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

February 12, 2018 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. January 8, 2018 Minutes Regular Human Resources Committee Meeting

B. January 30, 2018 Minutes Full Assembly as HRC Special Meeting

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. Appointment of Art Selection Panel for Downtown Banners
2. Juneau Affordable Housing Commission - Annual Report and Appointments
3. Juneau Commission on Sustainability - Appointment
4. Juneau Public Libraries Endowment Board - Annual Report
5. Youth Activities Board - Proposed Resolution 2820 re: Membership Change

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

DRAFT MINUTES

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

January 8, 2018 6:00 PM
Assembly Chambers

I. ROLL CALL

As Chair Maria Gladziszewski was participating telephonically, Jesse Kiehl presided and called the meeting to order at 6:02 p.m.

HRC members present: Maria Gladziszewski (telephonic), Jesse Kiehl (Acting Chair), Norton Gregory, and Rob Edwardson

Other Assemblymembers present: Loren Jones

Staff present: Deputy Clerk Beth McEwen; Sales Tax Administrator Clinton Singletary; Deputy Lands Manager Dan Bleidorn

II. APPROVAL OF AGENDA

Ms. McEwen distributed a copy of the updated board vacancy list to all HRC members and encouraged them to use it to help recruit applicants. The list is also available on the Clerk's website.

III. APPROVAL OF MINUTES

A. December 18, 2017 Human Resources Committee Minutes

Hearing no corrections or changes, the minutes were approved by unanimous consent.

IV. PUBLIC PARTICIPATION

None.

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

V. AGENDA TOPICS

A. Board Matters

1. Local Emergency Planning Committee - Annual Report and Appointments

LEPC Chair Dan Garcia provided the following annual report highlights from the report found in the HRC packet.

- LEPC will be forwarding a recommendation to change membership in the near future to expand the "Health Care Provider" type of seat.
- There are a number of seats coming up for appointment and they are recognizing Mike Lopez who will be leaving after many years on the LEPC.

- A search is underway for a new meeting location to hold their meetings as the BRH classrooms were no longer going to be made available.
- They had 376 attendees at the Preparedness Expo in September to raise community awareness and to get the word out about a variety of organizations in town that meet emergency management needs.
- Public Health ran a 3-hour exercise at the Harborview Gym during which they gave 338 flu shots in 3 hours time.
- Central Council Tlingit Haida provided Wellness Caregiver Workshops to encourage planning and response for emergencies.
- They participated with American Red Cross and other local agencies on a variety of training and sheltering events.
- LEPC members participated in an Airport/BRH table top exercise.
- They worked with Juneau Elderly Housing and Care Facilities to clarify their role in response as well as local emergency planning.
- They worked with CBJ Schools on Active shooter (ALICE) training.
- Juneau Community Emergency Response Team (CERT) trained 28 new responders this past year. Since 2012 when the CERT was recreated, there have been 216 citizens trained and able to respond during emergencies.

Mr. Garcia said they are looking forward to continued outreach within the community.

Mr. Kiehl thanked Mr. Garcia for the presentation and to extend the Assembly's thanks to the LEPC.

Ms. McEwen noted that the packet contained a memo with the full slate of LEPC members terms and seat assignments. Due to the new board management system coming online soon, she requested that the HRC reconfirm appointment of all LEPC membership in accordance with the seats and term dates as set out in memo in the packet.

MOTION by Ms. Gladziszewski to recommend the Assembly forward the nominations of the LEPC membership to the State SERC for appointment in accordance with the memo dated January 5, 2018. She clarified that is the version in which Scott Erickson is nominated to the Peace Officer primary seat #2.

Hearing no objection, the motion carried.

2. Juneau Economic Development Council - Appointment

Mr. Kiehl noted that the packet contained the letter from the Juneau Economic Development Council nominating Susan Murray to a second term as the Environmental Representative on JEDC.

MOTION by Mr. Gregory to recommend the reappointment of Susan Murray to the Juneau Economic Development Council Environmental Representative seat for a term expiring November 2020.

Hearing no objection, the motion carried.

B. Liquor Licenses

1. Liquor License #2533 - Jack and Arlene Tripp d/b/a Viking Restaurant and Lounge [Mid-Cycle Protest]

Ms. McEwen noted that Sales Tax Administrator Clinton Singletary was present in the audience to answer any questions the members may have.

She stated that as of close of business on January 8, the unfilled sales tax returns and outstanding payments as well as the outstanding utility payments had not yet been received from the licensee. The staff recommendation to protest the continued operation of the license stands as noted in the packet materials.

Ms. McEwen stated that Assemblymember Beth Weldon asked earlier in the day if this licensee had ever had previous protests. Ms. McEwen did some research on this particular license and since the 2005 renewal period, all but two of the renewal periods resulted in an initial protest recommendation from either Finance or Community Development Department staff. She noted that each time a protest was filed by CBJ, the licensee cured the basis for protest and the protests were withdrawn.

MOTION by Mr. Gregory to recommend the Assembly protest the continued operation of the Liquor License 2533 for Jack and Arlene Tripp d/b/a Viking Restaurant and Lounge based on the unfiled tax returns and their associated taxes and penalties as well as the outstanding utility payments. *Hearing no objection, the motion carried.*

C. Other Business

VI. STAFF REPORTS

Ms. McEwen noted that the due dates for applications for the Bartlett Regional Hospital Board and the Planning Commission was coming up on January 22 with the meeting of the Full Assembly sitting as the HRC schedule for January 30, 2018.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:24p.m.

