

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

November 27, 2017 6:00 PM
Assembly Chambers

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. Building Code Board of Appeals - Appointments
2. Building Code Advisory Committee - Annual Report and Appointments
3. Douglas Advisory Board - Annual Report and Appointments
4. Juneau Commission on Aging - Appointments

B. Other Business

VI. STAFF REPORTS

A. Board Management Update

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

BUILDING CODE BOARD OF APPEALS

**Governing Legislation:
CBJ Code Title 19 and Code 01.50**

Total # of Seats: 7

| Active Member or Liaison | 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 | Re-appointed 4 | Comments |
|--------------------------|-------|------------|-----------|---------------|---------------|---------------------|--------------|------------------|----------------|----------------|----------------|----------------|--|
| Yes | Mr. | Michael C. | Story | | | 8/17/2015 | 8/31/2017 | 1/1/2000 | 3/1/2003 | 2/1/2006 | 8/13/2012 | 8/17/2015 | Civil Engineer |
| Yes | Mr. | Jeffrey | Wilson | | | 8/17/2015 | 8/31/2018 | 1/1/2000 | 3/1/2003 | 2/1/2006 | 8/13/2012 | 8/17/2015 | Civil Engineer |
| Yes | Mr. | Darrell | Wetherall | | | 8/17/2015 | 8/31/2017 | 9/1/2002 | 1/1/2004 | 8/13/2012 | 8/17/2015 | | Electrical Engineer |
| Yes | Mr. | Bradley | Austin | | | 8/17/2015 | 8/31/2018 | 9/17/2012 | 8/17/2015 | | | | Training Coordinator/Instructor Plumbers & Pipefitters LU 262 JATC |
| Yes | Mr. | Randall | Walling | | | 8/17/2015 | 8/31/2018 | 9/17/2012 | 8/17/2015 | | | | Contractor/Energy Rating @ Walling Construction |
| Yes | | Open Seat | Open Seat | | | | 8/31/2019 | | | | | | |
| Yes | | Open Seat | Open Seat | | | | 8/31/2019 | | | | | | |
| Yes | Mr. | Charlie | Ford | Staff Liaison | staff liaison | n/a | n/a | n/a | | | | | |
| Yes | Ms. | Laurie | Sica | Staff Liaison | Clerk | | | | | | | | |

DATE: November 21, 2017

TO: Human Resources Committee

FROM: Charlie Ford, Building Official
Community Development Department

SUBJECT: 2016/2017 Annual Report of the Building Code Advisory Committee

The City and Borough of Juneau, Building Code Advisory (BCAC) committee met 7 times in 2016 and 1 time in 2017.

The Building Code Advisory Committee has been reviewing the 2012 International Codes since January 13, 2014, to incorporate local modifications of the Codes into CBJ Title 19. The review was completed September 19, 2016. The revised version of Title 19 was then sent to the CBJ Law Department for their review.

It typically takes 2 – 2 ½ years to review the new model codes and make recommendations for local modifications before they are incorporated into Title 19 for adoption. This Code cycle took longer due to some State Fire Marshal issues.

2012 Title 19 was adopted on June 5, 2017 and became effective on July 6, 2017.

The changes to Title 19 consist mostly of clerical revisions to section numbering and location of amendments along with the State Fire Marshal modifications.

The Committee began review of the 2015 International Codes on October 18, 2017.

The Committee consists of 5 members - Doug Murray, Mechanical Engineer (chair), Pat Gorman, Electrical Engineer, Joann Lott, Architect, Chris Gianotti, Professional Engineer and Russ McDougal, General Contractor. Mr. McDougal resigned from the board effective July 12, 2017. We are soliciting for a replacement. I have been the Building Department's staff liaison to the committee since July of 2010. Fire Marshals Dan Jager and Sven Pearson are the Fire Department's staff liaisons to the committee.

The Committee attendance sheet is attached.

