

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

January 7, 2019 6:00 PM
Assembly Chambers

AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. December 13, 2018 Special Assembly Human Resources Committee Minutes-DRAFT

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. 1% for Art Panel for Airport Project - Appointments

Modernization of the JNU Terminal began in 2005 through an adopted Terminal Master Plan that called for two major phases of work: 1. Renovate and expand portions of the building that were constructed after 1984, and 2. Reconstruct portions of the building that were constructed prior to 1984 within the same general footprint. The majority of Phase 1 was completed in 2012. JNU is now completing the Phase 2 areas.

The project will affect all portions of the terminal that were originally constructed prior to 1984. Approximately 37,000 sf of building area will be demolished, along with 4,500 sf of exterior canopy. Reconstructed (new) areas and interior remodel area will total approximately 35,000 sf. The scope will address code deficiencies, replace infrastructure (elevator/escalator, security systems, mechanical and electrical systems), improve energy efficiency, increase flexibility and adaptability of interior spaces for airport administration, and improve passenger services. The functions of new spaces include:

- Part 135 (small regional carriers) Passenger operations
- Airport Administration offices, including Airport Police
- FAA office and equipment spaces related to the Air Traffic Control Tower operations
- TSA Break Room
- US Customs & Border Protection processing office
- Support space such as mechanical, restrooms, storage, up-direction escalator, two elevators
- Gift Shop

At this time, the project is nearing completion of Schematic Design, so selecting a Public Art panel now will allow possible integration of art into the architecture. The Art Panel will assist in developing the scope for the "Call for Artists" solicitation, and will review and recommend the selection of specific art of this project. The work of the Art Panel is expected to begin in January 2019 and is scheduled for completion by July 2019. The total budget for art will be developed within the overall project budget, which is currently \$21.6M.

There are two (2) public seats that will need to be appointed. The other seats include: one (1) City Manager appointed seat, two (2) Juneau Arts & Humanities Council seats, and one (1) Airport staff seat, to be held by Patty Wahto, Airport Manager.

The term ending date for these seats will be July 31, 2019.

2. Historic Resources Advisory Committee - Appointment

The Historic Resources Advisory Committee consists of nine public seats.

One seat is currently vacant with the resignation of Anastasia Tarmann, for a term beginning immediately and ending on June 30, 2020.

3. Treadwell Arena Advisory Board - Governing Ordinance

4. Aquatics Board - Governing Ordinance

B. Other Business

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

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

December 13, 2018 5:30 PM
City Hall Conference Room 224

Immediately followed by Special Assembly Meeting for Board Appointments DRAFT
MINUTES

I. ROLL CALL

Assemblymember Loren Jones called the meeting to order at 5:31 p.m. in the Municipal Building Conference Room 224.

Assemblymembers Present: Mayor Beth Weldon, Deputy Mayor Maria Gladziszewski (telephonic), Loren Jones, Mary Becker, Jesse Kiehl, Michelle Bonnet Hale, Carole Triem, and Wade Bryson.

Assemblymembers Absent: HRC Chair Rob Edwardson

Staff Present: Deputy Clerk Diane Cathcart

II. APPROVAL OF AGENDA

the agenda was approved as presented.

III. APPROVAL OF MINUTES

none

IV. AGENDA TOPICS

A. Board Matters

1. Interview Schedule
2. Bartlett Regional Hospital Board Applicant Interviews

Six applicants were interviewed for the two full term public seats, one physician seat and one partial public seat on the Bartlett Regional Hospital Board; they were: Kenneth Solomon-Gross, Lindy Jones, Marshal Kendziorek, Deborah Johnston, Sandon Fisher and Emil Mackey.

