blank piece of paper was the best place to start. I researched the board applications used by a variety of other communities and the State of Alaska and modeled some of portions of the draft application from those as well as include the sections unique to CBJ board service.

The attached DRAFT application is a work in progress and is before the HRC for review and recommendations. If you wish to see parts added, removed, or changed in any way, please let me know. Otherwise, I will finalize this form for final publication on our website as a fillable .pdf form as well as one that can be downloaded, filled out and printed.

First Name:

Last Name:

Daytime Phone :

Evening Phone:

Email Address:

Mailing Address:

City:

AK

Zip

Residence Address:

City:

AK

Zip

Occupation

Employer

I am currently a member of the following CBJ Board/Committee(s):

Please note that some CBJ Boards have membership criteria. These criteria can be found on-line at: http://www.juneau.org/clerk/boards/Board_Information.php. Please review the requirements on the factsheets to see if you qualify for any specifically designated board seats. For example, the Airport Board has public seats and tenant seats. Please state whether you fit one of the specific seat criteria or if you are applying for the “general public” seat on each board below:

Board or Committee(s) you are applying for (please indicate no more than 3, in priority order):

First Choice

Second Choice

Third Choice

Explain with specificity, your reasons for applying to serve on each board listed above:

Please disclose any potential conflicts of interest that may arise from your appointment. To see what constitutes a “Conflict of Interest” as a board member, please refer to CBJ Code 01.45 available online at https://www.municode.com/library/ak/juneau/codes/code_of_ordinances?nodeId=PTIICOOR_TIT01GEPR_CH01.45COIN.

TRAINING, EXPERIENCE & QUALIFICATIONS

List both formal and informal education and training experience:

List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:

List any community service, municipal government, and state positions held, and any awards received.

Please list your employment work history including paid, unpaid, or voluntary positions.

Please state any organizations which you currently serve as an employee, board member, or officer.

Time (hours per month) available for service on this board (circle one): 2, 5, 10, 20, or 30 hours

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM IS OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

I understand that this is a voluntary, position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I certify that the information in this application is true and accurate.

Signature of Applicant:

Date:

(Date Stamp below)

Clerk's Office Use Only

Date of Assembly Appointment: _____ or /Not appointed, keep on file 1 yr.

Term Beginning Date _____ Term Exp. Date _____

Reappointed to term(s) [beginning-end dates:] _____

Appointment Materials Mailed _____

Resignation Notice Received _____ Effective date _____

Commendation Mailed _____