Building Code Advisory Committee

2016/2017 Attendance Report

7 Meetings in 2016

| | Present | Absent |
|----------------|----------------|---------------|
| Doug Murray | 7 | 0 |
| Joann Lott | 7 | 0 |
| Chris Gianotti | 7 | 0 |
| Pat Gorman | 5 | 2 |
| Russ McDougal | 6 | 1 |

1 Meeting in 2017

| | | |
|----------------|---|---|
| Doug Murray | 1 | 0 |
| Joann Lott | 1 | 0 |
| Chris Gianotti | 1 | 0 |
| Pat Gorman | 1 | 0 |
| Russ McDougal | 0 | 0 |

BUILDING CODE ADVISORY COMMITTEE

Governing Legislation: Resolution 1116 and 1130
CBJ Code Title 19

Total # of Seats: 5

| Active Member or Liaison | Title | First Name | Last Name | Packet Page 5 of 20 Type of Seat | Office Held | Current Term Begins | Term Expires | Appointment Date | Re-appointed 1 | Re-appointed 2 | Re-appointed 3 | Re-appointed 4 | Re-appointed 5 | Re-appointed 6 | Re-appointed 7 | Re-appointed 8 | Comments |
|--------------------------|-------|------------|-----------|-------------------------------------|---------------|---------------------|--------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------------------------|
| Yes | | Open Seat | Open Seat | | | | 11/30/2017 | | | | | | | | | | seat formerly held by Russ McDougal |
| Yes | Mr. | Patrick | Gorman | Public | | 12/1/2016 | 11/30/2019 | 1/1/1996 | 4/1/2000 | 11/1/2001 | 10/1/2004 | 6/2/2008 | 5/23/2011 | 12/16/2013 | 11/28/2016 | | Electrical Engineer |
| Yes | Ms. | Joann | Lott | Public | | 2/2/2015 | 11/30/2017 | 3/1/2001 | 3/1/2003 | 1/1/2006 | 4/27/2009 | 12/19/2011 | 2/2/2015 | | | | Architect |
| Yes | Mr. | Douglas | Murray | Public | | 1/7/2013 | 11/30/2018 | 2/1/1993 | 1/1/1995 | 11/1/1997 | 11/1/2000 | 11/1/2003 | 4/1/2007 | 5/23/2011 | 1/7/2013 | 2/28/2016 | Mechanical Engineer |
| Yes | Mr. | Chris | Gianotti | Public | | 1/7/2013 | 11/30/2018 | 5/23/2011 | 1/7/2013 | 2/8/2016 | | | | | | | Civil/ Structural Engineer |
| Yes | Mr. | Dan | Jager | Staff Liaison | staff liaison | n/a | n/a | n/a | | | | | | | | | Fire Marshal |
| Yes | Mr. | Charlie | Ford | Staff Liaison | staff liaison | n/a | n/a | n/a | | | | | | | | | Building Code Official |

DOUGLAS ADVISORY BOARD
2017 Annual Report

To: CBJ Human Resources Committee

From: Douglas Advisory Board

Arnold Liebelt, John DelGado, Mary Kay Pusich, Joyce Vick, Marcheta Moulton, Adam Garner, Teri Tibbett

The Douglas Advisory Board (DAB) was formed upon the unification of the cities of Juneau and Douglas, and continues to be a voice for Douglas Island resident's concerns and input. The DAB members are represented on the Treadwell Historical Society and work closely with the Douglas Fourth of July Committee. We also monitor agendas for the newly created Douglas Island Neighborhood Association.

The following are some of the activities that the DAB and/or its members sponsored, volunteered for or participated in during 2017:

Douglas Days

In 2017, our Board was pleased to co-sponsor Douglas Days and assist the Treadwell Historical Society in fundraising and bringing awareness to Douglas Island history. Douglas Days commemorated the 100-year anniversary of the Treadwell mine cave in and was a huge success. Planning for the celebration began in February. The events kicked off in April and ran through July. A calendar of events is attached.