MOTION: by Mr. Kiehl for the Assembly Human Resources Committee to recommend the Assembly make the following appointments to the Bartlett Regional Hospital Board: Kenneth Solomon-Gross to the vacant partial seat with a term beginning immediately and ending on December 31, 2020, Lindy Jones to the physician seat for a term beginning January 1, 2019 and ending December 31, 2021, Deborah Johnston and the reappointment of Marshal Kendziorek to a term beginning January 1, 2019 and ending December 31, 2021. ***Hearing no objection, the motion carried.***

3. Planning Commission Applicant Interviews

Thirteen applicants were interviewed for the three full term public seats and one partial public seat on the Planning Commission; they were: Kenneth Solomon-Gross, Emil Mackey, Nathaniel Dye, Shannon Crossley, Brian Frenette, Christine McNally, Percy Frisby, Andy Miller, Charles Kidd, Matthew Bell, Garrett Schoenberger, Travis Arndt and Ken Alper.

MOTION: by Mr. Kiehl for the Assembly Human Resources Committee to recommend the Assembly make the following appointments to the Planning Commission: Ken Alper to the vacant partial seat with a term beginning January 1, 2019 and ending on December 31, 2019, the appointment of Shannon Crossley, Travis Arndt, and the reappointment of Nathaniel Dye to terms beginning January 1, 2019 and ending December 31, 2021. ***Hearing no objection, the motion carried.***

B. Other Business

V. EXECUTIVE SESSION

The HRC recessed into Executive Session at 9:15 p.m. and reconvened at 9:44 p.m.

A. Executive Session - Committee Deliberations

VI. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 9:45 p.m.

62.65.020 - Art requirements for public facilities.

- (a) A facility constructed, remodeled or renovated with funds appropriated by the assembly after August 1, 1985, shall include within public view works of visual art, such as sculptures, paintings, murals, drawings, mosaics, photographs, calligraphy, works of graphic art (including an etching, lithograph, offset print, silk screen), crafts (including crafts in clay, textiles, fiber, wood, metal, plastic, glass and like materials), or mixed media including a collage, assemblage or any combination of the foregoing art media, or objects relating to native art, as provided in this chapter.
- (b) The manager, before preparing plans and specifications for facilities, shall advise the assembly regarding the inclusion of works of art and shall include works of art in such buildings and facilities unless otherwise directed by the assembly.
- (c) At least one percent of the construction cost of a facility approved by appropriation by the assembly after August 1, 1985, shall be reserved for the design, construction, mounting and display of art associated with the facility.
- (d) The manager shall encourage the use of City and Borough resources in these art works.
- (e) The City and Borough shall receive sole ownership of each work of art acquired pursuant to this chapter. No work of art produced, in whole or in part, pursuant to this chapter shall be subject to copyright in the United States or in any other country. The City and Borough shall have unrestricted authority over any work of art acquired pursuant to this chapter.

(Serial No. 85-50, § 2, 1985)

62.65.030 - Art in public places account.

- (a) The art in public places account is established. This account shall be a separate account within the capital projects fund. The manager shall administer the account.
- (b) The manager shall deposit into the art in public places account one percent of the construction cost of a building or facility if the building or facility is exempt from the requirements of section 62.65.020 and the exemption is because:
 - (1) The estimated construction cost of the building or facility is less than \$250,000.00; or
 - (2) The building or facility is not designed for substantial public use and access.
- (c) The manager may use the money in the art in public places account to:
 - (1) Commission or purchase a work of art which is to be placed on public lands integral to or attached to a facility detached within or outside a facility, part of a portable public exhibition or collection, part of a temporary public exhibition, or loaned to or exhibited in other public facilities owned, leased or designated by the City and Borough which have substantial public use and access; and
 - (2) Meet expenses for a commissioned work of art for a building or facility which has substantial public use and access if the cost of the work of art exceeds the amount reserved under subsection 62.65.020(c).

(Serial No. 85-50, § 2, 1985)

62.65.040 - Selection process.

For each project for the construction, remodeling or renovation of a building, school or facility falling within the provisions of this section, a selection panel shall be appointed to select works of art for inclusion in the project. The panel shall consist of two public members appointed by the Juneau Arts and Humanities Council, two members appointed by the assembly, one member appointed by the manager

and one member representing the department which will be the primary user of the building, school or facility. The panel shall consult with the project architect or designer to ensure compatibility of the works of art with the design of the building, school or facility. All selections shall be subject to final approval by the assembly. The selection panel shall not have any authority to enter into any contract on behalf of the city.

