

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

May 14, 2018 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. April 23, 2018 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. Sister Cities Committee re: Invitations relating to Sister City events
2. Treadwell Arena Advisory Board - Annual Report & Appointments
3. Utility Advisory Board - Appointments
4. Bidding Review Board - Appointment
5. Juneau Human Rights Commission - Appointments
6. Parks and Recreation Advisory Committee - Appointment

B. Other Business

1. June HRC Meeting Schedule

VI. STAFF REPORTS

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

April 23, 2018 6:00 PM
Assembly Chambers

I. ROLL CALL

Acting Chair Jesse Kiehl called the meeting to order at 6:00 p.m.

HRC members present: Jesse Kiehl, Norton Gregory, and Rob Edwardson

Members absent: Maria Gladziszewski

Other Assemblymembers present: Loren Jones, Beth Weldon

Staff present: Deputy Clerk Beth McEwen

II. APPROVAL OF AGENDA

Ms. McEwen distributed a letter from AMCO regarding the Hospitality Group, LLC d/b/a Frontier Suites liquor license #3824 renewal having been denied by the ABC Board at its meeting on April 3, 2018 due to the licensee having filed their application with AMCO past the deadline required to renew. She noted there is a separate appeal process for that matter before the ABC Board and doesn't affect the local governing body review and action, it was being provided as an informational document only since the license is before the Assembly at the regular meeting under the consent agenda with staff recommending the Assembly waive its right to protest the renewal.

III. APPROVAL OF MINUTES

A. April 2, 2018 Assembly Human Resources Committee Minutes

Hearing no objection, the minutes of the April 2, 2018 Assembly Human Resources Committee meeting 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. Liquor Licenses

1. Liquor License Protest Recommendation - Tides Complex Inc. d/b/a Dragon Inn Chinese Cuisine Inc.

No one was present from Tides Complex Inc. and there were no public present to

provide testimony on this topic.

MOTION by Mr. Gregory to recommend the Assembly waive its right to protest the Liquor License #4405 Tides Complex Inc. d/b/a Dragon Inn Chinese Cuisine due to non-compliance with the Fire Code and to maintain the protest until they bring their establishment back into compliance with the Fire Code. *Hearing no objection, the motion carried.*

B. Other Business

VI. STAFF REPORTS

Ms. McEwen noted that there will be three empowered boards coming up for term expirations as of June 30: Airport Board, Docks and Harbors Board, and Eaglecrest Board. The HRC will be asked at its next meeting to schedule a date for the full Assembly sitting as the HRC to interview applicants for these three boards.

She noted that the Docks and Harbors Board staff requested a copy of Mr. Jones' memo to the empowered boards in 2017 which asked the boards to send comments to the HRC about membership recruitment. She reported that in addition to the seats coming up for term expiration there is also one seat on the Airport being vacated due to excessive absences from meetings.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 6:07p.m.

Susan Baxter Educational, Co-chair Juneau Sister Cities Committee

To: Juneau Assembly Human Relations Committee

Re: Meeting on May 14 to discuss RAPP attendance and invitation to Vladivostok delegate

Dear Human Relations Committee Members,

On your May 14 meeting, I plan on attending to present two major events that are pending for the Juneau Sister Cities Committee. During the past few months, since Consul General Michael Keays visit in January, the Juneau Sister Cities Committee has experienced a great resurgence in our Sister City relationship with Vladivostok, Russia. The Juneau Sister Cities Committee recommends that we send a representative to the RAPP (Russian American Pacific Partnership) meeting in Anchorage July 25-26. Here the Juneau representative would meet with representatives from Vladivostok to discuss how we can enhance our relationship. We do not feel like we necessarily need to send a member of our Committee, but a person who could represent many aspects of the Juneau community. We would be interested in hearing your thoughts about this at the meeting on May 14. The cost of the conference is \$500 not including lodging which is approximate \$280.00 per night at the conference hotel.

We are in contact with our counterparts in Vladivostok and we have been asked to write a letter of invitation for the delegate that will be representing Vladivostok at the conference. I encourage the HR Committee to do this regardless to what your decision is regarding the conference. The representative is planning on coming to Juneau as part of his trip to the United States.

The Juneau Sister Cities Committee feels strongly that this is a good opportunity for Juneau to renew her relationship with Vladivostok that was so vibrant in the early 1990's.

Please feel free to bring your questions to the meeting on May 14 or email me directly at susanmbaxter@gmail.com.