Treadwell Historical Society Gold Rush Days

The DAB volunteered at the "Treadwell Historical Society" booth during Gold Rush Days. The DAB enlisted the talent of two local Douglas Island artists working with Gastineau and Montessori schools to create artwork depicting what Douglas meant to them. The art was displayed at Douglas Days and artists' sketches were displayed at the library and at various businesses for several months throughout the community. We assisted in a display at the Douglas Library depicting life at Treadwell and what the mine meant to the creation of the economy for Douglas and Juneau.

Hosted the Douglas Community Picnic

Volunteered for the Douglas 4th of July Celebration

Ongoing Activities

Douglas Historic Cemeteries

The Douglas Advisory Board has met with local families and individuals with loved ones interned in the cemeteries in Douglas. For the past two years, the DAB has made the maintenance of these historic gravesites a top priority; so that the graves will no longer be neglected, lost in the overgrowth, or the maintenance continuing to fall upon the local elders who have so generously maintained these cemeteries into the present.

DOUGLAS ADVISORY BOARD
2017 Annual Report

Douglas Historic Cemeteries (cont'd)

After an August meeting with Parks and Recreation Director Kirk Duncan (and staff), a letter was sent to Mr. Duncan, the Assembly, the Mayor and City Manager stressing that these historic cemeteries cannot be ignored any longer and requested that CBJ take over their maintenance. Attached is a copy of that letter along with a map of those historical sites. DAB will provide information and work with CBJ staff to achieve this goal. DAB is concerned that failure to address this could result in future issues; similar to what happened when Native burial sites were discovered during the Gastineau School renovation project.

Douglas Island Signage

DAB continues to work on "Welcome to Douglas Island" signage, and began preliminary inquiries through the Clerk's office earlier this year about using funds from cruise ship tax dollars to fund the project. One of our Board members with experience in signage throughout the state is helping with the effort. This will be an item DAB continues to advocate for.

Gastineau School Sidewalk

The DAB was happy to see and supported the completion of the state-funded Safe Sidewalk project from Crow Hill to Gastineau School, making the sidewalk safer for children walking to school.

Alaska Canopy Adventures

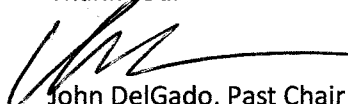
The DAB is monitoring the change in the conditional use permit for Alaska Canopy Adventures scheduled to go before the CBJ Planning Commission on December 12th. DAB requests the City take the necessary time to field concerns, and will submit a letter to the Planning Commission after the informational meeting at CBJ Parks and Recreation on December 5th.

North Douglas Road Extension

The DAB has a great interest in the extension of the road on the west side of Douglas Island, and will continue to lobby for responsible development and adequate planning.

In conclusion, the Douglas Advisory Board respectfully requests that the Human Resources Committee ask that all CBJ departments with projects involving Douglas Island designate a staff member to notify the DAB of Douglas related projects. We also would like to take this opportunity to thank Assemblyman Jerry Nankervis, Parks & Recreation Director Kirk Duncan and Parks and Landscape Superintendent Brent Fischer for attending several of our meetings. The Douglas Advisory Board looks forward to working with the CBJ Assembly and staff in 2018 to ensure that Douglas Island continues to thrive.

Thank you.



John DelGado, Past Chair
Douglas Advisory Board

TO: Director Kirk Duncan

FROM: Douglas Advisory Board

The Douglas Advisory Board is requesting CBJ take over the maintenance of the five historic cemeteries on our Island. You and your staff have been generous with your time and met with us on several occasions over the past two years. At the last meeting we had members of the public with loved ones interned at the grave sites and have taken it upon themselves to do some up keep over decades of years. They no longer can do this. CBJ has been doing a limited amount of maintenance on some of the cemeteries but it is time now to address the internment sites as a whole.