(Serial No. 85-50, § 2, 1985)

62.65.050 - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Construction cost means that cost expended for the actual construction, remodeling or renovation of the facility, exclusive of the costs of land acquisition, site investigation, design services, administrative costs, equipment purchases and any other cost not specifically incurred within the construction contract awarded for the construction of the facility.

Facility means a permanent improvement owned or leased by the municipality and devoted to substantial public use having an estimated construction cost of at least \$250,000.00; the term includes, but is not limited to, schools, office buildings, public libraries and public parks. The term "facility" does not mean:

- (1) Streets;
- (2) Utility facilities and lines;
- (3) Fire stations; and
- (4) Buildings for institutional, hospital, penal or corrective purposes.

Manager means and includes the manager or the manager's designee.

(Serial No. 85-50, § 2, 1985)

Cross reference— Definitions generally, CBJ Code § 01.15.010.



City and Borough of Juneau, AK

1% FOR ART PANEL JNU TERMINAL RECONSTRUCTION

BOARD ROSTER



PATTY WAHTO

1st Term Jan 01, 2019 - Jul 31, 2019

Email: patty.wahto@jnuairport.com

Business: (907) 586-0210

Address:

155 S Seward St
Juneau, AK 99801

Position Voting Member

Category Department Representative



VACANCY

Position Voting Member

Category General Public Seat



VACANCY

Position Voting Member

Category General Public Seat



VACANCY

Position Voting Member

Category JAHC Representative



VACANCY

Position Voting Member

Category JAHC Representative



VACANCY

Position Voting Member

Category City Manager Representative



HISTORIC RESOURCES ADVISORY COMMITTEE

BOARD ROSTER



CHUCK SMYTHE

1st Term Sep 12, 2016 - Jun 30, 2019

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 8



ZANE JONES

2nd Term Nov 25, 2013 - Jun 30, 2019

Appointing Authority Assembly
Position Voting Member
Office/Role Chair
Category Public
Dais Seat 6



GARY GILLETTE

1st Term Feb 08, 2016 - Jun 30, 2019

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 3



SHAUNA MCMAHON

4th Term Jun 29, 2009 - Jun 30, 2020

Appointing Authority Assembly
Position Voting Member
Office/Role Recorder
Category Public
Dais Seat 7



MYRA GILLIAM

4th Term Aug 01, 2007 - Jun 30, 2020

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 4



SHANNON CROSSLEY

1st Term Aug 13, 2018 - Jun 30, 2021

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 1



DONALD G. HARRIS

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

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



JOHN FOX

2nd Term Jul 01, 2018 - Jul 01, 2021

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 2



VACANCY

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 9



TO: Rob Edwardson, Chair, Human Resources Committee
THROUGH: Rorie Watt, City Manager
FROM: George Schaaf, Parks & Recreation Director
DATE: January 3, 2019
RE: Changes to Treadwell Arena Advisory Board (TAAB) Ordinance

The Assembly created the Treadwell Arena Advisory Board (TAAB) in April 2015. Ordinance 2015-18 (am) tasked the TAAB with providing a report to the Assembly on various aspects of the Treadwell Arena's operations, including financial performance, marketing and facility usage. This initial report was provided to the Assembly in May 2016. In addition to this initial report, the ordinance requires TAAB to produce an annual report on the five following topics:

1. Ways to market Treadwell Arena to increase the number of users now and into the future.
2. Identification of barriers in CBJ Code that could hinder marketing efforts related to advertising, fundraising, concession sales and naming rights.
3. Methods to establish better and clearer relationships with user groups and the public to gain ideas for increasing users and revenues.
4. A review of rink operational standards in order to assist in identifying areas in which operational efficiencies may be increased.
5. A review of ice scheduling and allocation of rink resources in order to assist in ensuring equity in opportunity and support for a diversity of community rink users.