Beth McEwen

From: Susan Phillips
Sent: Thursday, May 10, 2018 12:59 PM
To: Susan Baxter; 'Miranda McCarty'; City Clerk
Subject: FW: Invitation to again meet CG Michael Keays and contribute at the 23rd annual meeting Russian American Pacific Partnership RAPP July 26 and 26 Anchorage

FYI

From: Derek Norberg [<mailto:norberg@usrussia.org>]
Sent: Thursday, May 10, 2018 12:50 PM
To: rapp@usrussia.org
Subject: Invitation to again meet CG Michael Keays and contribute at the 23rd annual meeting Russian American Pacific Partnership RAPP July 26 and 26 Anchorage



Dear Colleagues,

I am writing you as further follow up to the prior visit by US Consul General Michael Keays to Alaska where he met with you and mentioned the 23rd annual meeting of the Russian American Pacific Partnership (RAPP) this July 25-26 in Anchorage. The importance of this meeting between the Russian Far East and our western US states cannot be overstated. Our countries are seeking a basis for constructive engagement and our Pacific shores present the best opportunity for constructive bilateral dialogue on a wide range of common interests. We hope you will choose to join in the 23rd RAPP meeting to share your initiatives and perspective to the dialogue and help shape the recommendations advanced to the two governments at the meeting. The meeting agenda is built on the interests and expertise of its attendees and the success of this meeting depends on the quality of participation. If you have specific interests not reflected in the current draft agenda, please contact RAPP with your proposal and we will gladly assess the possibility to include it in the agenda.

There are few bilateral meeting opportunities for us to advance interregional relations between the Russian Far East and the western US states. The RAPP forum provides a unique platform to address the many issues that are best served through constructive US-Russian cooperation. Consul General Michael Keays has advised he will return to Alaska for the RAPP meeting July 25-26 following a series of Alaska-focused events in the Russian Far East. CG Keays has expressed his hope to again meet with you at the RAPP meeting. I personally invite you to consider participating in this meeting and hope you can assist in circulating word of the meeting opportunity widely in your communities.

Meeting information and registration details are online at: <https://www.usrussia.org/rapp-forum/>

Thank you for considering this opportunity and please contact me with any questions.

Sincerely,
Derek Norberg

President
Council for U.S.-Russia Relations
4241 21st Ave W, Suite 104
Seattle, WA 98199
(206) 770-4015
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City of Whitehorse

2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2 Bus: (867) 667-6401 Fax: (867) 668-8398

May 4, 2018

His Worship Kendell Koelsch
Mayor, City and Borough of Juneau
115 S. Seward Street
Juneau Alaska 99801

Dear Mayor Koelsch:

I hope this letter finds you and your Council well and enjoying a warm spring on the coast in beautiful Juneau, Alaska. On behalf of Whitehorse City Council I would like to extend an invitation to you, your Council and Sister City Committee members to join us for our Canada Day celebrations in Whitehorse, Yukon on July 1, 2018. I understand that you will be spending time with your family this year during the Fourth of July festivities in Juneau and I hope you all enjoy a wonderful holiday.

We received word from your Sister City Committee that you may be travelling to Whitehorse this month on Alaska Seaplanes once their new service between Juneau and Whitehorse is up and running. I would love to meet with you at this time. Your visit could also be a great opportunity to showcase Alaska Seaplanes new service to Whitehorse with a photo of the two Mayors and the Alaska Seaplanes flight crew upon your arrival. I can ask my administration to contact Alaska Seaplanes and the Whitehorse Airport authority to enquire about coordinating that and receive permissions if required. We anticipate many future opportunities to foster our Sister City relationship for all Whitehorse and Juneau residents with this new service. Please let us know when your travel is confirmed and we will be happy to make arrangements.

We are honoured to have our City of Whitehorse flag displayed in your Assembly Chambers and disappointed to hear that it disappeared along with some equipment recently. We have put a new one in today's mail to replace it and we hope that you are able to retrieve the other items taken.

If you and/or any of your Council or Sister City Committee members would like to join us for our Canada Day festivities, please contact Lindsay Agar, Corporate Events Coordinator at Lindsay.Agar@whitehorse.ca or at 867.668.8660.

Sincerely,

Dan Curtis
Mayor
CITY OF WHITEHORSE

c: Mayor and Council
Director of Community and Recreation Services
Corporate Events Coordinator
Juneau Sister City Committee



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

Phone: (907)586-5278 Fax: (907)586-4552

Email: City.Clerk@juneau.org

MEMORANDUM

DATE: May 11, 2018

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk

RE: Treadwell Arena Advisory Board Membership

The Treadwell Arena Advisory Board (TAAB) consists of seven public seats and one liaison from the Parks and Recreation Advisory Committee.