When the City of Douglas incorporated with the City of Juneau it appears there was an oversight and this important detail was not clearly addressed. Records show that since the 70's this has been an issue to present day. Correspondence with the State, the City and concerned Douglas residents has resulted in no action being taken to give the dignity our ancestors who are buried on the Island deserve. In the 90's there was a request that was given to the City Manager and the Lands Director, but this did not happen and maintenance for the cemeteries went ignored.

The Douglas Advisory Board recommends that it is time for CBJ to do whatever is necessary to provide maintenance to these historic and sacred grounds. We can't let another fifty years go by before we do something. Our families and our community need to know the loved ones buried in Douglas, who contributed so much to the Island, will not be forgotten.

The Douglas Advisory Board will do anything it can to assist CBJ in this effort and respectfully asks to be included in correspondence and meetings as you move this request forward to the appropriate entities within the City government.

Clerk's Office Received Nov. 14, 2017 B. McEwen

City Cemetery/Eagles
Ripley/Roundtree/Isaak Trustees



Catholic/Russian Orthodox/Native/Asian Cemeteries
Corporation of Catholic Bishops of Juneau

BEFORE CAVE IN

AFTER CAVE IN



DOUGLAS DAYS

APRIL 20-JULY 4, 2017

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CELEBRATE THE 100-YEAR ANNIVERSARY OF THE TREADWELL MINE CAVE IN THAT BEGAN THE DEMISE OF THE ONCE WORLD-CLASS GOLD MINE ON DOUGLAS ISLAND (1882-1922).



CELEBRATE DOUGLAS AND ALL IT HAS TO OFFER - ITS RICH HISTORY, RECREATIONAL AND CULTURAL AMENITIES AND ENDURING SENSE OF COMMUNITY.

Thursday, April 20: Treadwell Mine History Presentation at Juneau Douglas City Museum

Friday, April 21: 100-year anniversary of Treadwell Mine Cave In, 5:30 pm at site

Saturday, April 22: Treadwell Miners' Ball at the Baranof Hotel \$50/person, 7-11 pm

Sunday, April 23: Potluck picnic at Sandy Beach Log Shelter, 2-5 pm

Walking tours of Treadwell Mine Historic Park

Saturday, May 13: Totem Pole Raising - Gastineau School

Friday, May 26: Ribbon cutting for new docks, Mike Pusich Douglas Boat Harbor - NOON

Sat-Sun, June 17 & 18: Gold Rush Days weekend mining and logging events at Savikko Park

Late June - Early July: Perseverance Theater - A new play about Treadwell in 1917, based on the book Treadwell Gold by Sheila Kelly. Performances start late June, with special closing performance July 4.

Tuesday, July 4: 4th of July Activities on Sandy Beach

Sponsored by the Douglas Advisory Board, Douglas Fourth of July Committee, and the Treadwell Historic Preservation and Restoration Society.

More events and activities are being planned.