The TAAB has discussed the purpose of the board and developed mission and vision statements to provide focus for TAAB members. The board also reviewed the 2015 ordinance to ensure alignment between the TAAB's work and the information reported to the Assembly. At its October 16, 2018 meeting, the TAAB decided that the open-ended style of report required by the current ordinance does not provide sufficient detail for the Assembly, nor does it identify specific actionable items for the TAAB to work on. The proposed ordinance identifies objective criteria that align with the adopted vision statement of the TAAB "to ensure continued opportunities for the community to use Treadwell Arena," and its mission to "work with Treadwell Arena to ensure operations are consistent with cost recovery goals, identify opportunities to generate net revenue, and identify ways to improve the user's experience."

Presented by: The Manager
Introduced:
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-04

An Ordinance Repealing Ordinance 2015-18(am) and Re-establishing the Treadwell Arena Advisory Board.

WHEREAS, on July 21, 2014, the Assembly created the Treadwell Arena Task Force (“Task Force”) to study the feasibility of an empowered board for management of the Treadwell Ice Arena; and

WHEREAS, in its report to the Assembly dated December 12, 2014, the Task Force recommended that the Treadwell Arena Advisory Board be formed; and

WHEREAS, the Assembly created the Treadwell Arena Advisory Board with Ordinance 2015-18(am); and

WHEREAS, the Treadwell Arena Advisory Board proposed these changes to keep its enabling ordinance consistent with its vision and mission.

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

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Repeal of Ordinance 2015-18(am). Ordinance 2015-18(am), An Ordinance Establishing the Treadwell Arena Advisory Board, is repealed.

Section 3. Treadwell Arena Advisory Board Established. There is established the Treadwell Arena Advisory Board.

Section 4. Membership Qualifications. The Board shall be comprised of seven voting members appointed from the general public, and one liaison from the Parks and Recreation Advisory Committee. The liaison shall not have the power to vote and shall not be counted in determining whether a quorum of the Board is present. Members shall be appointed to staggered three-year terms. To the extent practicable, each organization that provides activities at Treadwell Ice Arena should have at least one representative on the Board. No more than five members shall be employees or board members of an organization, or the immediate family member of any employee or board member of an organization, that provides activities at the Treadwell Ice Arena.

1
2 **Section 5. Treadwell Arena Advisory Board Purpose.** The Treadwell Advisory
3 Board shall work with the Treadwell Arena Manager to ensure operations are consistent with cost
4 recovery goals, identify opportunities to generate net revenue, and identify ways to improve the
5 experience of rink users. The Board shall report to the Assembly Committee of the Whole on an
6 annual basis on issues relating to the Treadwell Ice Arena. The Board's report shall address,
7 at a minimum, the following:

- 8 1. The number and types of annual users as compared to preceding years;
- 9 2. Annual cost recovery data;
- 10 3. A review of ice scheduling and allocation of rink resources to assess whether the
11 rink provides equity of opportunity for a diversity of community rink users;
- 12 4. Any identified opportunities to generate net revenue or increase operational
13 efficiencies; and
- 14 5. Any identified opportunities to improve the experience of risk users.

15 **Section 6. Procedure.** The Treadwell Arena Advisory Board's procedure shall be
16 governed by Robert's Rules of Order, except where superseded by the Advisory Board Rules of
17 Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

18 **Section 7. Officers, Meetings, Quorum.** In accordance with the Advisory Board Rules
19 of Procedure, the Board shall select its own officers, and shall hold regular meetings on a
20 schedule established by the Board, as well as such special meetings as required to conduct
21 business.

22 **Section 8. Liaison.** The City Manager shall designate a staff liaison to the Board as
23 available and appropriate.

24 **Section 9. Effective Date.** This ordinance shall be effective 30 days after its adoption.

25 Adopted this _____ day of _____, 2019.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: 03/16/2015
Drafted by: A. G. Mead

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2015-18(am)

An Ordinance Establishing the Treadwell Arena Advisory Board.

WHEREAS, on July 21, 2014, the Assembly created the Treadwell Arena Task Force ("Task Force") to study the feasibility of an empowered board for management of the Treadwell Ice Arena; and

WHEREAS, in its report to the Assembly dated December 12, 2014, the Task Force recommended that the Treadwell Arena Advisory Board be formed.