Three seats are currently up for consideration for full terms June 1, 2018 – May 31, 2021.

- One is a vacant seat previously held by Taylor Horne.
- Incumbent Elizabeth Balstad was recently appointed to the Youth Activities Board and has indicated that she does not wish to be considered for reappointment to the TAAB.
- Clerk staff is waiting to hear back from incumbent Molly McCormick as to whether or not she wishes to be considered for reappointment.

CBJ Board Rules of Procedure allows incumbents to continue to serve as voting members of a board past their term expiration date until one of the following takes place:

1. The member declares that they want to step down as of their term expiration date, or
2. They are reappointed to a new three-year term, or
3. A new applicant is appointed to fill the open seat.

Your packet contains the only application for the board the Clerk's office has received to date and that is from Ryan Kauzlarich.

TREADWELL ARENA ADVISORY BOARD

Annual Report, May 2018

EXECUTIVE SUMMARY

Current Members

Liz Balstad
Miles Brookes
Bret Connell
Leah Farzin
Molly McCormick
Jason Sosa
Vacant Seat (1)

2017/18 Meetings

July 6, 2017
September 7, 2017
January 4, 2018
March 1, 2018
April 5, 2018

Commonly Used Acronyms

JDIA: Juneau Douglas Ice
Association

JSC: Juneau Skating Club

JAHA: Juneau Adult Hockey
Association

The Treadwell Arena Advisory Board (TAAB) finds that Treadwell Arena is operating in a manner that encourages growth and diversity among multiple user groups, maintains a very desirable cost recovery rate of nearly 60% and addresses the needs of current users. In the past year arena management, in consultation with TAAB has engaged with local businesses and community organizations to increase rental revenue by these non-traditional users of the rink, diversified facility non-rental revenue through advertising opportunities, implemented a more transparent pricing structure for rink skating sessions, and addressed parking lot lighting safety concerns.

TAAB looks forward to working with rink management to explore additional opportunities to make the rink more efficient, expand revenue streams, and identify additional new users. Treadwell Arena management and staff continue to do an excellent job to realize innovative ideas and take feedback to continually improve rink operations.

INTRODUCTION

In April 2015, the Juneau Assembly approved an ordinance that created the Treadwell Arena Advisory Board (TAAB). Per ordinance 2015-18 (am), the Assembly tasked TAAB with drafting an initial report examining various segments of the Treadwell Arena's operations, including financial performance, marketing and facility usage. This initial report was provided to the Assembly in May 2016, in accordance with the deadline set forth in the ordinance.

In addition to the initial report, the ordinance requires TAAB to produce an annual report covering at least the five following topics:

1. Ways to market Treadwell Arena
2. CBJ code barriers that might hinder marketing
3. Establishing better and clearer relationships
4. Rink operational standards
5. Ice scheduling and allocation of rink resources

1. WAYS TO MARKET TREADWELL ARENA

Treadwell Arena management has used a variety of methods to reach out to new users over the past year:

- a. The second year of the “Third Graders Skate Free” program is nearly complete. This program provides a free season pass (good for all public skating sessions) to all third graders in the Juneau School District. The goal of this program is to provide an inexpensive and positive experience at the rink that will encourage their future participation in paid activities. This program also encourages third graders to bring their families, siblings, and friends to the rink, exposing an ever-growing number of Juneau families to ice skating.
- b. Various marketing efforts, including radio time promoting user groups such as JSC, JDIA, and JAHA, to email blasts to users advertising rink events.
- c. Targeted outreach to the University of Alaska – Southeast (UAS). As new students come to Juneau to attend UAS, exposing them to activities at Treadwell Arena presents new recreational and social opportunities.
- d. Many community businesses and organizations have rented ice time for “free public skating sessions” and various types of employee events. There are discussions about developing a more formal sponsorship package so these can occur on a more regular basis.

2. Barriers in CBJ Code That Could Hinder Marketing Efforts

Treadwell Arena management and TAAB would like a clear answer regarding whether certain types of businesses are or are not forbidden from advertising in city facilities. As a revenue generator, the Treadwell Arena sells advertising along the interior walls of the rink to businesses. The current practice is that businesses whose primary line of revenue is alcohol sales, such as some restaurants and pubs, alcohol retail stores, and manufacturers, are prohibited from purchasing advertising space in the arena. However, research conducted by some members of TAAB found that this prohibition may not be absolute. The lack of clear policy or ordinance may be unintentionally limiting the arena’s revenue stream.