Check our website for additional information: www.treadwellsociety.com

Douglas Advisory Board

Governing Legislation: Resolution 2331

Total # of Seats: 7

| 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 | Comments |
|--------------------------|------------------------|-------|------------|-----------|--------------|-------------|---------------------|--------------|------------------|---------------|---------------|--|
| Yes | Douglas Advisory Board | Mr. | Arnold | Liebelt | Public | Chair | 11/9/2015 | 9/30/2018 | 11/9/2015 | | | Downtown Douglas Resident |
| Yes | Douglas Advisory Board | Ms. | Mary Kay | Pusich | Public | Vice-Chair | 12/16/2016 | 9/30/2019 | 4/21/2008 | 4/21/2008 | 12/20/2010 | Downtown Douglas Resident |
| Yes | Douglas Advisory Board | Ms. | Marcheta | Moulton | Public | | 10/1/2014 | 9/30/2017 | 5/23/2011 | 5/23/2011 | 9/29/2014 | Downtown Douglas Resident |
| Yes | Douglas Advisory Board | Ms. | Joyce | Vick | Public | | 10/1/2014 | 9/30/2017 | 1/12/2009 | 9/19/2011 | 9/29/2014 | Downtown Douglas Resident; Also member of YAB |
| Yes | Douglas Advisory Board | Mr. | Adam | Garner | Public | | 12/16/2016 | 9/30/2019 | 1/10/2011 | 11/25/2013 | 12/19/2016 | North Douglas Resident |
| Yes | Douglas Advisory Board | Ms. | Teri | Tibbett | Public | Secretary | 4/24/2017 | 9/30/2018 | 4/24/2017 | | | North Douglas Resident |
| Yes | Douglas Advisory Board | Mr. | John | DelGado | Public | | 12/19/2016 | 9/30/2019 | 6/2/2008 | 12/20/2010 | 11/25/2013 | Downtown Douglas Resident; Original term expired 9/30/2009, continued to serve until reappointed to a three year term 12/2010-12/2013. |

Juneau Commission on Aging
Applications for General Public Seats
(no age restrictions)

- 1) Emily Kane
- 2) Susan Warner
- 3) Katrina Lee
- 4) Joann Flora
- 5) Vikki Jo Kennedy

Applications for Persons 65 years or older
(Incumbents Eileen Hosey and Carol Trebian both over 65 years old and both wish to continue to serve until their current terms expire June 30, 2018.)

- 6) Tisket Seslar
- 7) Paul Douglas
- 8) Andy Hughes
- 9) Ron Somerville

Presented by: The Manager
Introduced: 08/21/2017
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2802

A Resolution Reestablishing the Juneau Commission on Aging and Repealing Resolution 2279.

WHEREAS, the Senior Citizens' Advisory Committee was established in January 1977 by Resolution 430 (and amended with Resolution 434) to assist with Alaska State Housing Authority (ASHA) with the development, construction and management of a 42-unit elderly housing project (now known as Fireweed Place); and

WHEREAS, Resolutions 430 and 434 were repealed in August 1985 via Resolution 1121am, which dissolved the Senior Citizens' Advisory Committee and established the Juneau Commission on Aging to provide greater opportunities for citizen participation in the planning, development, operation, and maintenance of programs and services for Juneau's senior citizens; and

WHEREAS, Resolution 1121am was repealed in May 2005 and replaced with Resolution 2279, which changed the Juneau Commission on Aging's membership numbers and age criteria; and

WHEREAS, a series of public meetings were held in May and June of 2017 to determine the future of the commission or a similar advisory group; and

WHEREAS, following the recommendations coming from the public meetings, the Assembly Human Resources Committee agreed it was in the best interest of the community to reestablish the commission with a newly refocused mission and membership structure.

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

Section 1. Commission reestablished. The Juneau Commission on Aging (JCOA) is reestablished.

Section 2. Membership. The JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered two-year terms. Incumbents serving on the JCOA at the time this resolution is adopted may continue to serve the remainder of their present term and are eligible for reappointment. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other

areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

Section 3. Purpose and mission. The purpose of the JCOA is to advise the Assembly on issues regarding seniors in Juneau and to promote awareness of Juneau's senior population, the quality of life of seniors; and the role of seniors in the social and economic life of Juneau.

Section 4. Powers and Duties: The JCOA's powers and duties may include the following:

- a. Promote senior citizen participation in the planning and development of programs which benefit and enhance the health, safety, and welfare of senior citizens in the City and Borough of Juneau.
- b. Build a coalition among established groups and support programs working to address the needs of seniors. Assess and identify gaps in the senior service delivery system. Share information within the coalition and report findings to the Assembly.
- c. Act to support the Assembly's Economic Plan as it relates to the senior economy.
- d. Collect facts and statistics, and make studies of, the conditions and problems pertaining to the employment, health, financial security, social welfare, and other factors that bear upon the well-being of older Juneauites. Act as plan manager and facilitator of the Juneau Senior Needs Survey.
- e. Coordinate events in May highlighting Older Americans Month.