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

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Treadwell Arena Advisory Board Established. There is established the Treadwell Arena Advisory Board.

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

Section 4. Treadwell Arena Advisory Board Purpose.

A. The Treadwell Advisory Board shall, in consultation with the Treadwell Arena Manager, report to the Assembly Committee of the Whole on an annual basis on issues relating to the Treadwell Ice Arena. The Board's report shall address, at a minimum, the following:

1. Ways to market Treadwell Arena to increase the number of users now and into the future;

2. Identification of barriers in CBJ Code that could hinder marketing efforts related to advertising, fundraising, concession sales and naming rights;
3. Methods to establish better and clearer relationships with user groups and the public to gain ideas for increasing users and revenues;
4. A review of rink operational standards in order to assist in identifying areas in which operational efficiencies may be increased; and
5. A review of ice scheduling and allocation of rink resources in order to assist in ensuring equity in opportunity and support for a diversity of community rink users.

B. *Initial report.* The Board's initial report to the Assembly shall be due no later than May 1, 2016. In addition to the information outlined above, the initial report shall include findings on the following:

1. Has the number of users increased?
2. Have revenues increased?
3. Have revenue streams diversified?
4. Has the cost recovery continued at 50% or greater?
5. Have operational cost savings measures been implemented or identified?
6. Has a marketing strategy been developed?
7. Has a user group feedback system been developed?

Section 5. Procedure. The Treadwell Arena Advisory Board's procedure shall be governed by Robert's Rules of Order, except where superseded by the Advisory Board Rules of Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

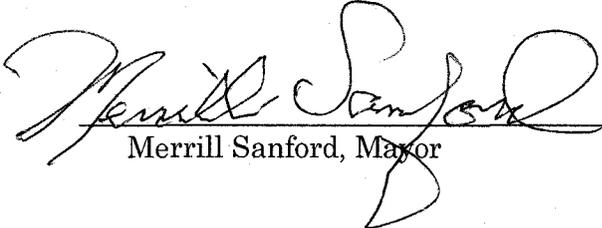
Section 6. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and shall hold regular meetings on a schedule established by the Board, as well as such special meetings as required to conduct business.

Section 7. Liaison. The City Manager shall designate a staff liaison to the Board as available and appropriate.

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Section 8. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 6th day of April, 2015.


Merrill Sanford, Mayor

Attest:


Elizabeth J. McEwen, Acting Clerk



TO: Rob Edwardson, Chair, Human Resources Committee
THROUGH: Rorie Watt, City Manager
FROM: George Schaaf, Parks & Recreation Director
DATE: January 3, 2019
RE: Ordinance Amending CBJ 67.10 (Aquatics Facilities)

In October 2014, Juneau voters authorized the establishment of a new board to direct the operation of CBJ's aquatics facilities. Ordinance 2015-23(b) amended the CBJ code to add a new "Aquatics Facilities" chapter and created a seven-member Aquatics Board. That ordinance specified that the new chapter would be repealed automatically on May 28, 2018. Ordinance 2018-18 extended the "sunset date" for the Aquatics Board to June 30, 2019 to allow for further research and consideration of governance options. The Aquatics Board, in consultation with the City Manager and Parks & Recreation staff, has considered options for governance of CBJ's aquatics facilities since that time. The topic of governance was a standing agenda item for every Aquatics Board meeting between April 2018 and December 2018, culminating in this ordinance.

This ordinance removes the sunset provision from the Aquatics Board. It also increases the size of the Aquatics Board from seven members to nine members, and designates one seat each for representatives from the Juneau School District and Glacier Swim Club. The director of the Parks & Recreation Department would sit on the board as a non-voting member. The ordinance stipulates that the Aquatics Manager shall report to the Parks & Recreation Director and provide staff support to the Aquatics Board. The board remains empowered to establish fees and charges for the use of aquatics facilities, review annual operating and capital budgets, and adopt regulations for use of aquatics facilities subject to Assembly approval.