3. Establishing Better & Clearer Relationships

The TAAB found several opportunities which fell within this topic:

- a. While Treadwell Arena filled the “prime” advertising space, which is the space most visible from the viewing areas at the rink, much of the “non-prime” space remains available. Filling this space with advertising would increase revenue, and possibly users, by building relationships with sponsors and their associated events.
- b. Targeted outreach to the University of Alaska Southeast (UAS) continued over the past year. This not only markets the Treadwell Arena as a destination for recreational and social activities, but is building a relationship with UAS as a source for new users.
- c. Treadwell Arena ran several community oriented events in FY17 and FY18, such as memorial skates for lost community members and fundraisers for nonprofits. These build strong community ties and expands rink exposure to those who may not be regulars to the facility.
- d. TAAB continues to monitor a central email address and bulletin board at the Treadwell Arena. This avenue provides an additional way for users groups to engage in facility operations discussions.

4. Review of Rink Operational Standards

Throughout the past year, the TAAB met regularly and received updates on Treadwell Arena’s financial status, ongoing improvements, and ideas for future improvements:

- a. Treadwell Arena reduced operating hours on Monday, Wednesday, and Friday for the FY18 season. The JDHS Hockey Team was the most affected by this reduction. However, through discussions between arena management and the program a resolution was crafted to ensure adequate morning practice time while not offsetting the saved expenditures as a result of the reduction in hours.
- b. FY18 was the first year with “flat pricing” for public skates. Prior to this season, people wishing to attend a skating session and needing to rent skates from the facility paid two separate fees; skating session fee (\$6 for adults, less for youth and seniors) and a skate rental fee (\$2). This season the fee to participate in a skate session is \$7 per person (less for youth and seniors) regardless of the need for rental skates.

5. REVIEW OF ICE SCHEDULING AND ALLOCATION OF RINK RESOURCES

The TAAB identified several ongoing processes that touch on this topic, some of which have already been discussed:

- a. A new user group rental process provides a clear, transparent methodology that allows

- all user groups the same level of access to arena ice time.
- b. The percentage of revenue from user groups, outside of the “big three” (JDIA, JSC, and JAHA), renting the facility continues to grow approaching 17% (\$68,850) for fiscal year 2017. This is rate has been steadily climbing since FY12’s 12% (\$41,792). These rentals signify a diversification of rink user groups, thus increasing cost recovery. TAAB and Treadwell continue to look for new user groups who would make good use of the rink, especially during non-peak usage times.

OTHER TAAB FINDINGS

While Ordinance 2015-18 (am) only requires TAAB to address the previous five topics, there are several additional items the board wish to include as part of this year’s report:

- a. Lighting in the arena parking lot was identified as a safety concern by the TAAB. Initial planning, community outreach, and public comments regarding this project occurred during the winter. Additional lighting is scheduled to be installed in Spring/Summer 2018.
- b. There are discussions within TAAB to explore sustainable options for extending the ice season.

CONCLUSION

Treadwell Arena is operating efficiently and in a way that encourages the identification of further efficiencies and taking action on such. In FY17 Treadwell Arena had a cost recovery of 59.4%, up approximately 2% from FY16’s rate of 58.3%.

While many improvements are identified and implemented by Treadwell Arena management and staff, TAAB continues to offer a platform for rink user feedback and concerns. The TAAB can continue to prove a valuable advisory resource to both users and arena management and should continue as a CBJ Board in its current capacity.

Treadwell Arena Advisory Board
Governing Legislation: Ordinance 2015-18
Total # of seats - 7 Public Seats + 1 PRAC Liaison; See Ordinance 2015-18 for membership qualifications.

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Comments
Yes	Treadwell Arena Advisory Board	Mr.	Miles	Brookes	Public		6/1/2016	5/31/2019	5/23/2016		
Yes	Treadwell Arena Advisory Board	Mr.	Jason	Soza	Adult Hockey Board Member	Acting Co-Chair	6/5/2017	5/31/2020	6/8/2015	6/5/2017	President - Juneau Adult Hockey Association (JAHA)
Yes	Treadwell Arena Advisory Board	Ms.	Leah	Farzin	Juneau Skating Club; Part-time Coach at Treadwell		7/31/2017	5/31/2020	7/31/2017		Part time coach at Treadwell arena; Member of Professional Skaters Assoc., Us Figure Skating, & Juneau Skating Club
Yes	Treadwell Arena Advisory Board	Ms.	Molly	McCormick	Public		6/8/2015	5/31/2018	6/8/2015		2 sons play on JDHS Hockey Team
Yes	Treadwell Arena Advisory Board	Ms.	Elizabeth	Balstad	Public	Acting Co-Chair	6/8/2015	5/31/2018	6/8/2015		Appointed to Youth Activities Board in March 2018. Not applying for reappointment to TAAB 5/2018
Yes	Treadwell Arena Advisory Board	Mr.	Bret	Connell	Public		6/26/2017	5/31/2020	8/17/2015	6/26/2017	JAHA participant
Yes	Treadwell Arena Advisory Board		Open Seat	Open Seat	Public			5/31/2018			Seat formerly held by Taylor Horne who resigned 10/16/17 due to moving out of town.
Yes	Treadwell Arena Advisory Board	Mr.	Edric	Carrillo	PRAC Liaison		n/a	n/a	n/a		Parks & Recreation Advisory Committee Liaison
Yes	Treadwell Arena Advisory Board	Mr.	Kirk	Duncan	Parks & Rec. Staff Liaison	Parks & Rec. Director		n/a			Parks & Rec. Staff Liaison
Yes	Treadwell Arena Advisory Board	Ms.	Lauren	Anderson	Parks & Rec. Staff Liaison	Ice Rink Manager		n/a			Parks & Rec. Staff Liaison



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

Phone: (907)586-5278 Fax: (907)586-4552

Email: City.Clerk@juneau.org

MEMORANDUM

DATE: May 11, 2018

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk

RE: Utility Advisory Board Membership

The Utility Advisory Board (UAB) recently submitted its annual report to the Assembly Committee of the Whole. A link to that COW packet item is at <https://packet.cbjak.org/CoverSheet.aspx?ItemID=5424&MeetingID=753>.

The committee has two members whose terms are expiring May 31, 2018. They are Geoff Larson and Andrew Campbell. Mr. Larson's application for reappointment is in your HRC packet. Mr. Campbell was recently appointed to the Planning Commission in January and also serves on the Wetlands Review Board. Mr. Campbell said he had to discuss the matter with others before making his final decision and may ask to have his application forwarded as a red folder item at the HRC meeting.

CBJ Board Rules of Procedure allows incumbents to continue to serve as voting members of a board past their term expiration date until one of the following takes place:

1. The member declares that they want to step down as of their term expiration date, or
2. They are reappointed to a new three-year term, or
3. A new applicant is appointed to fill the open seat.

Aside from Mr. Larson's application, the Clerk's office has not received any other UAB applications to date.

UTILITY ADVISORY BOARD

Governing Legislation: Res. 2299

Total # of seats - 7: 1 Engineer, 1 Accountant, 1 Contractor, 2 Commercial Customers, 1 Residential Customer, 1 Public

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Reappointed 4	Comments
Yes	Utility Advisory Board	Mr.	Bryan	Farrell	AEL&P/Mechanical Engineer		11/9/2015	5/31/2019	11/9/2015	11/9/2015				Appointed to remainder of current term ending 5/31/16 and full 3-year term expiring 5/31/2019
Yes	Utility Advisory Board	Mr.	Leon	Vance	Attorney	Chair	6/1/2016	5/31/2019	4/1/2005	6/23/2008	5/19/2010	5/13/2013	5/23/2016	Attorney at Faulkner Banfield
Yes	Utility Advisory Board	Mr.	Geoffrey	Larson	Large Commercial User	Vice-Chair	6/1/2015	5/31/2018	4/1/2005	6/1/2006	6/11/2009	6/4/2012	6/8/2015	Owner - Alaskan Brewery
Yes	Utility Advisory Board	Mr.	Andrew	Campbell	General Public		5/23/2016	5/31/2018	5/23/2016					Also serves on Wetlands Review Board; Self-employed General Contractor
Yes	Utility Advisory Board	Mr.	Kevin	Buckland	General Public		12/18/2017	5/31/2020	12/18/2017					Investment Officer - Alaska State Treasury
Yes	Utility Advisory Board	Ms.	Janet	Hall-Schempf	Retired State Habitat Biologist		6/5/2017	5/31/2020	4/1/2005	6/23/2008	7/11/2011	8/25/2014	6/5/2017	
Yes	Utility Advisory Board	Mr.	Grant	Ritter	General Public		6/5/2017	5/31/2020	1/27/2014	6/5/2017				
Yes	Utility Advisory Board	Mr.	Roger	Healey	Public Works/Engineering Director	staff liaison	n/a	n/a	n/a					Engineering/Public Works Director
Yes	Utility Advisory Board	Ms.	Autumn	Sapp	staff	staff liaison	n/a	n/a	n/a					Engineering/Public Works Business Manager
Yes	Utility Advisory Board	Ms.	Holly	Kveum	staff	staff liaison	n/a	n/a	n/a					Engineering/Public Works Admin. Assistant



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MEMORANDUM

DATE: May 11, 2018
TO: Assembly Human Resources Committee
FROM: Beth McEwen, Deputy Clerk
RE: Bidding Review Board Membership

The Bidding Review Board consists of five public seats, preferably including one attorney.

Three seats are currently up for consideration for full terms June 1, 2018 – May 31, 2021.

- Incumbent Stephen Sorensen has submitted an application for reappointment.
- Clerk staff has been notified by incumbents John Walsh and Wallace “Sandy” Williams that they wish to step down from the board at the end of their terms on May 31, 2018.

CBJ Board Rules of Procedure allows incumbents to continue to serve as voting members of a board past their term expiration date until one of the following takes place:

1. The member declares that they want to step down as of their term expiration date, or
2. They are reappointed to a new three-year term, or
3. A new applicant is appointed to fill the open seat.

Your packet contains Mr. Sorensen’s application. No other applications have been received.

BIDDING REVIEW BOARD
Governing Legislation: CBJ Code Section 53.50
Total # of Seats: 5

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 4	Comments
Yes	Bidding Review Board	Mr.	Edward	King	Public		6/5/2017	5/31/2020	6/5/2017				State of AK Economist (DNR - Spec. Advisory & Legislative Liaison)	
Yes	Bidding Review Board	Mr.	Brad	Waldron	Public		7/11/2016	5/31/2019	7/11/2016				State of AK Dept. of Labor Procurement Officer	USCG Contracting Officer
Yes	Bidding Review Board	Mr.	Stephen	Sorensen	Public/Attorney		5/18/2015	5/31/2018	4/11/2012	5/18/2015				Attorney (Applied for Reappointment 5/2018)
Yes	Bidding Review Board	Mr.	John M.	Walsh	Public		5/18/2015	5/31/2018	3/1/2000	7/1/2003	9/1/2006	4/11/2012	5/18/2015	Self-Employed Lobbyist (Chose not to reapply 5/2018)
Yes	Bidding Review Board	Mr.	Wallace "Sandy"	Williams	Public		5/18/2015	5/31/2018	4/11/2012	5/18/2015				(Chose not to reapply 5/2018)
Yes	Bidding Review Board	Ms.	Laurie	Sica	Staff Liaison	Staff liaison	n/a	n/a	n/a					Clerk's Office provides Staff Support to all appeal boards
Yes	Bidding Review Board	Ms.	Beth	McEwen	Staff Liaison	Staff liaison	n/a	n/a	n/a					Clerk's Office provides Staff Support to all appeal boards
Yes	Bidding Review Board	Ms.	Renee	Loree	Staff Liaison	Staff liaison	n/a	n/a	n/a					Purchasing Officer



OFFICE OF THE MUNICIPAL CLERK
155 S. Seward St., Room 202
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Email: City.Clerk@juneau.org

MEMORANDUM

DATE: May 11, 2018
TO: Assembly Human Resources Committee
FROM: Beth McEwen, Deputy Clerk
RE: Juneau Human Rights Commission Membership

The Juneau Human Rights Commission consists of five public seats.

Two seats are currently up for consideration for full terms June 1, 2018 – May 31, 2021 and one seat is currently vacant for an unexpired term ending May 31, 2020.

- Incumbent Britta Tonnessen has applied for reappointment.
- Clerk staff is waiting to hear back from incumbent Kyle Schmitz as to whether or not he wishes to be considered for reappointment.

CBJ Board Rules of Procedure allows incumbents to continue to serve as voting members of a board past their term expiration date until one of the following takes place:

1. The member declares that they want to step down as of their term expiration date, or
2. They are reappointed to a new three-year term, or
3. A new applicant is appointed to fill the open seat.

Ms. Tonnessen submitted an application while we were testing out the new board management system but her new application was unfortunately deleted when we attempted to launch the new system. Her previous application is included in your HRC packets for reappointment consideration. No other applications have been received.