Section 5. Procedures. The Commission's procedures shall be governed by the Rules of Procedure for Assembly Advisory Board, as amended from time to time.

Section 6. Staff Assistance. The Manager or Manager's designee shall provide such staff support and assistance for the Commission to the extent funds are available for such support.

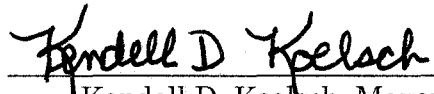
Section 7. Duration. The duration of the Commission shall be as follows:

- a. If the Assembly is unable to appoint a qualified slate of commissioners to serve on the JCOA by December 31, 2017, then the JCOA will sunset as of that date.
- b. If the Commission does not sunset due to the Assembly's inability to appoint qualified members, the Commission shall sunset three years from the effective date of this resolution.

Section 8. Repeal of resolution. Resolution 2279 is repealed in its entirety.

Section 9. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 21st day of August, 2017.


Kendell D. Koelsch, Mayor

Attest:


for Laurie J. Sica, Municipal Clerk

Juneau Commission on Aging

Governing Legislation: Resolution 2279

Total Seats: 7 Seats - with at least 4 seats held by persons 65 years or older

| Active Member or Liaison | Board Membership | Title | First Name | Last Name | Type of Seat | Office Held | Current Term Begins | Term Expires | Appointment Date | Comments |
|--------------------------|----------------------------|-------|------------|-----------|------------------------|--------------|---------------------|--------------|------------------|--|
| Yes | Juneau Commission on Aging | | Open Seat | Open Seat | | | | | | |
| Yes | Juneau Commission on Aging | Ms. | Eileen | Hosey | Member 65 yrs or older | Acting Chair | 8/17/2015 | 6/30/2018 | 8/17/2015 | Catholic Comm. Svcs, SE Senior Services Supervisor, also member of Glory Hole Board; Eileen expressed a desire to continue to serve on the JCOA. |
| Yes | Juneau Commission on Aging | | Open Seat | Open Seat | | | | | | |
| Yes | Juneau Commission on Aging | | Open Seat | Open Seat | | | | | | |
| Yes | Juneau Commission on Aging | | Open Seat | Open Seat | | | | | | |
| Yes | Juneau Commission on Aging | | Open Seat | Open Seat | | | | | | |
| Yes | Juneau Commission on Aging | | Open Seat | Open Seat | | | | | | |
| Yes | Juneau Commission on Aging | Ms. | Carol | Trebian | Member 65 yrs or older | | 8/17/2015 | 6/30/2018 | 8/17/2015 | Thlingit Elder, AK Native Studies Educator, Education & Training/Mental Health Coordinator; LOW VISION AND NEEDS LARGE PRINT MATERIALS; Carol expressed a desire to continue to serve on the JCOA. |



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: November 21, 2017

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk, 

cc: Borough Assembly
Rorie Watt, City Manager
Mila Cosgrove, Deputy Manager
Laurie Sica, Municipal Clerk

RE: CBJ Board Evaluation and Management

The Assembly Rules of Procedure as found in Resolution 2781, Rule 5(C)(2) sets out the following duties for the Assembly Human Resources Committee:

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 [Assembly Rules of Procedure];
- (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.

There are currently 18 advisory boards created by the Assembly, in addition to 6 empowered boards and 6 appeal boards established in code. In addition, shorter term working boards such as Mayor's task forces, 1% for Art and planning steering committees have been created for specific tasks.