Presented by: The Manager
Introduced:
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-03

An Ordinance Amending the City and Borough of Juneau Code Related to Aquatics Facilities and Repealing the Associated Sunset Date.

WHEREAS, the Juneau voters approved a proposition in October 2014 amending the Charter to give the Assembly discretion to establish a board to oversee the City and Borough's aquatics facilities; and

WHEREAS, Ordinance 2015-23(b) amended the City and Borough code to create a new chapter, Chapter 67.10 Aquatics Facilities, with an automatic sunset date of May 28, 2018; and

WHEREAS, Ordinance 2018-19 extended the sunset date to June 30, 2019.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. Except for Section 2, which is a non-code ordinance, this ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Repeal of Sunset Date. The sunset date created by Ordinance 2015-23(b) and extended by Ordinance 2018-19 is repealed. Chapter 67.10 no longer has a sunset date.

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1
2 **Section 3. Amendment of Section.** CBJ 67.10.010 Board of directors, is amended to
3 read:

4 **67.10.010 Board of directors.**

5 (a) The aquatics board shall consist of nine ~~seven~~ voting members appointed by the assembly
6 to serve without compensation for staggered three-year terms, ~~and one liaison from the~~
7 ~~Juneau School District. The liaison shall not have the power to vote or be counted in~~
8 ~~determining whether a quorum of the board is present.~~ Members of the board shall serve at the
9 pleasure of the assembly. Terms shall commence on July 1. Appointments to fill vacancies shall
10 be for the unexpired term. In the event a seat has six months or less remaining to the
11 unexpired term, the assembly, at its discretion, may choose to appoint the member to the
12 remainder of the current term as well as to the full term immediately following the expiration
13 date of the unexpired term. No board member who has served for three consecutive terms or
14 nine years shall again be eligible for appointment until one full year has intervened, provided,
15 however, that this restriction shall not apply if there are no other qualified applicants at the
16 time reappointment is considered by the assembly.
17

18 (b) No board member, or member of a board member's immediate family or household, may be
19 employed by an aquatics facility owned by the City and Borough. One board member shall be
20 from and represent the Juneau School District. One board member shall be from any local
21 swim organization that rents a pool facility. To the extent possible, appointments to the
22 remaining seven seats on the aquatics board shall include persons having skills relevant to
23 matters concerning the aquatics facilities. No more than two members of the aquatics board
24 shall be a member or employee of any local swim organization, or the immediate family
25 member of any member or employee of any local swim organization.

1
2 (c) The parks and recreation department director may participate in any board proceedings
3 like a member but shall not have the power to vote and shall not be counted in determining
4 whether a quorum of the board is present.
5

6 **Section 4. Amendment of Section.** CBJ 67.10.020 General powers, is amended to read:

7 **67.10.020 General powers.**

8 (a) Subject to state laws and City and Borough ordinances, the aquatics board shall make
9 policy decisions and generally direct ~~exercise all powers necessary and incidental to the~~
10 operation and maintenance of the municipally-owned aquatics facilities according to the best
11 interests of the public and in a sound business manner. The aquatics board:
12

13 (1) Shall be responsible for generally directing the operation, maintenance,
14 development and marketing of the municipally owned and operated aquatics facilities,
15 except as otherwise provided by the assembly by resolution.
16

17 (2) Shall prescribe the terms under which persons and groups may use the aquatics
18 facilities under the board's management and establish and enforce standards of
19 operation.
20

21 (3) May adopt regulations pursuant to CBJ 01.60 necessary for the administration of
22 the aquatics facilities under the board's management.
23

24 (4) Shall facilitate and receive citizen input on the management and operations of the
25 aquatics program.

~~(b) The aquatics facilities shall conform to the City and Borough Personnel Management Code,~~
~~the City and Borough Personnel Rules, Personnel Classification Plan, and the City and~~

1
2 ~~Borough Manager's Administrative Policies. The aquatics facilities shall utilize the services of~~
3 ~~the human resources and risk management department when hiring or terminating any~~
4 ~~employee, when responding to grievances, in labor agreement negotiation, and in substantial~~
5 ~~disciplinary matters.~~

6
7 (be) All legal services for the aquatics board and aquatics facilities shall be provided by or
8 under the supervision of the municipal attorney.