DRAFT MINUTES

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

January 30, 2018 5:15 PM
City Hall Conference Room #224
Immediately Followed by a Special Assembly Meeting for Board Appointments

I. ROLL CALL

HRC Chair Maria Gladziszewski called the meeting to order at 5:15p.m. in the City Hall Conference Room #224.

Assemblymembers present: Maria Gladziszewski, Mayor Ken Koelsch, Deputy Mayor Jerry Nankervis, Mary Becker, Jesse Kiehl, Loren Jones, Beth Weldon, Norton Gregory, and Rob Edwardson

Members absent: None.

Staff present: Deputy Clerk Beth McEwen

II. APPROVAL OF AGENDA

A. Interview Schedule

Ms. McEwen noted that Mr. Andrew Campbell would be attending the interview in person rather than telephonically as noted on the original interview schedule.

Ms. McEwen informed the members that hard copies of the advance interview question responses from Chris Pace and Debbie White were provided upon the table for them.

There being no other changes, the agenda was approved as presented.

III. AGENDA TOPICS

A. Board Matters

1. Interviewing Bartlett Regional Hospital Board Applicants

The HRC interviewed the following applicants for the Hospital Board:

Robert Storer (incumbent), Brenda Knapp (incumbent), Rosemary Hagevig, Kenny Solomon-Gross, and Chris Pace. Incumbent Nancy Davis did not apply for reappointment.

After the conclusion of the executive session at the end of the meeting, the following motion passed by unanimous consent:

MOTION by Mr. Kiehl to recommend the reappointments of Robert Storer and Brenda Knapp and the appointment of Rosemary Hagevig to the Bartlett Regional Hospital Board to terms beginning immediately and expiring December 31, 2020. *Hearing no objection, the motion carried.*

2. Interviewing Planning Commission Applicants

The HRC interviewed the following applicants for the Planning Commission:

Paul Voelckers (incumbent), Michael LeVine (incumbent), Larry Gamez, Debbie White, and Andrew Campbell. Incumbent Kirsten Shelton-Walker did not apply for reappointment.

After the conclusion of the executive session at the end of the meeting, the following motion passed by unanimous consent:

MOTION by Mr. Kiehl to recommend the reappointments of Mike LeVine and Paul Voelckers and the appointment of Andrew Campbell to the Planning Commission to terms beginning immediately and expiring December 31, 2020. *Hearing no objection, the motion carried.*

B. Other Business

IV. EXECUTIVE SESSION

A. Executive Session - Committee Deliberations

MOTION by Mr. Kiehl to go into Executive Session for the purposes of deliberation that may tend to prejudice the reputation or character of individuals, specifically applicants for the Hospital Board and Planning Commission. *There being no public comment and hearing no objection, the committee adjourned into executive session at 7:12 p.m.*

The committee returned from Executive Session at 7:44 p.m.

V. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 7:45 p.m.

CITY AND BOROUGH OF
JUNEAU
ALASKA'S CAPITAL CITY

Engineering & Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Phone: 907-586-0800 | Fax: 907-463-2606

DATE: February 1, 2018

TO: Maria Gladziszewski, Chair
Human Resources Committee

FROM: Lori Sowa, Project Engineer
Engineering & Public Works Department

RE: Downtown Street Banner Art Selection Committee Members

At the October 23, 2017 PWFC meeting, staff requested the approval of a process and representative organizations for a committee to select designs for new downtown street banners. This is not a 1% for art project; however, a similar process is being followed due to the high level of community interest. The PWFC approved the representative organizations proposed for the committee and added a seventh member from the public at large.

Staff contacted each organization to request members for the committee, and a public member was solicited through a public service announcement and information release. The following people are proposed for the art selection committee:

Dana Gunderson, *Downtown Business Association*
John Fox, *Historic Resources Advisory Committee*
Donald Gregory, *Sealaska Heritage Institute*
Rachael Juzeler and Nimmy Philips, *Juneau Arts and Humanities Council*
Chip Verrelli, *Public member*
Christianne Carrillo, *Filipino Community*

Staff requests a motion to approve the formation of the art committee comprised of the community members listed above. Upon approval, the selection committee will meet to review proposals submitted through a Call for Artists and select the banner designs.

CITY AND BOROUGH OF
JUNEAU
ALASKA'S CAPITAL CITY

Engineering & Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Phone: 907-586-0800 | Fax: 907-463-2606

DATE: October 23, 2017

TO: Loren Jones, Chair
Public Works and Facilities Committee

FROM: Michele Elfers
Chief Landscape Architect

SUBJECT: Downtown Street Banner Selection Committee

Staff requests the approval of a process and committee to replace the downtown street banners. This is not a 1% for art project, however a similar process is recommended due to the high level of community interest. Staff would request the following organizations name representatives to participate on the selection committee:

Downtown Business Association (1 person)
Historic Resources Advisory Committee (1 person)
Sealaska (1 person)
Juneau Arts and Humanities Council (2 people)
Filipino Community (1 person)

The committee members proposed will then be approved by the Assembly. Upon approval, the selection committee will meet to review proposals submitted through a Call for Artists and select the banner designs.

Staff requests a motion to approve the formation of an art committee comprised of community organization representatives to select the downtown streets banners.

Juneau Affordable Housing Commission

2018 Commissioners
Kathleen Strasbaugh, Chair
Wayne Coogan, Vice Chair and Secretary
Honey Bee Anderson
Tamara Rowcroft
Mandy O'Neal Cole
Margaret O'Neal
Russ McDougal
Frank Bergstrom
Dave Hanna

February 7, 2018

Mayor Ken Koelsch and Assembly
City and Borough of Juneau
155 S. Seward Street Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2017

Dear Mayor Ken Koelsch and members of Human Resource Committee,

Under Resolutions 2390 and 2506, the CBJ Assembly determined that there is a continuing need for affordable housing and the elimination of homelessness, and that housing is not an isolated issue, but one that must be considered in many aspects of the community and municipal government. The Juneau Affordable Housing Commission (AHC) has as its mission making recommendations to the CBJ Assembly on all aspects of affordable housing.

In 2017 the Juneau Affordable Housing Commission (AHC) continued to focus on implementation of the Housing Action Plan (HAP) adopted by the Assembly at the end of 2016 as Resolution 2780, with increasing workforce housing as the top priority. This is our annual report of these efforts and other activities over the course of the year.

Affordable Housing Commission History and Mission

In December 2006 the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission, and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

2017 Activities

Housing Action Plan implementation:

- Studied and reviewed information concerning the use of the Community Land (Housing) Trust model to increase the amount of affordable workforce housing, including extended discussion with the Juneau Housing Trust about their past and current projects and their capacity to expand to address this need

- Reviewed, recommended and supported the use of the 1% sales tax to fund the Affordable Housing Fund for community land trust for development of workforce housing, for the development of the downtown revitalization program, and requests from other housing providers; and for support of the existing accessory apartment program
- Received reports about and supported the accessory apartment, downtown reviewed work of the Chief Housing Officer and the Community Development Department's downtown revitalization/Downstairs Upstairs program and other neighborhood development efforts
- Supported the Juneau Housing Trust House Build project in the Renninger subdivision
- In connection with mobile home development, supported projects that offer higher density development
- Reviewed and supported planned CIP budget priorities:
    - Capital for Rental and Ownership Housing (0-120% AMI)
    - Capacity-Building for Non-profit Developers
    - Supportive Services for Occupants of Affordable Housing
    - Operating Expenses of Housing Developments

Additional activities

- Met with Keith Gregory, CEO, Tlingit-Haida Regional Housing Authority
- Heard from commission members investigating land use code improvements
- Heard a presentation from Neighborworks, an Alaska nonprofit homeownership assistance program
- Received information concerning developments in tax policy related to affordable housing (potential local abatement ordinance, state Section 8 voucher regulations, and federal tax policy affecting housing tax credits)
- Discussed construction challenges, including limited freight options and high demand for building materials, obtaining permits, and any role AHC might have with respect to reviewing builder and developer concerns

Activities continuing from prior years

- **Manufactured[1] Home Loans -** The program was successfully implemented as of September 2016 with local lender and partner True North Federal Credit Union. $100,000 from the Juneau Affordable Housing Fund was set aside for the program. Through September, 2017, six loans were made for a total of $35,415. The Chief Housing Officer will be reacquainting lenders and mobile/manufactured home park operators with this program in the coming months.

- **Accessory Apartment Incentive Program -** The accessory apartment grant program was successfully implemented in 2016. All available funds were encumbered, and applicants are

[1] Formerly known as mobile homes. In 1974, Congress enacted the National Mobile Home Construction and Safety Act, which became effective in 1976. The Act sets standards for the safety, durability, and quality of mobile homes. Thereafter, the "manufactured home" has been the term employed in the industry for mobile homes produced after June 15, 1976.

standing by waiting for new funding. The Assembly will be considering the appropriation of additional funds to this program in its upcoming February and March 2018 meetings.

- **Receiving information and direction from the Chief Housing Officer.** The Chief Housing Officer's keeps AHC up-to-date on developments regarding housing in the CBJ and before the Assembly and its committees. From this advice AHC develops its decisions and recommendations concerning affordable housing projects and policy. The Chief Housing Officer has also developed a website to provide housing data for public use, a valuable tool for AHC members in meeting their obligations.

- **Monitoring.** AHC continues to monitor
    - The Pederson Hill, Renninger, and 2nd and Franklin developments and CBJ's CIP budget as it relates to housing;
    - Rental advertising and available data on vacancy rates, home sales and prices;
    - Developments in homeless and supported housing; and
    - Status of the Bergman and other blighted housing.