Depending on the nature of the board and the charge it is given by the Assembly, some boards are assigned one or more Assembly and/or staff liaisons while others are strictly made up of volunteers with no staff support. The Clerk's office staff provides board management administration and some nominal staff support to those groups who do not otherwise have an official staff liaison assisting them with their work. As mentioned during our last HRC meeting,

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OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

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

Email: City.Clerk@juneau.org

Clerk staff is working with MIS to procure new board management software to provide improved tracking and reporting of board membership and an improved web presence including an online application process. MIS is currently working with the Finance staff to finalize the procurement of this board management product and it is my hope to provide the HRC with an updated status report on the progress for that project in January 2018.

As we begin a new Assembly year, it would be beneficial to create a plan for a systematic review and evaluation of our current boards and commissions. The purpose of the evaluation would be to ensure the most efficient use of our volunteer resources as well as that of the staff and Assemblymembers assigned as liaisons to the various boards. Questions for evaluation and review might include the following:

- 1) Is the work this board is doing in alignment with the current Assembly goals?
- 2) If not, are there changes that should be made to the board's governing legislation or charge?
- 3) Is this the best structure for accomplishing the work? Should we look at consolidating the work of this board with other CBJ boards?
- 4) Are there other community groups doing similar work and the work of this board is duplicative? If it is duplicative, should we disestablished the CBJ board or reassign it to a different scope of work?
- 5) Has the board accomplished its assigned tasks? Can the remaining work be delegated to staff?
- 6) Are there community needs, in alignment with Assembly goals, not currently being met that might be met by the creation of a new board?

During the course of the last few years, the Assembly Human Resources Committee, and the Assembly Committee of the Whole (for work on empowered boards), has worked to review and reestablish, change the membership, and/or dissolve some CBJ boards including the following:

- Ordinance 2015-23(b) Adding a New Code Chapter 67.10 on Aquatics Facilities (April 27, 2015) *[This enabled the creation of the empowered Aquatics Board which is set to automatically be repealed on May 28, 2018 unless the Assembly chooses to amend that section of the code to extend or eliminate the repeal date.]*
- Resolution 2737 Dissolving the Social Services Advisory Board (Jan. 11, 2016)
- Resolution 2738 Reestablishing the Juneau Human Rights Commission (Jan. 11, 2016)
- Ordinance 2016-06 Hospital Board Code Amendments re: governance (May 2, 2016)
- Resolution 2755 Reestablishing the Juneau Commission on Sustainability (May 2, 2016)
- Resolution 2761 Reestablishing the Youth Activities Board (Sept. 26, 2016)
- Resolution 2792 Dissolving the Fisheries Development Committee (June 26, 2017)
- Resolution 2802 Reestablishing the Juneau Commission on Aging (Aug. 21, 2017)
- Resolution 2805 Dissolving the Friends of the Flag Committee (Oct. 16, 2017)

If the HRC does choose to undergo a review or evaluation of the boards, it would be beneficial to decide upon a method and schedule determining which boards will be evaluated and when. You could do an evaluation by topic, i.e.: all Parks and Recreation related boards together, or by the type of board it is, i.e.: all Advisory Boards then all Appeal Board etc... Whichever method is determined, it is likely to be a multi-year process so coming up with an evaluation process and anticipated schedule would be helpful to all involved. Perhaps a good place to start would be with Advisory Boards established by resolution.



CBJ BOARDS AT A GLANCE

CBJ has approximately 30+ boards made up of 200+ citizens which provides a way for the public to participate in the City's decision making process by advising the Mayor and Assembly on numerous issues. The Assembly Human Resources Committee, with the help of the Deputy Clerk, administers the CBJ Board process. The following is a listing of the current Assembly Committees and CBJ Boards.

Assembly & Assembly Standing Committees

The Assembly is the appointing body for all CBJ Boards. The Mayor appoints members to *Ad Hoc Committees and Assembly Task Forces**.