9 (c) Shall annually provide to the assembly a written review of the aquatics program. The
10 review shall include public usage, financial trends, facility maintenance needs, capital needs,
11 and the efficiency of the program operation.

12 (d) Shall annually provide a personnel evaluation to the parks and recreation department
13 director of the aquatics manager's performance in supporting the board and implementing
14 board direction. The aquatics manager personnel evaluation and the board's deliberation of it
15 shall be confidential unless the aquatics manager requests a public discussion.

16
17 (e) Shall participate in the selection process for the hiring of the aquatics manager. In the
18 event the board does not support the hiring recommendation of the parks and recreation
19 department director, the board chair shall timely notify the city manager. The city manager
20 shall then make the hiring decision.

21
22 **Section 5. Amendment of Section. CBJ 67.10.050 Meetings, is amended to read:**
23 **67.10.050 Meetings.**

24 (a) The aquatics board shall meet at least once each month at an accessible location and time
25 to be designated by the board. The board chair may cancel a monthly meeting when a quorum

1
2 will not be present. Subject to public notice requirements, any three board members may call
3 for a special meeting.

4 (b) Every meeting of the board, including its committees, shall have an agenda. The agenda
5 shall be prepared by the board or committee chair in consultation with the aquatics manager.
6

7
8 **Section 6. Amendment of Section.** CBJ 67.10.070 Manager designated, is amended to
9 read:

10 **67.10.070 Aquatics Manager designated.**

11 The aquatics manager shall provide staff support to the board but is supervised by the
12 parks and recreation department director. ~~The chief executive officer of the aquatics facilities~~
13 shall be the parks and recreation department director.
14

15 **Section 7. Amendment of Section.** CBJ 67.10.080 Director; duties and responsibilities,
16 is amended to read:

17 **67.10.080 Aquatics manager; Director; duties and responsibilities.**

18 The aquatics manager ~~director~~ is responsible for the overall supervision of the municipally-
19 owned aquatics facilities under the aquatics board's policy direction ~~management~~. The aquatics
20 manager's ~~director's~~ authority and duties shall include, but are not limited by, the following:
21

- 22 (1) To be responsible for carrying out all applicable laws, ordinances and regulations.
23 (2) To be responsible for carrying out policies established by the aquatics board not in
24 conflict with policies established or adopted by the assembly or manager.
25 (3) To prepare an annual budget as required by City and Borough ordinance.

1
2 (4) To attend all meetings of the aquatics board and its standing committees except as
3 otherwise directed by the board and not otherwise conflicting with other duties of the position
4 of aquatics manager ~~parks and recreation director~~.

5 (5) Direct and supervise the maintenance and operation of the municipal pools.

6 (6) Keep the aquatics board fully advised on the financial circumstances of the program
7 budget, the physical condition, and the maintenance needs of the aquatics facilities.

8 (7) At the direction of the aquatics board, prepare draft regulations and draft fee changes
9 for consideration.

10 (8) Assist the aquatics board in all matters, including the preparation of the annual report
11 to the assembly.

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14 **Section 8. Amendment of Section. CBJ 67.10.100 Preparation and submission of**
15 **budget, is amended to read:**

16 **67.10.100 Preparation and submission of budget.**

17 The aquatics manager ~~director~~ shall prepare the budget in accordance with approved City
18 and Borough procedure and shall submit it to the aquatics board for approval. The aquatics
19 manager shall submit to the board the draft Capital Improvement Plan no later than December
20 1 and the draft operating budget no later than February 1.

21
22 The operating portion of the budget submitted by the aquatics board shall, to the extent
23 practical given safety concerns and maximizing operating hours of the pools, minimize its
24 general fund subsidy. The aquatics board shall make its recommendations and submit the
25 budget to the ~~City and Borough~~ city manager for transmittal to the assembly in the same
manner as general government departments.

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Section 9. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this _____ day of _____, 2019.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk