

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

July 22, 2019 6:00 PM
Assembly Chambers

AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF 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. Juneau Commission on Sustainability - Annual Report and Appointments

The Juneau Commission on Sustainability is made up of 9 public members and 1 Assembly Liaison and 1 Planning Commission liaison. The Assembly and Planning Commission liaisons are non-voting ex-officio members.

There are currently three seats up for renewal on the commission, each with terms running July 1, 2019 to June 30, 2022.

The Clerk's Office received four applications for the three seats. All three incumbents have reapplied along with a member of the general public.

2. Aquatics Board Annual Report

B. Other Business

1. Assembly Rules of Procedure Amendments.

The Assembly Rules of Procedure (Res. 2781) are attached. There is a request to amend Rule 4 regarding presentation of legislation and a request to change Rule 5 regarding interviewing applicants for the Aquatics Board. A memo from the City Attorney will be provided at the meeting.

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



JUNEAU COMMISSION ON SUSTAINABILITY ANNUAL REPORT JUNE 2018 - MAY 2019

This report summarizes the activities of the Juneau Commission on Sustainability from June 2018 through May 2019.

HIGHLIGHTS

- Recommended that Assembly adopt a 2019 goal of implementing the Juneau Renewable Energy Strategy (JRES).
- Supported the JRES goal of developing a CBJ Energy Management Program. Provided information and discussed options with CBJ staff. Assisted CBJ Engineering and Public Works with technical and public support letters for the US DOT Low-No Grant and VW Emissions grant initiatives for Capital Transit electric bus funding.
- Supported the JRES space heating goal. Convened groups and provided the lead for developing the collaborative Juneau Heat Pump Conversion Project, with 2 JCOS members participating on the steering committee. Met with the Building Code Advisory Committee to discuss updates to energy codes.
- Supported the JRES transportation goal. Initiated development of a community EV support plan. Held two Sustainability Sessions (June 19, 2018, July 17, 2018) and additional public outreach on Electric Vehicles and CBJ Public Charging Station policy/proposed ordinance. Developed detailed Electric Vehicle information for the Juneau public and Assembly review.
- Participated in review of livestock ordinance (originally initiated by JCOS and public Food Security Sustainability Sessions) by Planning Commission subcommittee.
- Conducted two Visitor Industry Sustainability Sessions (January 29, 2019, and April 18, 2019) from DEC staff and another from cruise industry executives on emissions and visitor industry sustainability.
- Assisted CBJ Manager's Office in drafting a letter to National Forest Service regarding support for Mendenhall Glacier Visitor Center improvements.
- Provided detailed research and Dock Electrification background report (on JCOS

website) which assisted the Assembly in deliberating on Dock Electrification design efforts from Marine Passenger Fees in April 2019.

- Initiated efforts and developed a new, more informative JCOS website for Juneau Community Sustainability issues in a year-long process in a beta format. The new JCOS website is now live. <https://beta.juneau.org/community-development/jcos>
- Provided recommendation to City Manager regarding Leadership in Energy and Environmental Design (LEED) building requirements for the Juneau International Airport North Wing reconstruction. Work included research on the history of the CBJ's LEED Ordinance and background, analyzed situation and Airport request for waiver. Met with Airport Managers and Airport Board on the Airport's request for exemption of LEED requirements for airport expansion to work through these issues.
- Initiated and collaborated with UAS to assist CBJ in updating Sustainability Indicators from 2007, Climate Change: Predicted Impacts on Juneau.
- Participated in the 'Blueprint Downtown Visioning' project public meetings.
- Provided recommendations on CIP projects for FY2020-2026 to further the delivery of community goals and strategies as outlined in the Juneau Renewable Energy Strategy (JRES) and the Juneau Climate Action and Implementation Plan (JCAIP).

2019 PRIORITIES BY COMMITTEE

Outreach Committee - Christine Woll (Chair), Jim Powell, Duff Mitchell, Iura Leahu, John Smith

- Continue and expand Sustainability Sessions- Cruise ship Emissions, Solid Waste reductions/Compost, Other community topics
- Website improvement and timely community dissemination of Commission information
- Increase Community liaisons to other organizations, tribes, and interest groups
- Research of, and connect with, other programs, organizations, and other communities with Sustainability efforts to assist Juneau efforts

Energy/Climate – Implementation of JCAIP/JRES Committee– Steve Behnke (Chair), Gretchen Keiser, Jim Rehfeldt

- Support and assist community electrification of transportation (Juneau EV plan and charging infrastructure, VW grant, Electric Buses, LO NO Grant follow up and new submissions, dock electrification)
- Support and assist in reducing fossil fuel use in buildings, through energy efficiency and electrification of space heating. Review related building codes, support community air-source heat pump conversion program, initiate community

- discussions on an Alaskan or Community Heat Pump Technology Center in Juneau.
- Support and assist staff in the development of a CBJ Energy Management Program (energy use data for CBJ facilities and operations, CBJ fleet electrification, energy use in CBJ buildings).

Sustainability Indicators and Impacts Committee -Jim Powell (Chair), Iura Leahu, Jim Rehfeldt

- Incorporate broader meaning of sustainability (more holistic) where possible (use existing local indicators)
- Review and update methodology for carbon emissions/community energy for JCAIP/JRES. Update the 2007 and 2010 energy use and GHG emission inventory.
- Update on the impact of climate change on Juneau/need for mitigation. Last assessment was conducted in 2007.

OVERVIEW AND BACKGROUND OF JCOS

In 2007, the CBJ Assembly established the Juneau Commission on Sustainability (JCOS) 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 among 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 2401a, 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.

Additionally, the JCOS is charged with duties from the Assembly through CBJ Resolution 2593, November 14, 2011, Juneau's Climate Action and Implementation Plan (JCAIP).

I. Membership history

The eleven-member Commission includes 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 February 05, 2015, through CBJ Resolution 2755 which re-established the Commission and repealed the previous establishing Resolution 2718 (which in turn had previously repealed Resolution 2528). Planning Commission members and Assembly Liaison Members are now considered non-voting members and do not count towards a quorum.

Chair – Duff Mitchell, 2019 **Vice Chair** – Jim Rehfeldt, **Secretary** – Christine Woll

Members serving as of June 30, 2019, are:

Member	Term Expires	Member	Term Expires
<i>Duff Mitchell</i>	6/30/2019, Chair	<i>Jim Rehfeldt</i>	6/30/2021, Vice Chair
<i>Steve Behnke</i>	6/30/2021, past Chair	<i>Gretchen Keiser</i>	6/30/2021
<i>Edward King</i>	6/30/2020	<i>Christine Woll</i>	6/30/2020
Jim Powell	6/30/2020	<i>John Smith III</i>	6/30/2019
Iura Leahu	6/30/2019		
<i>Michelle Hale</i>	CBJ Assembly Liaison	<i>Mike LeVine</i>	Planning Commission Liaison
<i>Tim Felstead</i>	CBJ Staff Liaison	<i>Beth McKibben</i>	CBJ Staff Liaison

JCOS would like to warmly thank others who served on the Commission during the past year and contributed to our progression of success in advisory to the Assembly. These past members of the last year were:

Assembly Liaison – Rob Edwardson;

Public: Darrell Weatherall

Persons who previously served on the Commission include:

Public: Carol Anderson, Nathan Arentsen, Kaley Bangston, Bob Bellagh, Kate Bevegne, Eva Varadi Bornstein, Sandy Boyce, Alida Bus, Amy Condra, Robert Deering, Susan Ely, Catherine Fritz, Myrna Gardner, Clint Gundelfinger, Dave Hanna, Lauren Heine, Scott Jackson, Zane Jones, Jonathan Kamler, Linda Kruger, Jenni Lefing, Sarah Lewis, Sean Lynch, Greg McEwen, Sally Schlichting, Amy Skilbred, Kate Troll, Sara Truit, Greg Smith, Nancy Waterman, , Rick Wolk, Gayle Wood, Lisa Weissler.

Assembly Liaison: Bob Doll, Karen Crane, Mary Becker, Jerry Nankervis, Kate Troll, Maria Gladziszewski

Planning Commission Liaison: Dan Miller, Nancy Waterman, Nicole Grewe, Ben Haight

CBJ Staff Liaison: Maria Gladziszewski,

Previous chairs include Gayle Wood, Sarah Lewis, Sandy Boyce, Sean Lynch, Alida Bus, Nancy Waterman, Kate Troll, Lisa Weissler, Steve Behnke.

II. Meetings and Subcommittees

The Commission holds a regular meeting on the first Wednesday of each month. Subcommittees meet at monthly work sessions, usually the fourth Wednesday of each month. For the time period covered by this report, the Commission held 9 regular commission meetings, and numerous work sessions. 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 act on the priorities identified.

Based on the January 2019 retreat, the Commission currently has the following subcommittees:

- Energy and Climate-Implementation of JRES/JCAIP
- Outreach
- Sustainability Indicators and Impacts

However, in 2018 the JCOS also worked with a Food Security Committee

Past subcommittees include: Food Security Committee (2016-2018) Climate Action Plan Implementation (2012), Sustainability Indicators (2012, 2011, 2010), Initiatives (2012), Energy (2015, 2014), Energy/Green House Gas (2011, 2010, 2009), Food Security (2011, 2010, 2009), Solid Waste (2016, 2015, 2014), Sustainability Chapter/Comprehensive Plan Update (2014), Built Environment, City Operations, and Transportation; Outreach/Accountability(2015, 2014).

ACCOMPLISHMENTS FOR 2018-2019

I. Supported Implementation of the Juneau Renewable Energy Strategy

One of JCOS continuing priorities for 2018-2019 was supporting implementation of the Juneau Renewable Energy Strategy (JRES), and related areas in the Juneau Climate Action & Implementation Plan (JCAIP). The Assembly adopted the JCAIP in 2011, and the JRES (Resolution 2808) in February 2018.

The Commission recommended to the Assembly that they make implementation of the JRES a priority in 2019 (Nov. 29, 2018 letter “JCOS Input on Assembly Priorities for 2019”). At the December 1, 2018 retreat, the Assembly adopted Goal 5A “Develop and implement a CBJ energy management program”, and Goal 5B “Follow & implement Juneau Renewable Energy Strategy”

The Energy Committee of JCOS is charged with providing recommendations, and assistance when requested, to the CBJ in addressing implementation of the four main areas of the JRES:

1. Implement a CBJ energy management program;
2. Reduce Juneau’s dependence on fossil fuels for space heating;
3. Reduce Juneau’s dependence on fossil fuels for transportation;
4. Support efforts to provide new renewable energy supplies.

1. CBJ Energy Management

The goal of this initiative is to assist the CBJ in developing a comprehensive energy management program that allows for systematic consideration of energy use and costs in

decision-making at all levels and provides information to the public.

Commissioners continue to offer assistance to the City Manager and to CBJ staff in tracking and reducing energy use and improving efficiency. A JCOS has previously recommended energy tracking for each CBJ facility so that baseline information can be developed and tracked.

JCOS reviewed the CBJ Capital Improvement Plan (CIP) and attempted to provide input regarding the use of sustainability language and metrics within the plan. Commissioners met with city staff to encourage continued consideration of sustainability when projects are proposed and developed. As noted in previous years, the JCOS believes that the CBJ is missing significant opportunities to save money, increase transparency and improve public support for CBJ programs by failing to include information on energy use and expenditures in the CIP. This request is not merely for JCAIP and JCOS goals and strategies but also supports fiscal responsibility in the use in CBJ taxpayer funds.

The Energy Committee has recommended that a key starting point for this initiative is for the CBJ to develop a system for tracking and reporting energy use and costs by facility and program. The JCOS would like to increase see increased Assembly and staff/management emphasis over the next year.

2. Space Heating and Buildings

The JCOS is exploring several approaches to continuing to reduce fossil fuel dependence throughout the community, including changes to the CBJ building code dealing with energy efficiency, working with groups involved in building, such as the Southeast Building Industry Association and the Renewable Energy Cluster Working Group, and convening affected groups.

Over the past year, JCOS liaisons have participated in the development of the Juneau Heat Pump Conversion demonstration project, and the creation of Alaska Heat \$mart (a new and growing Juneau Air Source Heat Pump initiative that will promote energy efficiency and lowers the cost of heating to Juneau families). JCOS has recommended that CBJ provide financial support to the project.

Beginning in spring 2018, the JCOS convened individuals and organizations involved with promoting and supporting energy efficiency and the adoption of heat pumps. We organized a Sustainability Session on electrification of heating in Juneau, which included a panel representing AEL&P, Renewable Juneau, and Interfaith Power & Light.

These efforts continued through 2018 and into spring 2019, resulting in the development of a heat pump adoption and energy efficiency “accelerator” demonstration project. Key progress over the past year included:

- Conducting a planning workshop in November 2018. Renewable Juneau obtained the services of consultant Pat Keegan in assisting with program development.
- Forming a steering committee in December 2018, representing major stakeholders, including the CBJ, JCOS, AEL&P, JEDC, and Juneau builders. Members include Steve Behnke, Susan Bell, Alec Mesdag, Gretchen Keiser, Eva Bornstein, Sally Saddler, Paul Voelckers, Margo Waring, and Alan Wilson.
- Submitting a CIP funding request for \$250,000.
- Conducting a 2-day operational planning workshop in April 2019.
- Incorporating as Alaska Heat \$mart in May 2019.
- Developing partnerships with statewide organizations such as the Alaska Housing Finance Corporation (AHFC) and the Cold Climate Housing Research Center (CCHRC).
- Continuing detailed program planning, with a goal of beginning operation soon after July 1 and the availability of funding.