Members, Liaisons and Support

Current Members of the Commission

Commissioner	Appointment	Reappointed	Current Term Began	Date Term Expires
Kathleen Strasbaugh, Chair	2/8/2016		2/8/2016	1/31/2019
Wayne Coogan, Vice President and Secretary	4/23/2012	1/12/2015	2/1/2015	1/31/2018
Tamara Rowcroft	1/4/2010	1/30/2015	2/1/2014	1/31/2018
Honey Bee Anderson	1/4/2010	2/27/2014; 4/3/2017	2/1/2017	1/31/2020
Margaret O'Neal	2/1/2013	3/08/2016	2/1/2016	1/31/2019
Mandy O'Neal Cole	2/11/2013	2/8/2016	2/1/2016	1/31/2019
Russ McDougal	3/17/14	1/12/2015	2/1/2015	1/31/2018
Dave Hanna	7/11/2016		7/11/2016	1/31/2020
Frank Bergstrom	11/28/2016		11/28/2016	1/31/2020

Current Assembly Liaison: Maria Gladziszewksi

Member Margaret O'Neal served as chair until May, 2017. Beth McKibben of the CBJ Community Development Department (CDD) was staff liaison to the Commission from 2013. Greg Chaney of the CBJ Lands and Resources Department has also served as CBJ staff liaison to the Commission. The Assembly liaison through 2017 was Norton Gregory. Scott Ciambor, Chief Housing Officer, now directs, assists, and updates AHC.

The Affordable Housing Commission looks forward to working with the Chief Housing Officer, and you, in the coming year to increase the availability of affordable homes in Juneau. We are particularly hopeful that the newly expanded Affordable Housing Fund will accelerate progress toward meeting the goals set out in the Housing Action Plan.

Sincerely,

Kathleen Strasbaugh, Chair
Juneau Affordable Housing Commission

JUNEAU AFFORDABLE HOUSING COMMISSION - Current

Total # of Seats: 9
Governing Legislation: Resolution 2506

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Reappointed 3	Comments
Yes	Mr.	Frank	Bergstrom	Public		11/28/2016	1/31/2020	11/28/2016	11/28/2016			Appointed to the seat previously held by Norton Gregory. Appointed to term ending 1/31/17 plus next term ending 1/31/2020.
Yes	Mr.	Dave	Hanna	Public		7/11/2016	1/31/2020	7/11/2016				Contractor, developer, manufacturer (Appointed to remainder of term exp. 1/31/2017 + full 3-year term exp. 1/31/2020.)
Yes	Ms.	Honey Bee	Anderson	Public		2/1/2017	1/31/2020	1/4/2010	3/21/2011	2/27/2014	4/3/2017	Powell Realty Inc. Associate Broker - Realtor
Yes	Mr.	Wayne	Coogan	Public	Vice-Chair	2/1/2015	1/31/2018	4/23/2012	1/12/2015			Manager Coogan Construction
Yes	Mr.	Russ	McDougal	Public		2/1/2015	1/31/2018	3/17/2014	1/12/2015			Self-employed Mac's Design & Construction General Contractor
Yes	Ms.	Tamara	Rowcroft	Public		2/1/2015	1/31/2018	1/4/2010	1/30/2012	1/12/2015		General Manager Alaska Housing Development Corp.
Yes	Ms.	Kathleen	Strasbaugh	Public	Chair	2/8/2016	1/31/2019		2/8/2016			Strasbaugh Law Office, Sole Proprietor
Yes	Ms.	Mandy	Cole	Public		2/8/2016	1/31/2019	2/11/2013	2/8/2016			Co-Chair Juneau Homeless Coalition (Manager at AWARE Inc.)
Yes	Ms.	Margaret	O'Neal	Public		2/8/2016	1/31/2019	2/11/2013	2/8/2016			Juneau Homeless Coalition (JEDC)
Yes	Assembly member	Maria	Gladziszewski	Assembly Liaison	Liaison	n/a	n/a	n/a				Assemblymember Liaison 10/2017-10/2018
Yes	Mr	Scott	Ciambor	Staff Liaison	staff liaison	n/a	n/a	n/a				Chief Housing Officer

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: February 8, 2018

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk

RE: Juneau Commission on Sustainability Membership

Resolution 2755 sets out the Juneau Commission on Sustainability membership as follows:

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

The commission currently has two vacant public seats:

- One seat for a term expiring June 30, 2018, formerly held by Kaley Bangston who resigned January 5, 2018.
- One seat for a term expiring June 30, 2020, formerly held by Greg Smith who did not apply for reappointment in June 2017.

Since there is less than six months remaining to the term expiring June 30, 2018, if the HRC wishes, it can choose to appoint a new member to the remainder of that term as well as the subsequent three year term of July 1, 2018-June 30, 2021.

JUNEAU COMMISSION ON SUSTAINABILITY **Governing Legislation: Resolution 2755**

Total # of Seats: 9 public + [1 Planning Commissioner 1 Assemblymember serving as liaisons]

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Reappointed 2	Comments
Yes	Mr.	Darrell	Wetherall	Public	Vice-Chair	8/17/2015	6/30/2018	9/19/2011	6/4/2012	8/17/2015	Electrical Engineer at AEL&P
Yes	Mr.	Steve	Behnke	Public		8/17/2015	6/30/2018	7/19/2010	6/4/2012	8/17/2015	Energy/Green House Gas Subcommittee Chair
Yes	Mr.	Duff	Mitchell	Public	Chair	7/1/2016	6/30/2019	4/2/2012	6/3/2013	6/13/2016	Juneau Hydropower, Inc. Business Manager
Yes	Ms.	Christine	Woll	Public		8/21/2017	6/30/2020	8/21/2017			The Nature Conservancy Program Director/Scientist
Yes	Ms.	Kate	Bevegni	Public		7/1/2016	6/30/2019	11/7/2012	6/3/2013	6/13/2016	Consultant - Sustainable Construction & Planning
Yes	Mr.	Edward	King	Public		7/1/2017	6/30/2020	6/27/2017			State of Alaska Economist
Yes		Vacant	Seat	Public			6/30/2020				seat formerly held by Kaley Bangston who moved out of Juneau 1/5/18
Yes		Vacant	Seat	Public			6/30/2018				
Yes	Mr.	John	Smith III	Public		7/1/2016	6/30/2019	2/23/2015	6/13/2016		Juneau School District-Culture Specialist; Trucano Construction-Mechanic
Yes	Mr.	Michael	LeVine	Planning Commission liaison		n/a	n/a	n/a			Planning Commission liaison
Yes	Assembly member	Maria	Gladziszewski	Assembly Liaison		n/a	n/a	n/a			Assemblymember (Non-Voting Member)
Yes	Ms.	Beth	McKibben	Staff liaison	staff liaison	n/a	n/a				staff liaison
Yes	Mr.	Tim	Felstead	Staff liaison	staff liaison	n/a	n/a				staff liaison

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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: February 8, 2018

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk

cc: Robert Barr, Library Director

RE: Juneau Public Library Endowment Board 2017-2018

Enclosed in your packet are the agendas, minutes, and documents from the Juneau Public Library Endowment Board from 2017 and 2018 to date.

Also enclosed are the board's Resolutions 17-01 and 18-01.

Library Director Robert Barr can be reached at 586-0443 or via email at Robert.Barr@juneau.org if you any questions.

JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD

Meeting Agenda for Tuesday, January 9th, 2018

Location: Small Conference Room, Downtown Library, 292 Marine Way
Time: 11:00 AM

I. Call to order

II. Agenda changes

III. Approval of minutes of the December 11th, 2017 meeting

IV. Correspondence/Communications

V. Information items

   a. Review of Res. 14-02, Res. 17-01, and inflation proofing strategy

VI. Action Items

   a. Res. 18-01

VII. Member reports/comments

VIII. Public participation on non-agenda items

IX. Next meeting date

X. Adjournment

JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD

Meeting Minutes for Monday January 9, 2018

DRAFT

Location: Small Meeting Room, Downtown Library
Time: 11:07 AM

Board members present: Donna Pierce, Public Member; Barbara Berg, Friends of the Library Member; Robert Barr, Library Director
Staff members present: Robert Barr, Library Director
Board Members absent: None
Public present: None

The meeting was called to order at 11:07 a.m. by Robert Barr in the Small Meeting Room, Juneau Public Library.

AGENDA CHANGES:

None

APPROVAL OF MINUTES:

Minutes edited to reflect that Barbara is the Friends of the Library member and Donna is the Public member.

D. Pierce noted two items of follow up from the last meeting for next year: Finance inquiry re: funding allocations & risk as well as investigating an acoustical evaluation of the downtown and Valley locations.

Minutes of the December 11th, 2017 meeting were approved with the above edit.
(B. Berg moved)

CORRESPONDENCE/COMMUNICATIONS:

No correspondence to report.

INFORMATIONAL ITEMS:

Discussion on the need to add to the amount moved from interest to principle in Res 17-01 due to accounting error, total amount necessary per Finance is $83,906.33, which is the total of the amounts in 17-01 and 18-01.

ACTION ITEMS:

Donna moved to adopt resolution FY18-01. Barbara seconded. Motion passed.

MEMBER REPORT/COMMENTS:

PUBLIC PARTICIPATION:

None.

NEXT MEETING:

At the call of the chair.

MEETING ADJOURNED at 11:17

Respectfully submitted by C. Turner, December 11, 2017

RESOLUTION
OF THE JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD
OF THE CITY AND BOROUGH OF JUNEAU

Serial No. 18- 01

A RESOLUTION APPROVING MOVEMENT OF A TOTAL OF $17,324.60 OF INTEREST INCOME INTO THE PRINCIPAL OF THE LIBRARY ENDOWMENT FUND FOR THE PURPOSE OF INFLATION PROOFING FOR THE YEARS 2014 THROUGH 2017, WITH FUNDS PROPORTIOANLLY ALLOCATED TO ENDOWMENT SUBFUNDS.

WHEREAS Resolution 93-7 of the Juneau Public Library Endowment Board sets forth recommendations intended to protect the value of the fund principal from devaluation due to inflation; and

WHEREAS Resolution 14-02 of the Juneau Public Library Endowment Board sets forth the intent to replace principal funds drawn in addition to interest earnings for the purpose of the Mendenhall Valley Library Construction Project; and

WHEREAS Resolution 17-01 of the Juneau Public Library Endowment Board transferred $66,581.73 of interest income into the principle for inflation proofing; and

WHEREAS an accounting error was made in 2014/2015 that resulted in this amount being short per Resolution 17-01 by $17,324.60; now therefore

BE IT RESOLVED BY THE JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD:

* Sec. 1. DIRECTION FOR TRANSFER OF A TOTAL OF $17,324.60 FROM INTEREST INTO PRINCIPAL. The Board directs the Treasurer of the City and Borough of Juneau to transfer the amounts determined by its calculations under Sec. 1 of this resolution from the interest account to the principal of each of the four library endowment subfunds.

ADOPTED this 9th day of January, 2018

_______________________________, Chair

JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD

Meeting Agenda for Tuesday, December 11th, 2017

Location: Small Conference Room, Downtown Library, 292 Marine Way
Time: 11:00 AM

I. Call to order

II. Agenda changes

III. Approval of minutes of the December 20th, 2016 meeting

IV. Correspondence/Communications

V. Information items

   a. CBJ Long Term Portfolio Review
   b. Discussion on investment strategy
   c. Review of current principal & interest totals
   d. Review of Res. 14-02 and inflation proofing strategy

VI. Action Items
   a. Res. 17-01

VII. Member reports/comments

VIII. Public participation on non-agenda items

IX. Next meeting date

X. Adjournment

JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD

Meeting Minutes for Monday December 11, 2017

APPROVED

Location: Small Meeting Room, Downtown Library
Time: 11:03 AM

Board members present: Donna Pierce, Public Member; Barbara Berg, Friends of the Library Member; Robert Barr, Library Director
Staff members present: Robert Barr, Library Director; Cathy Turner, Administrative Assistant
Board Members absent: None
Public present: None

The meeting was called to order at 11:03 a.m. by Robert Barr in the Small Meeting Room, Juneau Public Library.

AGENDA CHANGES:

None

APPROVAL OF MINUTES:

Minutes of the December 20th, 2016 meeting were approved without objection. *(D. Pierce moved)*

CORRESPONDENCE/COMMUNICATIONS:

No correspondence to report.

INFORMATIONAL ITEMS:

Robert reviewed the Long Term Portfolio for FY17 advising the funds were split essentially 50/50 between equities and bonds. See attached copy. Stocks out preformed the bonds. The Endowment Fund has 18.28% ownership which translates into $890,007.42. The performance of the 2 equity funds & 1 bond fund resulted in a return on our investment of 8.79%. Continuing the funds with a 50/50 split between equities & bonds would appear to be the best choice for the Endowment Fund. Discussion followed about our investment strategy and the constraints of CBJ management of our funds. D. Pierce moved for staff to inquire about the official actions necessary to change to moderate risk and how/where parameters are set. R. Barr seconded the motion and it passed.

More discussion followed on the principal and interest balances. Robert advised we could now return the 1/3 contribution of principal supplied by the FY14-02 resolution when the Fund pledged $300,000.00 toward the new Valley Library. This restores the funds within 3 years, which is sooner than anticipated.

Robert advised that JPL downtown would appreciate assistance with the following needs:

Window replacement, if CBJ deferred maintenance funds cannot cover the total costs
Lighting, specifically LED lighting for the stacks

Discussion followed around acoustical issues and desk renovation for work flow issues downtown as well as acoustical issues in the children's area of the Valley Library. It was suggested that we contact Engineering to learn of any upcoming sound Engineers visiting Juneau.

ACTION ITEMS:

Robert moved to adopt resolution FY17-01. Barbara seconded. Motion passed.

MEMBER REPORT/COMMENTS:

Barbara discussed the difficulty competing with other Foundations, i.e. the Sympathy, Eaglecrest, etc.

PUBLIC PARTICIPATION:

None.

NEXT MEETING:

At the call of the chair.

MEETING ADJOURNED at 11:30

Respectfully submitted by C. Turner, December 11, 2017

JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD

Meeting Minutes for Wednesday December 20, 2016

APPROVED

Location: Small Meeting Room, Downtown Library
Time: 12:03 PM

Board members Present: Barbara Berg, Public Member; Donna Pierce, Friends of the Library Member; Robert Barr, Library Director
Staff Members Present: Robert Barr, Library Director; Cathy Turner, Administrative Assistant
Board Members Absent: None
Public Present: None
The meeting was called to order at 12:03 p.m. by Robert Barr in the Small Meeting Room, Juneau Public Library

AGENDA CHANGES:

· None

APPROVAL OF MINUTES:

· Minutes of the February 5th, 2015 meeting were approved without objection. *(Barbara Berg moved)*

CORRESPONDENCE/COMMUNICATIONS:

· No correspondence to report.

INFORMATION ITEMS:

· Robert presented the Library Annual Report, which highlights the 1st full year of operation of the Mendenhall Valley Public Library. See attached copy. Statistics were discussed acknowledging the growth in use of study rooms, materials, visits from patrons, etc. Barbara Berg advised that more Programs would be impossible without an increase in staff and Donna Pierce mentioned the quality of the Adult Programs. Robert also advised that the Joint Library Consortium will be expanding with the inclusion of University of Fairbanks and that our major objective in the coming year will be marketing and communications.

Our investment strategy was reviewed including the change begun last year to re-allocate funds from the general investment pool to the CBJ long-term portfolio. This has resulted in an approximately 3.7% return. The possibility of partnering with the Juneau Community Foundation was discussed. The consensus was to remain as we are at present.

The future goals for the Endowment Fund were discussed, as well as the return of the principal removed by Resolution 14-02. The following items were mentioned as possible future projects – acoustic and lighting improvements and the interior of the downtown library.

ACTION ITEMS:

I. Action Items

· None

MEMBER REPORT/COMMENTS:

. Barbara Berg discussed the need for developing a planned campaign of giving with professionally produced materials. The possibility of networking with other libraries and/or receiving pro bono assistance. Robert advised we would address this in the new website design also.

PUBLIC PARTICIPATION:

· None

NEXT MEETING:

· At the call of the chair.

MEETING ADJOURNED at 12:36 p.m.

Respectfully submitted by C. Turner, December 20, 2016

RESOLUTION
OF THE JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD
OF THE CITY AND BOROUGH OF JUNEAU

Serial No. 17- 01

A RESOLUTION APPROVING MOVEMENT OF A TOTAL OF $66,581.73 OF INTEREST INCOME INTO THE PRINCIPAL OF THE LIBRARY ENDOWMENT FUND FOR THE PURPOSE OF INFLATION PROOFING FOR THE YEARS 2014 THROUGH 2017, WITH FUNDS PROPORTIOANLLY ALLOCATED TO ENDOWMENT SUBFUNDS.

WHEREAS Resolution 93-7 of the Juneau Public Library Endowment Board sets forth recommendations intended to protect the value of the fund principal from devaluation due to inflation; and

WHEREAS Resolution 14-02 of the Juneau Public Library Endowment Board sets forth the intent to replace principal funds drawn in addition to interest earnings for the purpose of the Mendenhall Valley Library Construction Project; and

WHEREAS the total principal balance of the Endowment fund prior on 6/30/13, prior to its $300,000 contribution to the Valley Library Construction Project was 812,525.43; and

WHEREAS the Alaska Permanent Fund reported an inflation factor of 1.46% for FY14, 1.62% for FY15, 0.12% for FY16, and 1.26% for FY17;

BE IT RESOLVED BY THE JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD:

* Sec. 1. DETERMINATION WHETHER AND HOW MUCH TO TRANSFER FROM INTEREST TO PRINCIPAL. The Juneau Public Libraries Endowment Board, taking the "prudent investor" approach, finds the above percentages to be reasonable inflation factors and approves applying those factors to the four endowment subfunds. The Board calculates that $66,581.73 shall be transferred from interest earnings to the Endowment principal and allocated proportionally to its subfunds.

* Sec. 2. DIRECTION FOR TRANSFER OF A TOTAL OF $66,581.73 FROM INTEREST INTO PRINCIPAL. The Board directs the Treasurer of the City and Borough of Juneau to transfer the amounts determined by its calculations under Sec. 1 of this resolution from the interest account to the principal of each of the four library endowment subfunds.

ADOPTED this 11th day of December, 2017

_______________________________, Chair

City and Borough of Juneau

Long Term Portfolio

FY17

Ownership Percentage,

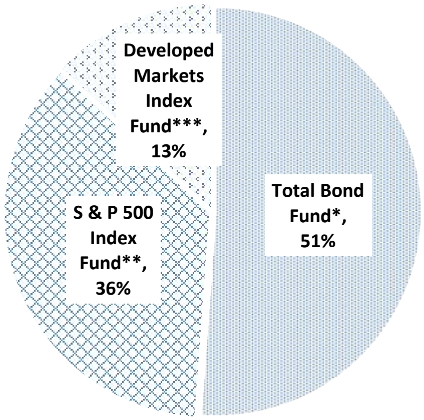
Asset Allocation

and

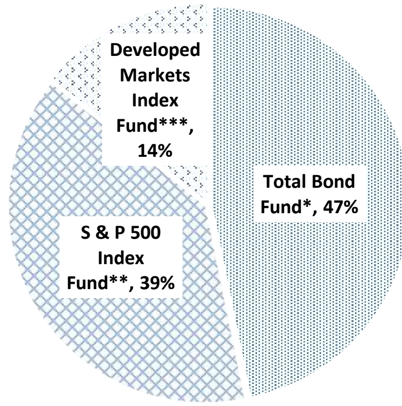
Performance

As of June 30, 2017

FY16 Long Portfolio Allocation



FY17 Long Portfolio Allocation



As of June 30, 2016	Market Value	Allocation %
Total Bond Fund*	2,289,089	51%
S & P 500 Index Fund**	1,606,535	36%
Developed Markets Index Fund***	579,827	13%
Totals	**$ 4,475,451**	**100%**

As of June 30, 2017	Market Value	Allocation %
Total Bond Fund*	2,278,971	47%
S & P 500 Index Fund**	1,893,342	39%
Developed Markets Index Fund***	696,384	14%
Totals	**$ 4,868,698**	**100%**

Disclosure : All funds listed below are managed by Vanguard, a leading No-Load Investment Company.

*Total Bond Fund

This investment seeks the performance of a broad bond index. The fund invests in investment-grade corporate, US Treasury, mortgage-backed and asset-backed securities with short, intermediate and long maturities in excess of one year.

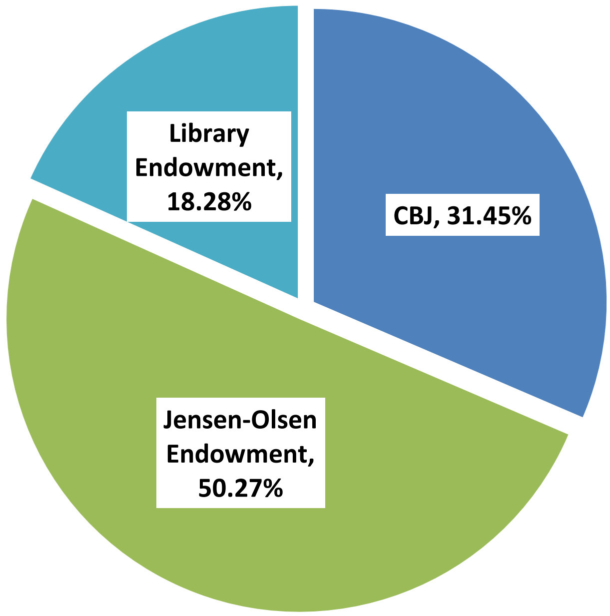
**S & P 500 Index Fund

This investment seeks to track the performance of the S&P 500 Index, a widely recognized benchmark of U.S. stock market performance that is dominated by stocks of large U.S. companies.