The five Assembly Standing Committees are:

Committee of the Whole (COW)
Assembly Finance Committee (AFC)
Human Resources Committee (HRC)
Lands Committee
Public Works & Facilities Committee

*Public Safety Task Force**

*Assembly Mining Subcommittee**

*Joint Assembly/School Board Facility Project Team**

*Attorney/City Manager Compensation Committee**

Enterprise/Empowered Boards

Aquatics Board
 Bartlett Regional Hospital Board
 Docks & Harbors Board
 Eaglecrest Ski Area Board
 Juneau International Airport Board
 Planning Commission

Appeal Boards (quasi-judicial)

Animal Hearing Board*
 Bidding Review Board
 Board of Equalization
 Building Code Board of Appeals
 Personnel Board

Sales Tax Board of Appeals

**Members appointed by the City Manager*

Advisory Boards

Americans with Disabilities Act Committee
 Building Code Advisory Board
 Douglas Advisory Board
 Fisheries Development Committee
 Historic Resources Advisory Committee
 Jensen-Olson Arboretum Advisory Board
 Juneau Affordable Housing Commission
 Juneau Commission on Aging
 Juneau Commission on Sustainability
 Juneau Human Rights Commission
 Juneau Public Libraries Endowment Board
 Local Emergency Planning Committee
 Parks & Recreation Advisory Committee
 Sister Cities Committee
 Treadwell Arena Advisory Board
 Utility Advisory Board
 Wetlands Review Board
 Youth Activities Board

Ad Hoc Committees, Task Forces & Steering Committees

1% for Art Committees for a variety of CBJ Capital Projects

Auke Bay Steering Committee
 [Members appointed by the Planning Commission]

Lemon Creek Steering Committee
 [Members appointed by the Planning Commission]

Parks & Recreation Master Plan
 Steering Committee
 [Members appointed by the PRAC]

*"If you are planning for one year, grow rice. If you are planning for 20 years, grow trees.
 If you are planning for centuries, grow people."
 Chinese Proverb*

CBJ BOARDS AT A GLANCE cont...

“Enterprise” or “Empowered Boards” oversee specific operations of CBJ and include the Airport Board, Aquatics Board, Docks & Harbors Board, Eaglecrest Board, and Hospital Board. Board members hire the manager and approve the budget of these self-sustaining enterprises. They are established by Charter which requires a vote of the people.

Planning Commission reviews and updates the Comprehensive Plan and Capital Improvement Program, as well as City projects. The Commission also reviews private and public development plans for compliance with adopted City plans such as the Title 49, the Land Use Code. The Commission also functions as the Board of Adjustment in reviewing Variances and Code interpretations.

Appeal Boards serve as quasi-judicial bodies to hear appeals and include the following boards: Board of Equalization, Personnel Board, Animal Hearing Board, Building Code Board of Appeals, Bidding Review Board, and Sales Tax Board of Appeals.

Advisory Boards advise the Assembly on matters which are included in the scope of work as outlined in their governing legislation which may be an ordinance or resolution. Advisory Boards do not have the authority to establish policies or make decisions on behalf of the Assembly, nor to direct employees.

***Ad Hoc Committees & *Task Forces** are groups formed to complete an outlined task in a specified time frame. They are generally created by Mayoral decree and are subject to the same rules and requirements as an Assembly Standing Committee or Advisory Board.

***Steering Committees** are stakeholder groups created by a CBJ board in order to undertake a large planning task such as the neighborhood plan for Lemon Creek area appointed by the Planning Commission as the “Lemon Creek Steering Committee.”

For more information about CBJ Boards, please visit our website at <https://beta.juneau.org/clerk/boards-committees> or contact the Municipal Clerk’s office at email: City.Clerk@juneau.org, phone: 907-586-5278, City Hall Room 202, 155 S. Seward Street, Juneau, AK 99801

*“Everybody can be great because anybody can serve.
You don’t have to have a college degree to serve.
You don’t have to make your subject and verbs agree to serve.
You only need a heart full of grace, a soul generated by love.”
– Martin Luther King, Jr.*