JCOS will continue to work with the full range of groups involved in energy efficiency and heating, including a coordinated effort on electrification of heating loads.

3. Transportation: Electric Vehicles

The JCOS Energy Committee developed an outline of an EV plan in 2018, to contribute to meeting the JRES Transportation goal (Draft: “Why Juneau should support EVs, and why the CBJ should adopt an EV plan.”)

The JCOS has been involved in this initiative for more than five years, helping to provide information and promote electric vehicle adoption in the community.

Juneau is a leading EV adopting community and is one of the fastest growing EV communities in America. Over the past 5 years, the number of electric vehicles has grown to about 500, with 1 to 2 new electric vehicles arriving in Juneau weekly. Our local EV adoption has garnered regional and national attention. JCOS has been instrumental in supporting the electrification of transportation since the first electrical vehicles arrived in Juneau. In addition to continuing strong growth in numbers of used and new Nissan Leafs, there is an increasing variety of EV’s, including Chevrolet Bolts and over a dozen Teslas. According to a recent report by Experian Information Solutions, which examined all EV sales, Juneau ranked 3rd in the Nation. The leading EV market in the U.S. is the San Francisco-Oakland-San Jose area, with a market share of 7.9 percent, followed by San Diego at 4 percent and Juneau, Alaska at 3.5 percent.

In contrast to many communities, which rely either on private industry or government to provide public EV charging infrastructure and other incentives, Juneau has relied on collaborative private-public partnerships. Our collaboration of private and public partnerships makes Juneau unique.

During 2014-2015 a combination of business and grant funding with JEDC was used to acquire and install an initial round of EV chargers located around Juneau. The expansion of additional charger has expanded in Juneau through a combination of privately financed and operated charging stations, and publicly financed and operated chargers. The Juneau Electric Vehicle Association (JEVA) has played a key role by obtaining a number of used Level 3 chargers which it has made available to the CBJ and to private businesses. In 2019 several businesses installed charging stations, including the Juneau Fred Meyer store that installed two Level 2 chargers along with fast DC chargers. The Alaskan Brewing Company also installed a fast DC charging station at its new Tasting Room, located on the way to Costco.

JCOS and JEVA collaborated with the Juneau Fred Meyer Store in organizing a 2019 Drive Electric Earth Day ribbon-cutting ceremony for the new chargers in April 2019. Mayor Weldon and Assembly Member Wade Bryson participated in the commissioning of this private fast charging station for Juneau's increasing electrical vehicle fleet.



JCOS and JEVA are looking into the options of how to provide fast charging stations to allow for electric taxis and electric commercial vehicles that require fast charging systems to lower transportation costs in Juneau, but also to meet JCAIP GHG emission goals and JRES renewable energy strategies. JCOS is also looking at suggestions and recommendations for Assembly consideration as a means to increase electric bus charging capabilities for commercial, hospitality and tourism use. Many commercial transporters, Care van type buses have now entered the commercial market.

JCOS has supported efforts to acquire and utilize electric buses, both by the Capital Transit and private companies. Commissioners assisted CBJ staff in developing two year's successful Lo-No grant with review and recruitment of letters of support. The successful grant provided significant funding for Juneau's first electric public transit buses. JCOS looks forward to the successful follow through on this important community public transportation procurement.

JCOS has recommended and supported EV adoption for the CBJ municipal vehicle fleet as well as electric buses for the CBJ Capital Transit. In 2019 JCOS Commissioners assisted CBJ Public Works in obtaining letters of support for the 2019 Low No grant for additional federal funding for converting additional Capital Transit buses to electric.

4. New Renewable Energy Supplies

JCOS' focus in this area is to help share information about the status of renewable energy supplies and projects in Juneau. JCOS has in the past provided Sustainability Sessions on Juneau District Heating, Sweetheart Lake Hydroelectric Project and AEL&P efforts. As proposals to meet the other JRES goals through electrification of heating and transportation are developed, there is a need for better information about electricity supplies and costs, to be provided by the industry to Juneau's public. JCOS role is to provide Sustainability Sessions to make Juneau energy information open and transparent to the Assembly and the Juneau public.

II. Solid Waste

JCOS continued to monitor CBJ solid waste reduction efforts and initiatives, including composting, recycling, and bio-solids. As noted below under food security, JCOS organized a public outreach event on composting in the past and has indicated in our meetings that we will likely have another composting/recycling/CBJ solid waste plant update sustainability session during this next year.

III. Food Security

In 2017 JCOS completed its work on its recommendations toward an amendment to CBJ Land Code regarding the keeping of livestock. This was a result of the JCOS focus on food security and increasing community interest in small scale livestock husbandry.

JCOS recommendations that were compiled with public input were passed to the CBJ Planning Commission for review and their recommendation for Assembly disposition to the CBJ Livestock Ordinance.

The Planning Commission Title 49 Subcommittee has reviewed and amended the JCOS recommendation – JCOS provided feedback to the Title 49 Committee as they undertook their review. JCOS has been informed that the Planning Commission Committee of the Whole has provided Staff with direction to do a further review with CBJ Law before bringing a formal ordinance back to them CDD hope to have the Ordinance to the Assembly by Fall 2019. JCOS would like to see this Ordinance reviewed by the Assembly. Many community members initiated this revision of the ordinance to provide public compliance with the growing chicken use within the Borough.

IV. Outreach

Website

With cooperation from the CBJ, JCOS has continued to update the Sustainable Juneau website with upcoming events. In the meantime, JCOS worked with CBJ staff on a complete redesign of the website, to better house relevant sustainability resources for Juneau, including those that JCOS has produced and generated, and to be easier to navigate and aesthetically pleasing; the new site went live June 2019.

The new website is: <https://beta.juneau.org/community-development/jcos>

JCOS has also been active in using their Facebook page (<https://www.facebook.com/SustainableJuneau>) for announcing upcoming events hosted by JCOS and in the Juneau community and sharing local, national, and global stories relevant for JCOS stakeholders.

Sustainability Sessions

The outreach committee helped organize four sustainability sessions during this reporting period. These sustainability sessions are intended to raise public awareness and discourse about relevant sustainability sessions. These included:

EV Public charging station ordinance: JCOS provided two forums to gather and distribute information related to a proposed ordinance related to fees associated with the use of EV public charging stations. These were held on June 10 and July 18.

Air emissions and monitoring: JCOS co-hosted a sustainability session with the Alaska Department of Environmental Commission on January 29, 2019. This session was attended by about 40 members of the Juneau public including the Commissioner of ADEC, and presenters from ADEC showcased how they handle air quality compliance in Juneau and obtained feedback on their upcoming plans to monitor air quality in Juneau.

Visitor industry sustainability sessions: JCOS hosted a sustainability session featuring a panel representing the Juneau visitor industry on April 18, 2019. Each panelist presented on how their business approaches sustainability, and a public crowd of around 40 people brought questions to the panelists. It was clear from this panel discussion that industry supported Juneau's efforts to use Marine Passenger Fee monies to electrify Juneau's dock infrastructure to assist in lowering localized cruise ship emissions.

The JCOS seeks and requests Assembly consideration to have Sustainability Sessions recorded for distribution on the JCOS website. Materials presented provide detailed information that should be able to be retrieved by a broader Juneau audience. The JCOS has met with CBJ staff and made recommendations which to date have not satisfactorily resolved this request. For example, a very informative Sustainability Session included recommendations and lessons learned on electric fences for raising chickens within the CBJ. This information, if recorded and used would help CBJ residents decrease the number of unfortunate bear-chicken interactions.

V. Community Sustainability Indicators and Impacts

Development of Community Sustainability Indicators - The Comprehensive Plan Policy 2.3. and Implementing Action 2.3 – directs JCOS to develop sustainability indicators and measures. This is especially relevant given that using the recommended methodology for community greenhouse gases and energy use is now impossible due to non-release of data by fuel suppliers. Accordingly, JCOS's Committee on Indicators has organized and plans to review the existing draft list of indicators developed in 2007. The development process includes engaging the public as well as experts and CBJ staff. Additionally, public meetings coordinated with the update of the CBJ Comprehensive Plan process will also be considered. The committee plans on identifying key sustainability indicators that are measurable and relevant to CBJ priorities. The 2007 Predictions of Climate Change Report and the 2010 Emissions Inventory will also be reviewed. A set of Key Sustainability Indicators for a full JCOS review are anticipated for early 2020.

Update to 2007 CBJ and UAS Predictions of Climate Change Report (Report) - JCOS, in collaboration with UAS, School of Arts and Sciences has been reviewing the 2007 Report with a view to updating it based on the latest information and understanding. Progress thus far includes commitments from four UAS faculty to assist with updating the report. Also, three graduate students from the UAS – Master of Public Administration program are currently working on the social and economic sections of the revised report. A draft of the revised report is tentatively planned for JCOS review on January 1, 2020. JCOS has asked CBJ to contribute \$5,000 to UAS to help support UAS's collaboration and leadership in updating the Report.

Direction for 2019-2020

The Commission is focusing its attention during 2019-2020 on the following priorities:

- Energy Strategy Implementation (space heating, CBJ organization and community-wide energy tracking and energy management, electrical transportation and dock electrification) – lead by Steve Behnke.
- Outreach - Continue Sustainability Sessions Future presentations should look at local and non-Juneau success stories. More effective Website and media use to promote the CBJ efforts- – Christine Woll will lead work on this.
- Community Sustainability Indicators and Tracking for more effective management of community goals and values- led by Jim Powell.

Juneau Committee on Sustainability (JCOS) Attendance Record

June 2018 – May 2019

Name	Member Type	Jun	Jul	Aug	Sept	Oct	Nov	Nov (Special)	Dec	Jan	Jan (Retreat)	Feb	Mar	Apr	May	Total meetings possible	% attended
Duff Mitchell	Regular	CXL	X	X		X	X	X	X	X	X	X	X	X	X	13	92
Steve Behnke	Regular	CXL	X		X	X	X	X	X	X	X	X	X	X	X	13	92
John Smith III	Regular	CXL	X	X	X	X	X	X		X				X	X	13	69
Christine Woll	Regular	CXL	X		X		X	X	X	X	X		X	X	X	13	77
Ed King	Regular	CXL		X	X	X	X				X				X	13	46
Iura Leahu	Regular	NA			X		X	X		X	X	X	X	X		13	61
Jim Powell	Regular	NA	X	X	X	X	X			X	X	X		X	X	13	77
Jim Rehfeldt	Regular	NA	X		X		X	X	X	X	X		X		X	13	77
Gretchen Keiser	Regular	CXL	X	X	X	X		X	X	X	X	X		X	X	13	77
Rob Edwardson	Assembly	CXL				X	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	25
Michelle Hale	Assembly	NA	NA	NA	NA	NA	X		X	X		X		X	X	9	67
Michael Levine	Planning Commission	CXL											X	X	X	13	23

X= Present at meeting

NA = Not member of JCOS at that meeting

CXL = meeting cancelled (June regular meeting cancelled – no quorum)



JUNEAU COMMISSION ON SUSTAINABILITY

BOARD ROSTER



MICHAEL LEVINE

2nd Term Jan 01, 2019 - Dec 31, 2020

Appointing Authority Assembly
Position Ex-Officio
Office/Role Planning Commissioner
Category Planning Commissioner
Dais Seat 10



JOHN SMITH III

2nd Term Feb 23, 2015 - Jun 30, 2019

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 7



IURA S LEAHU

1st Term Jul 09, 2018 - Jun 30, 2019

Position Voting Member
Category Public



DUFF MITCHELL

2nd Term Apr 02, 2012 - Jun 30, 2019

Appointing Authority Assembly
Position Voting Member
Office/Role Chair
Category Public
Dais Seat 5



MICHELLE BONNET HALE

1st Term Oct 15, 2018 - Oct 14, 2019

Appointing Authority Assembly
Position Ex-Officio
Office/Role Assemblymember
Category Assembly Liaison
Dais Seat 11



JAMES POWELL

1st Term Jul 09, 2018 - Jun 30, 2020

Position Voting Member
Category Public



EDWARD KING

1st Term Jul 01, 2017 - Jun 30, 2020

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 4



CHRISTINE WOLL

1st Term Aug 21, 2017 - Jun 30, 2020

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 9



JIM REHFELDT

1st Term Jul 09, 2018 - Jun 30, 2021

Position Voting Member
Category Public



GRETCHEN KEISER

1st Term Feb 12, 2018 - Jun 30, 2021

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 3



STEVE BEHNKE

3rd Term Jul 01, 2018 - Jul 01, 2021

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 2

Application Form

Profile

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

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Lisa _____ Daugherty _____
 First Name Middle Initial Last Name

 Email Address

 Home Address

 City

 Suite or Apt

 State

 Postal Code

 Primary Phone

 Alternate Phone

self _____ business owner _____
 Employer Job Title

 Residence Address if different from your Mailing "Home"
 Address listed above

 Residence Address Line 2

 Residence City

 Residence State

 Residence Postal Code

Comments

This form says that the JCOS board does not have any vacancies, but I see on their board list that three are due to expire on June 30, 2019. I would like to apply for one of those spots.

 Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Sustainability: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 1

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I think I have a lot of experience, fresh ideas, and enthusiasm to bring to the table on many of the Commission's areas of concern. My passions are waste management and local foods, which are in turn related to recycling, water, and climate. I believe that many small, no/low budget things can be implemented by the city to kickstart larger projects that can be run by community partners, including volunteers, nonprofits, and members of the private sector. Specifically, I would like to see/help create policies and programs that support more organics recycling, more local gardening, and commercial community gardens. I would appreciate the opportunity to serve on the Juneau Commission on Sustainability so that I can help our community shift to a more self-reliant and sustainable lifestyle, in both the economic and environmental senses.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

I am not currently on any boards. I am self-employed and the owner/operator of Juneau Composts! LLC.

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

I have none, but this would be a great start to my board experience!

Education/Training: Please list both formal and informal education & training experiences:

I have a bachelor's degree in English from the University of Maine, Orono. I worked as a tutor during my college school years and for the school's research farm during the summers. I worked under a soil scientist and a weed ecologist for three years, where I learned the importance of inquiry, observation, education, and action. I am a Master Gardener, and I have a certificate of technical ability from the Maine Compost School. I have visited 18 compost facilities across the country, and I am part of the Community Composter Coalition. I recently attended a 4-day forum along with 140+ other community composters. There I learned about the importance of teamwork between the public and private sectors regarding landfill diversion, organics recycling, and community gardens.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Master Gardener Advanced Growers School Maine Compost School certificate

[Lisa_Daugherty_Resume-5.pdf](#)

Upload a Resume

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female


Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer 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. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

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

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Duff Mitchell
 First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Juneau Hydropower Inc. Managing Director
 Employer Job Title

[Redacted]

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Juneau
 Residence City

AK
 Residence State

99801
 Residence Postal Code

Comments

[Redacted]

Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Sustainability: Appointed

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

It has been an honor to serve my community on the Juneau Commission on Sustainability in which I currently serve as Chairman. I would appreciate the privilege to serve an additional term as Commissioner on the JCOS and continue to provide input, hard work, and leadership in moving Juneau to a more sustainable community in an advisory role to the Assembly. As a team member of this Commission we have done a good job at researching and advising past and current CBJ Assembly on Sustainability issues facing our community. I would like to continue to serve my community in this capacity.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Juneau Commission on Sustainability, Commissioner Juneau Electric Vehicle Association, Co-founder and Secretary, Alaska Committee, Board member, Juneau District Heating, Executive Director, Juneau Hydropower Inc., Managing Director, Alaska Independent Power Producers Association, Executive Director. Alaska Committee-Board Member

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

National Drive Electric Week, Juneau City Captain since 2014; ANB member, American Legion member- Veterans Service Dinner organizer for 8 years; Juneau Electric Vehicle Association co-founder- assisted community efforts to deploy private-public electric vehicle chargers in Juneau. Currently serve as Chairman of Juneau Commission on Sustainability. Previously served 20 years on CBJ Fisheries Development Committee.

Education/Training: Please list both formal and informal education & training experiences:

BBA, MBA, Graduate of US Army Command and General Staff College, US Army Retired (30 years)
Operation Iraqi Freedom veteran. Local business owner, past commercial fisherman.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

[Mitchell Resume JCOS 2019.pdf](#)

Upload a Resume

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

None Selected



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer 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. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

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[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

John Smith Iii
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Juneau school district Culture, special Education
Employer Job Title
culture specialist

[Redacted]
Residence Address if different from your Mailing "Home"
Address listed above

Residence Address Line 2

Juneau
Residence City

AK
Residence State

99801
Residence Postal Code

Comments

Juneau School District-Culture Specialist; Trucano Construction-Mechanic

[Redacted]
Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Sustainability: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 1

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

Been on committee and would love to finish up with all project started.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

4H program Suicide prevention Indian parent board Alaska Native Brotherhood camp 70

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Owner of construction Culture specialist JSD Auto - diesel recognition Heating air conditioning plumbing-electrician Hydronic/ Refrigeration

Education/Training: Please list both formal and informal education & training experiences:

Denver community collage Denver Diesel automotive High school diploma

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Associate diesel and automotive Heating air conditioning certification Welding Trouble families Montessori certification

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ American Indian/Alaskan native Aleutian

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

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☒ I Agree

Application Form

Profile

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[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

lura S Leahu
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

State of Alaska DCCED/DCRA Local Government Specialist
Employer Job Title

[Redacted]
Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

[Redacted]
Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Sustainability: Appointed

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I was appointed to serve on the JCOS for a term expiring in June 2019. I am resubmitting my application and ask you to consider my candidacy for a new term. I would like to continue my work on the JCOS, particularly as a member of the JCOS's Subcommittee on Sustainability Indicators. One of JCOS 2019's goal is to review all documented Juneau sustainability indicators and identify those indicators that are measurable and based on accurate data. The Subcommittee's end goal is to recommend a framework and a program for Juneau's local sustainability. The framework and program will ideally integrate Juneau's economic, environmental, and social aspects of sustainability and provide CBJ with a holistic sustainability system aligned with CBJ and community-wide priorities.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

State of Alaska, Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs.

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

12/2010-Present: Local Government Specialist, State of AK/DCCED-Division of Community and Regional Affairs 12/2010-Present: Rural Utility Business Advisor, DCCED-Division of Community and Regional Affairs, Rural Utility Business Advisor Program. 05/2012-06/2015: Nome Port Commission - City of Nome, AK

Education/Training: Please list both formal and informal education & training experiences:

Masters of Public Administration, Ball State University Muncie IN 2004-2005 Bachelor of Science, Legal Studies, State University of Wisconsin-Superior 2000-2004

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

[Resume.pdf](#)

Upload a Resume

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

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☒ I Agree

**City Borough of Juneau
Aquatics Board Annual Report
June, 2019**

Introduction:

In the October, 2014 municipal election, the voters approved a Charter Amendment that authorized the Assembly to create a Board of Directors for Juneau's municipally owned and operated aquatics facilities. (Article III, Section 3.23)

Subsequently, in April, 2015, the Assembly adopted an ordinance establishing the Aquatics Board as a semi-empowered body with the proviso that the Board sunset on May 28, 2018. (Code of Ordinances, Chapter 67.10)

In the spring of 2018, as the Board approached the end of its term, and after two holding public meetings for input from the swimming community, the Board met with the Assembly's Committee of the Whole to share what it saw as alternative scenarios for governance of the pools after the sunset date. The Board requested – and was granted - a one-year extension to give it further time to complete a recommendation to the Assembly as to the future of the Board.