Juneau Human Rights Commission

Governing Legislation:
Resolution 2738

Total # of Seats: 5 Public Seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Comments
Yes	Ms.	Haifa	Sadighi	Public	Chair	6/5/2017	5/31/2020	2/11/2013	6/5/2017	Assistant Principal at Floyd Dryden Middle School
Yes	Mr.	Kyle	Schmitz	Public	Vice-Chair	4/11/2016	5/31/2018	4/11/2016		Property Manager: Coogan Alaska (Will let us know if he wants to be considered for reappointment 5/2018.)
Yes	Ms.	Samantha	Weinstein	Public	Secretary	6/5/2017	5/31/2020	2/8/2016	6/5/2017	Weinstein Legal & Consulting Services (Owner/Attorney)
Yes	Ms.	Britta	Tonnessen	Public		6/13/2016	5/31/2018	6/13/2016		(Applying for reappointment 5/2018)
Yes		Open Seat	Open Seat	Public			5/31/2020			seat formerly held by Freddie Olin



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155 S. Seward St., Room 202

Phone: (907)586-5278 Fax: (907)586-4552

Email: City.Clerk@juneau.org

MEMORANDUM

DATE: May 11, 2018

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk

RE: Parks & Recreation Advisory Committee Membership

The Parks and Recreation Advisory Committee (PRAC) consists of nine public seats and one Assembly liaison.

George Schaaf was recently appointed the new CBJ Parks and Recreation Director which left his PRAC seat vacant for a term beginning immediately and expiring February 28, 2020.

The Clerk's office has not received any new applications since it began advertising for this vacant seat but applications from Will Muldoon and Jon Gellings, which were previously considered by the HRC during its March 5, 2018 meeting, are provided in your packet for consideration.

Total # of Seats: 9 public seats, 1 Assembly liaison

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Mailing Address	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Comments
Yes	Parks & Recreation Advisory Committee	Assembly member	Norton	Gregory	155 S. Seward St.	Assembly Liaison	Liaison	n/a	n/a	n/a				Assembly Liaison 2017-2018
Yes	Parks & Recreation Advisory Committee	Mr.	Mike	Eberhardt	State Parks	Ex-Officio Rep from State Parks		n/a	n/a	n/a				Ex-Officio Rep from State Parks
Yes	Parks & Recreation Advisory Committee	Ms.	Kirsten	Shelton	132 6th Street	Public		3/6/2018	2/28/2021	3/5/2018				Works at McDowell Group; Planning Commission member 2016-2018
Yes	Parks & Recreation Advisory Committee	Mr.	Josh	Anderson	P.O. Box 240862	Public	2nd Vice-Chair	3/6/2017	2/28/2020	2/24/2014	3/6/2017			Member: Douglas Island Riders Assoc., Juneau Douglas Motocross Association; Appointed 1/12/2015 to 1% for Art Panel for 16b Cruise Berth Project
Yes	Parks & Recreation Advisory Committee	Ms.	Christine	Prussing	4655 Thane Road	Public		7/11/2016	2/28/2019	7/11/2016				Retired CBJ Employee
Yes	Parks & Recreation Advisory Committee	Ms.	Traci	Gilmour	P.O. Box 22231	Public		4/1/2013	2/29/2019	4/1/2013	2/8/2016			Self Employed Massage Therapist. Member of Juneau Sports Association, Amateur Softball Assn., Juneau United States Bowling Congress; Liaison to Jensen-Olson Arboretum Advisory Board
Yes	Parks & Recreation Advisory Committee	Mr.	Christopher	Mertl	4615 Thane Road	Public	Chair	3/6/2017	2/28/2020	8/24/2009	3/21/2011	2/24/2014	3/6/2017	PRAC Liaison to Assembly Lands Committee, Park Foundation, and Juneau Urban Forestry Partnership; Member: Juneau Hockey Officials, Juneau Adult Hockey, TrailMix, DBA
Yes	Parks & Recreation Advisory Committee	Mr.	Tom	Rutecki	1513 Ling Court	Public		3/6/2018	2/28/2021	4/2/2012	2/23/2015	3/5/2018		PRAC Rep to YAB, Aquatics Board Member
Yes	Parks & Recreation Advisory Committee		Vacant Seat	Vacant Seat		Public	Vice-Chair		2/28/2020					Seat formerly held by George Schaaf
Yes	Parks & Recreation Advisory Committee	Mr.	Edric	Carrillo	7520 Glacier Hwy.	Public		4/3/2017	2/28/2019	4/3/2017				Liaison to Treadwell Arena Advisory Board
Yes	Parks & Recreation Advisory Committee	Ms.	Emily	Palmer	6709 Marguerite Street	Public		3/6/2018	2/28/2021	3/5/2018				Naturopathic Doctor, Massage Practitioner; EMT
Yes	Parks & Recreation Advisory Committee	Mr.	Kirk	Duncan	Parks & Rec. Director	Staff Liaison	staff liaison	n/a	n/a	n/a				
Yes	Parks & Recreation Advisory Committee	Ms.	Lauren	Verrelli	Parks & Rec. Admin Assistant II	Staff Liaison	staff liaison	n/a	n/a	n/a				

**OFFICE OF THE MUNICIPAL CLERK**

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DATE: May 11, 2018

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk

cc: Laurie Sica, Municipal Clerk

RE: Suggestions re: HRC Meeting Schedule in June 2018

The Clerk's office will be short staffed at the end of May and if possible I'd like to request the June 4 HRC meeting be cancelled. The primary HRC agenda topics have either been placed on the May 14 agenda or scheduled for the June 25 regular HRC meeting. The HRC will need to set a date for the Full Assembly sitting as the HRC to interview applicants for the Airport, Docks & Harbors and Eaglecrest Boards sometime in June. Staff recommends targeting a date sometime during the week of June 18.

Open seats for the below empowered boards are currently being advertised with an (tentative) application due date of June 4. This application due date may get extended depending on the date the HRC chooses to set for the interviews before the Full Assembly sitting as the HRC. The current terms which are listed below expire on June 30, 2018 unless otherwise noted.

Airport Board

- Joe Heueisen is completing his second term this cycle and has notified staff that he does not chose to seek reappointment. Mr. Heueisen previously served on the Airport Board 1995-2007.
- Angela Rodell is currently completing her first term on the Airport Board.
- There is one vacant seat, formerly held by Martin Myers, for term ending June 30, 2019.

Eaglecrest Board

- Lee Henry is completing his first term and has notified staff that he does not chose to seek reappointment.
- Sam Buck is currently completing his first term on the Eaglecrest Board.
- Kayla Harmon's term expires June 30, 2019, however she is moving out of town but will be available to continue to serve until the June 2018 appointments.

Docks & Harbors Board

- Tom Donek was initially appointed to an unexpired term in February 2010 and is currently completing his second full term on the Docks and Harbors Board.
- Robert (Tim) Mosher and David Lowell are both completing their first terms on the Docks and Harbors Board.

Staff recommends a motion to cancel the June 4 HRC meeting and a date to be set for the full Assembly as HRC to interview applicants for the three boards listed above.

CBJ Boards/Committees Current or Upcoming Vacancies

The following is a list of vacancies on CBJ boards, commissions, committees and/or councils. Applications may be picked up outside the Clerk's Office and are available on Juneau's website at <https://beta.juneau.org/clerk/boards-committees>. Submit the applications to the Municipal Clerk's Office, Room 202 of the Municipal Building (155 S. Seward Street, Juneau, AK 99801), or by fax at 586-4552, or via email at City.Clerk@juneau.org. For further information, call 586-5278.

Except as otherwise noted below, the seats are considered "Public Seats" open to anyone interested and willing to commit the time to serve, although there may be some membership criteria specified in a particular board's governing legislation. **Applications may be submitted at any time and the clerk's office holds all applications for a one year period; if an application due date is not specified one may be announced in the near future. All vacancies are considered Open Until Filled.** The Assembly Human Resources Committee (HRC) makes appointment recommendations to the Assembly. The application process for the empowered boards (Airport, Aquatics, Eaglecrest, Docks & Harbors, and Bartlett Regional Hospital boards) plus the Planning Commission go through a more involved application/interview process than the other boards.

Boards/Commissions	Current & Upcoming Vacancies
Airport Board	2 seats for full terms, 1 seat for an unexpired term (Applications due June 4, 2018)
ADA Committee	1 seat for an unexpired term
Animal Hearing Board	1 primary and 1 alternate seats for various terms
Bidding Review Board	2 seats for full terms (Application period extended to June 20)
Board of Equalization	4 seats for various terms (Application period extended to June 20)
Building Code Board of Appeals	1 seat for an unexpired term
Docks & Harbors Board	3 seats for full terms (Applications due June 4, 2018)
Eaglecrest Ski Area Board	2 seats for full terms, 1 seat for an unexpired term (Applications due June 4, 2018)
Historic Resources Advisory Committee	3 seats for full terms (Applications due June 20)
Jensen-Olson Arboretum Advisory Board	1 seat for an unexpired term
Juneau Commission on Sustainability	2 seats for full terms, 1 seat for an unexpired term (Applications due June 20)
Juneau Human Rights Commission	2 seats for various terms (Application period extended to June 20)
Sales Tax Board of Appeals	2 seats for full terms
Treadwell Arena Advisory Board	2 seats for full terms (Application period extended to June 20)
Utilities Advisory Board	2 seats for full terms (Applications May 9)
Wetlands Review Board	1 seat for an unexpired term

Revised 05/11/2018 bjrm