In the fall of 2018, the Board worked with staff and the City Manager to update the Aquatics Ordinance to address Board concerns and to remove the sunset. The amended ordinance was adopted by the Assembly in January, 2019.

The Board sees its long-term goals for aquatics as:

- Increase efficiency of pool operations and reduce as much as possible the ongoing support required from the General Fund
- Increase pool usage and ensure the best possible pool user experience
- Bring long term stability, sustainability, and transparency to the governance and management of the pools.

The Aquatics Ordinance states that the Board "...shall annually provide to the Assembly a written review of the aquatics program. The review shall include public usage, financial trends, facility maintenance needs, capital needs, and the efficiency of the program operation." We attempt to do that in this report which covers Board activities for its fourth year of existence.

2018-2019 Aquatics Board Activities

This period was a time of transition for the Board – with a change in staff as well as changes in the authorizing ordinance. George Schaaf replaced Kirk Duncan as Director of Parks and Recreation in May, 2018, and Kollin Monahan took over as Aquatics Manager in June.

- The Board held a retreat in July, 2018 and also met every month at a regular Board meeting. In addition, the Board met 6 times prior to Board meetings as a Committee of the Whole. On additional occasions subcommittees of 2 or 3 members met to address particular issues in preparation for regular Board meetings.
- The Board's focus for the first part of the year was on coming to agreement as to how governance of aquatics programs might best be managed for the foreseeable future after the sunset date, and how best to recommend changes to the ordinance.
- Board members attended Assembly, HRC, and Finance Committee meetings where Aquatics governance, sunset and ordinance amendments were on the agenda.
- Pool covers were installed at Augustus Brown pool in August with the expectation that significant energy savings will accrue, as well as some reduction in deterioration in the facility due to moisture in the atmosphere.
- Scholarships were again offered for swim lessons due to the generosity of the Gaugine Foundation.
- The Board received a presentation on the Parks and Rec Master Plan, reviewed the plan, and submitted a number of comments.
- Recommended the installation of banners by sponsoring businesses and organizations at the Dimond Park pool to provide some additional revenue.
- Reviewed financial performance of the pools on a regular basis, reviewed the Board's fee policy, and approved the fee structure for the upcoming budget as well as the budget proposal for FY 2020.
- Developed an Annual Calendar of deadlines as a baseline to guide planning and agenda setting during each year
- Reviewed the process for maintaining Board minutes and elected a Board Secretary with responsibility for writing and circulating draft Board minutes.
- Maintained a focus on tracking progress on the upcoming major renovations of the Augustus Brown pool.
- Began developing a process to provide input for the annual evaluation of the Aquatics Manager as provided for in the amended ordinance.
- Discussed bringing the Dimond Park pool back into the ASAA (Alaska School Activities Association) swim meet cycle.
- Reviewed the Aquatics Manager's operational report at each meeting.
- Worked with staff to begin processing data from the eTrak system so as to better understand usage patterns as well as how those are impacted by the pool fee structure and programs.

2018 Aquatics Staff Accomplishments

Under the leadership of the new Aquatics Manager a number of improvements have been made in administration, staff management, and programming at Juneau's two pools. These are summarized below:

- Created a new Recreation Coordinator position and restructured Aquatics Administrative staff to enhance effectiveness and efficiency of programs and services
- Created and implemented a new Emergency Action Plan for both pool facilities.
- Increased the number and availability of swim instructors so as to offer additional swim lessons

- Participated in the planning for the long term capital improvements at Augustus Brown pool and oversaw the more routine maintenance work at both pools during the year and in their annual closings.
- Recommended a restructuring of admission fees for Aquatics programs
- Created and implemented a guest survey for analyzing customer experience
- Focused on developing and training staff to enhance customer service
- Started discussions with Juneau School District to offer more curriculum opportunities for Juneau students
- Participated in the Aquatic Examiner Service through the American Red Cross to obtain a comprehensive, objective evaluation of Juneau Aquatics' safety and lifeguarding operations.
- Started compiling usage statistics from the eTrak system.

Pool Usage

The Board is working with staff to be able to compile reliable and meaningful usage and trend statistics using the data from the eTrak system that captures most Parks and Recreation facilities usage. Note that usage of the pools by the schools (4th grade Learn to Swim program, and the High Schools), or by the Swim Team program of Glacier Swim Club, is not captured through the eTrak system. The GSC uses the pools under a contract agreement with the Parks and Recreation Department. Usage data, by type of user (adult, senior, child, accessible or class participant) and/or by time of day and day of the week, would help inform marketing strategies, pass pricing decisions, and program scheduling.

User Visits by Pass Type

	FY2018	FY2018	FY2019
	Full year	July 1 – April 30	July 1 – April 30
Annual Pass User Visits	37,341	36,077	40,753
Monthly Pass User Visits	7,007	5,464	6,254
10-Visit Pass User Visits	13,628	8,693	10,824
Daily payment visits	34,639	29,503	27,245
Other Visits	1,522	1,062	1,558
Total Visits	94,137	80,799	86,634

Financial Results

The following table shows projected financial results for FY 2019 with comparisons to the two prior years. Note that school use of the pools is provided cost-free to the students and School District. Those costs are absorbed into overall pool operations.

	FY17	FY18	FY19	
	Actuals	Actuals	Budget	Projected
EXPENDITURES				
Personnel Services - ABP	555,000	565,700	617,100	566,900
Personnel Services - DPAC	837,300	868,500	859,800	844,400
Total Personnel Services	1,392,300	1,434,200	1,476,900	1,411,300
Commodities and Services - ABP	585,500	573,200	478,200	528,900
Commodities and Services - DPAC	729,000	757,900	731,500	764,700
Total Commodities and Services	1,314,500	1,331,100	1,209,700	1,293,600
TOTAL EXPENDITURES - ABP	1,140,500	1,138,900	1,095,300	1,095,800
TOTAL EXPENDITURES - DPAC	1,566,300	1,626,400	1,591,300	1,609,100
TOTAL EXPENDITURES	2,706,800	2,765,300	2,686,600	2,704,900
FUNDING SOURCES				
Revenues - ABP	238,900	277,400	227,000	237,400
Revenues - DPAC	418,200	521,400	539,000	450,500
Total	657,100	798,800	766,000	687,900
General Fund Support - ABP	901,600	861,500	868,300	858,400
General Fund Support - DPAC	1,148,100	1,105,000	1,052,300	1,158,600
Total	2,049,700	1,966,500	1,920,600	2,017,000
TOTAL FUNDING - ABP	1,140,500	1,138,900	1,095,300	1,095,800
TOTAL FUNDING - DPAC	1,566,300	1,626,400	1,591,300	1,609,100
TOTAL FUNDING	2,706,800	2,765,300	2,686,600	2,704,900
Cost Recovery - ABP	21%	24%	21%	22%
Cost Recovery - DPAC	27%	32%	34%	28%
Total Cost Recovery	24%	29%	29%	25%

Conclusion

The Aquatics Board has completed the initial period authorized by the Assembly and worked with staff, the swimming community, and the Assembly to update the ordinance so that the Board will become a permanent body in July, 2019. The Board works hard to add value to Juneau aquatics, improve financial results and customer service, while supporting the staff so as together improve pool sustainability, amount of usage, and user experiences.

Presented by: The Manager
Introduced: 01/09/2017
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2781

A Resolution Reestablishing the Assembly Rules of Procedure, and Repealing Resolution No. 2550.

WHEREAS, it is necessary for the orderly conduct of business that rules of procedure be adopted for the Assembly.

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

Section 1. Rules of Procedure. The following rules of procedure are adopted:

RULE 1. AGENDA.

A. Order of Business. At all regular meetings the order of business shall be:

- I. Flag Salute
- II. Roll Call
- III. Approval of Minutes
- IV. Manager's Requests for Agenda Changes
- V. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)
- VI. Consent Agenda
 - A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction
 - B. Assembly Requests for Consent Agenda Changes
 - C. Assembly Action
- VII. Ordinances for Public Hearing
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- VIII. Unfinished Business
 - A. Administrative or Committee Reports

- B. Public Hearing
 - C. Assembly Action
- IX. New Business
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- X. Staff Reports
- XI. Assembly Reports
 - A. Mayor's Report
 - B. Committee Reports
 - C. Liaison Reports
 - D. Presiding Officer Reports
- XII. Assembly Comments and Questions
- XIII. Continuation of Public Participation on Public Participation on Non-agenda Items
- XIV. Executive Session
- XV. Adjournment

B. Agenda Preparation. The agenda shall be prepared by the Manager subject to review and revision by the Mayor. The Mayor or the Manager shall brief the Assembly as to any revisions. Other matters may be considered under administrative reports, unfinished business, or new business as applicable.

C. Consent Agenda. The Manager shall include under the consent agenda:

1. Ordinances for introduction;
2. Resolutions;
3. Bid awards requiring Assembly concurrence; and
4. Other items requiring Assembly action which do not involve substantial public policy questions.

The Manager shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for Assembly action on each item. Material, reports, and recommendations submitted in writing to each member present and which are available for public inspection prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the Manager's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the Manager. The motion to adopt may not be amended; provided, upon the request of any member, an item on the consent agenda shall be removed from the consent agenda

and placed under the appropriate regular agenda item for Assembly action. A notice or motion for reconsideration or a motion to rescind a consent agenda motion shall contain reference to the specific consent agenda item which is the subject of the notice or motion and only that item shall be affected by the notice or motion.

RULE 2. MEETINGS.

A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00 p.m. every third Monday according to a schedule approved by the Assembly and published by the Clerk's office. The Assembly may by motion or otherwise change the date of a meeting as may be necessary or convenient.

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless the Assembly, at a preceding regular or special meeting has, by motion or otherwise, designated a different place for a particular meeting.

C. Special Meetings. Special meetings may be called and held as provided by the Charter.

D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a vote of at least six members.

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

A. Excused Absences. Any absence of an Assemblymember from a regular meeting of the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from the meeting as a result of attending to official business on behalf of the City and Borough of Juneau, for extenuating medical reasons, or for other significant cause, in which case the absence shall be deemed to be excused.

B. Attendance Report. Upon request of the Human Resources Committee, the Manager shall direct the Clerk to provide to the Assembly quarterly reports on attendance at regular Assembly meetings.

RULE 4. LEGISLATION.

A. Drafting. The Attorney shall draft ordinances and resolutions

1. For presentation to the Assembly only

(a) by vote or consensus of the Assembly,

(b) by vote of a standing or ad hoc Assembly committee,

(c) by request of the Mayor or the Manager, or

(d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45

the Conflict of Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.

2. For presentation to a standing or ad hoc Assembly committee only by vote of the committee, request of its chair, or by direction of the Assembly.

B. Procedure. Upon presentation of an ordinance, any member may move that it be introduced and set for public hearing, referred to committee, deferred, or rejected as provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a majority vote of the members of the Assembly. If the motion is for introduction, the motion shall set a date for the public hearing. All such motions may be amended.

RULE 5. COMMITTEES.

A. Standing Committees. The Assembly shall have the following standing committees:

1. Committee of the Whole
2. Finance Committee
3. Human Resources Committee
4. Lands Committee
5. Public Works and Facilities Committee

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.

B. Special Committees. The Assembly shall have such special committees as may be considered necessary. Special committees automatically terminate upon completion of the committee's assignment.

C. Selection, Process and Duties of Committees of the Assembly.

1. Standing Committees.
 - (a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one, but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.

- (b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.
 - (c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the first meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.
 - (d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.
 - (e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.
2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:
- (a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;
 - (b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;

- (c) Reviewing and proposing amendments to these Rules;
 - (d) *Reserved.*
 - (e) Overseeing Juneau's relations with its sister cities;
 - (f) Membership for Certain Appointments. The Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Aquatics Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the Committee and the Human Resources chair shall serve as chair at these meetings.
3. Finance Committee. The Finance Committee may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as members of the Finance Committee. The duties of the Finance Committee shall include:
 - (a) Review of the Manager's proposed budget and recommendations to the Assembly for a final budget;
 - (b) Review of the fiscal policies of the CBJ as deemed necessary by the committee.
 4. Committee of the Whole. The Committee of the Whole may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor.
 5. Lands Committee. The Lands Committee may take up issues relevant to the lands, water or air within the City and Borough. The duties of the Lands Committee shall include recommendations to the Assembly regarding:
 - (a) The preparation and revision of a land management plan and the acquisition and disposal of CBJ lands;
 - (b) The administration of the lands fund and the mineral holdings of the CBJ.
 - (c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront.
 - (d) Promotion of improved housing availability in the City and Borough.

6. Public Works and Facilities Committee. The PWFC may take up issues relevant to the infrastructure of CBJ, including transportation and utilities. The duties of the PWFC shall include:
 - (a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;
 - (b) Advising each newly elected Assembly of unfinished capital projects to be continued;
 - (c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan.
 - (d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming and green building.
7. Special Committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

D. *Reserved.*

E. Quorum of Committees. For the Committee of the Whole and the Finance Committee, a majority of the membership shall constitute a quorum. For committees with seven or eight members, four of the membership shall constitute a quorum, for committees with five or six members, three of the membership shall constitute a quorum. For committees with four or fewer members, two of the membership shall constitute a quorum for the transaction of business.

F. Voting. The minimum vote required to take official action shall be the same as that constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.

A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly to serve as the liaison to each of the following City and Borough boards and commissions:

Planning Commission
Hospital Board
Docks and Harbors Board
Airport Board
School Board
Ski Area Board
Aquatics Board

The nominations shall be subject to ratification by the Assembly. Liaisons to other entities may be appointed from time to time.

B. Role of Liaison. Assembly liaisons serve as a link between the Assembly and the board or commission to establish and maintain communication between the bodies on issues, projects, and other matters of mutual concern and interest. Assembly liaisons are not required to regularly attend board or commission meetings; but if they do, they shall not have the power to vote on the board or commission, and are not to be counted in determining whether a quorum of the board or commission is present.

C. Other Meetings. The Assembly encourages its members to attend meetings of other boards, commissions, and citizen groups and inform the Assembly on the activities of those bodies and the issues before them, as appropriate.

RULE 7. DEBATE.

A. Speaking on the Question. A member or the Manager may speak more than once to the same question at the same stage of proceedings provided that priority of access to the floor shall be given to members who have not spoken on the question. Members shall endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

B. Asking Questions. After obtaining recognition from the chair, a member may ask direct questions of another member of the Assembly or to a person appearing before the Assembly. The questions may not be argumentative.

C. Decorum. Members shall not question the motives, competency or integrity of any person except as necessary to decide an appeal, personnel evaluation, contract award, or other matter in which such issues are clearly relevant. The chair shall admonish any member violating this rule and if violations are severe or repeated, may without a vote declare a recess not to exceed ten minutes.

RULE 8. RULES OF PUBLIC PARTICIPATION.

When permitted by Rule 14, public participation during hearings on ordinances and matters other than appeals will be conducted according to the following rules, which will be posted in the Assembly Chambers:

- A. The hearing will be conducted by the Mayor as chair.
- B. The Mayor will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.
- C. The Mayor may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Assembly to members of the public. The time limit may be extended by a majority of the Assembly. The time limit for individual speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the Mayor may grant additional time to a person speaking on behalf of a group present in the chambers.
- D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Manager's office more than three business days before a meeting and comprising ten pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Clerk at the meeting provided that the submission includes at least 15 copies.
- E. The Mayor will set forth the item or subject to be discussed and will rule non germane comments out of order.
- F. All speakers, public, and members of the Assembly will be recognized by the chair by surname.
- G. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Mayor, their place of residence.
- H. Members of the Assembly will not direct questions to each other or to the chair during public participation except as to the conduct of the hearing.
- I. Members of the Assembly may direct questions to members of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the purpose or effect of unreasonably extending any time limit applicable to public speakers.
- J. The public may direct questions to the Assembly or the administration. The questions may not be argumentative.
- K. The public may direct questions to the chair only as it pertains to the conduct of the hearing.

L. The Manager may participate in the same manner as the members of the Assembly.

M. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the Assembly. Such public participation shall be limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed five minutes. Assemblymembers may ask questions of the speaker, but shall not deliberate at that time on matters raised, or answer questions directed to the members.

RULE 9. MOTIONS.

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the rules.

C. Priority of Privileged Motions. Privileged motions shall have the following priority:

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

RULE 10. CLERICAL ERRORS.

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery of the error.

RULE 11. VOTE REQUIRED.

The affirmative vote of five members of the Assembly shall be sufficient to take any action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

- A. Limiting, extending, or closing debates
- B. Suspension of the rules
- C. Setting of or postponement of special orders
- D. Objection to consideration of question

E. Motion for immediate vote (previous question)

F. Rescind

G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

RULE 12. PARLIAMENTARIAN.

The Attorney shall act as the parliamentarian.

RULE 13. SESSIONS.

Each regular or special meeting of the Assembly constitutes a session for purposes of the rules.

RULE 14. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM.

No person except a member or the Manager may participate in Assembly proceedings except as provided in the agenda item for public participation and except that the Attorney or Clerk may comment on professional or procedural aspects. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda, except for meetings advertised as work sessions only, but shall not be permitted on items before the body for information or scheduling purposes except to the extent such public participation concerns scheduling only.

RULE 15. RECONSIDERATION.

A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

B. Who May Reconsider. Any member, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

E. Successive Reconsideration. There may be only one reconsideration even though the action of the Assembly after reconsideration is opposite from the action of the Assembly before reconsideration.

F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

G. Effect. A motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken.

RULE 16. TELEPHONIC PARTICIPATION.

A. A member may participate via telephone in an Assembly meeting, or an Assembly Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate via telephone, the Deputy Mayor shall preside.

B. No more than the first three members to contact the Clerk regarding telephonic participation in a particular meeting may participate via telephone at any one meeting.

C. The member shall notify the Clerk and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Clerk shall establish the telephone connection when the call to order is imminent.

E. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting the presiding officer shall confirm the connection.

G. The member participating by telephone may ask to be recognized by the presiding officer to the same extent as any other member.

H. To the extent reasonably practicable, the Clerk shall provide backup materials to members participating by telephone.

I. If the telephone connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Clerk shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

J. Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating by telephone.

K. Participation by telephone shall be allowed for regular, special, and committee meetings of the Assembly.

L. Remarks by members participating by telephone shall be transmitted so as to be audible by all members and the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.

M. Any member of the public present with the member participating by telephone shall be allowed to speak to the same extent he would if physically present at the meeting.

N. As used in these rules, "telephone" means any system for synchronous two-way voice communication. "Mayor" includes the Acting Mayor or any other member serving as chair of the meeting.

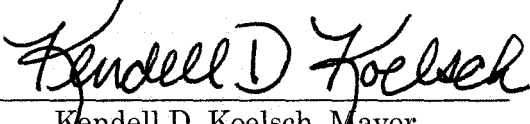
RULE 17. ADOPTION OF ROBERT'S RULES OF ORDER.

The conduct of the meetings of Assembly shall be governed by the Mayor according to Robert's Rules of Order, 11th Edition, except as otherwise provided by Charter, law, or these rules.

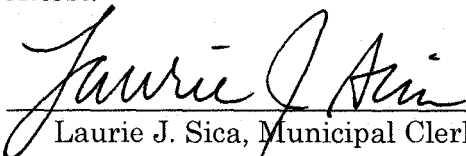
Section 2. Repeal of Resolution. Resolution No. 2550 is repealed.

Section 3. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 23rd day of January, 2017.


Kendell D. Koelsch, Mayor

Attest:


Laurie J. Sica, Municipal Clerk