***Developed Markets Index Fund

This investment seeks to track the performance of a FTSE Developed All Cap ex U.S. index and designed to help U.S. investors benchmark their international investments. It is comprised of large, mid and small cap stocks globally, excluding the U.S.

Percent Ownership of the Long Portfolio*



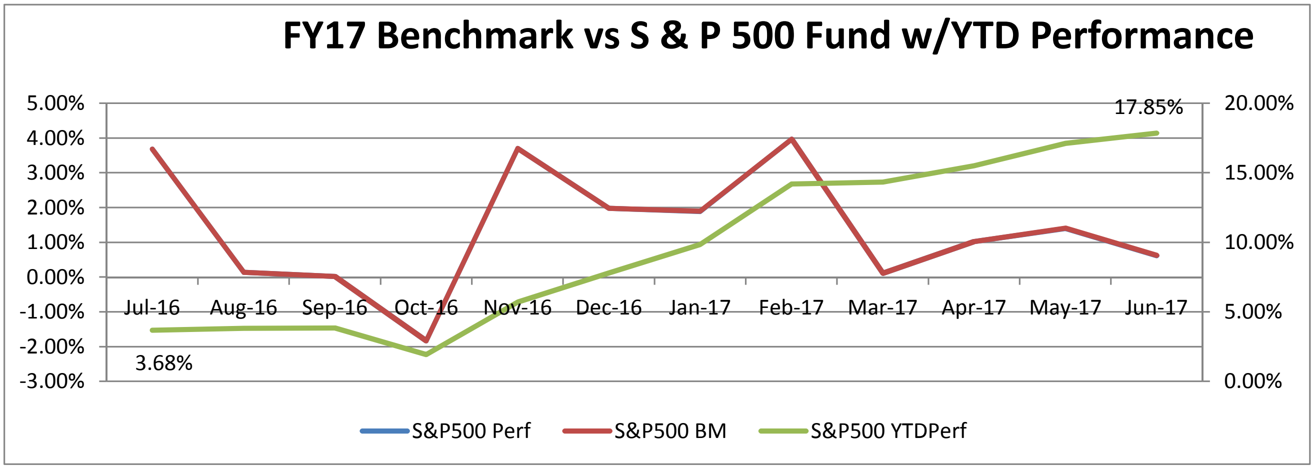
* as of June 30, 2017

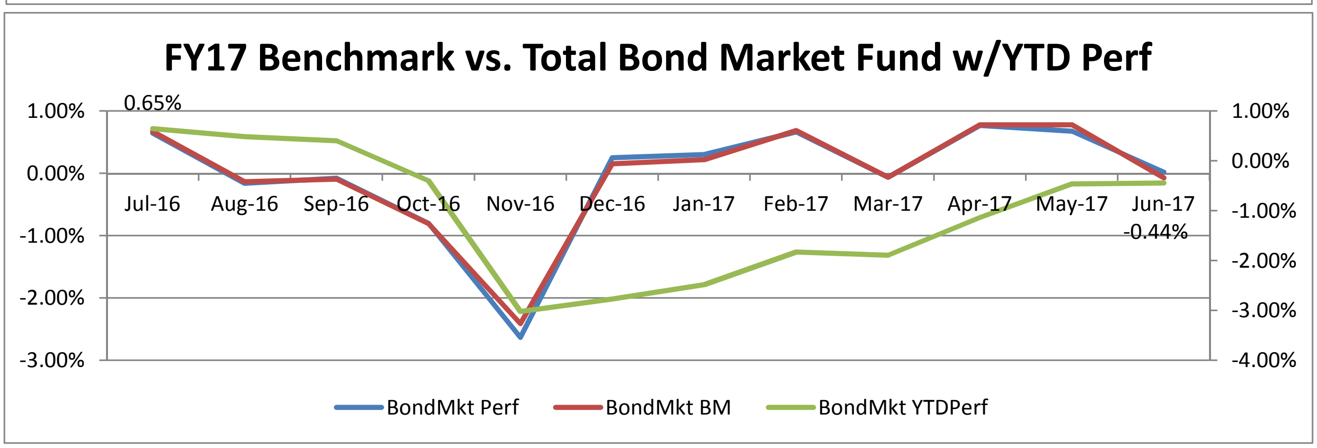
	CBJ	Jensen-Olsen Endowment	Library Endowment	Total
FY16 Market Value	$ 1,320,393	$ 2,337,015	$ 818,043	$ 4,475,451
Transfers In FY17	89,300		-	89,300
Transfers Out FY17	-			-
Withdrawals FY17		(89,300)		(89,300)
Adjustments FY17	-	-	-	-
Earnings FY17	121,597	199,686	71,964	393,247
FYE17 Market Value	$ 1,531,290	$ 2,447,401	$ 890,007	$ 4,868,698
% Ownership FYE17	**31.45%**	**50.27%**	**18.28%**	**100%**

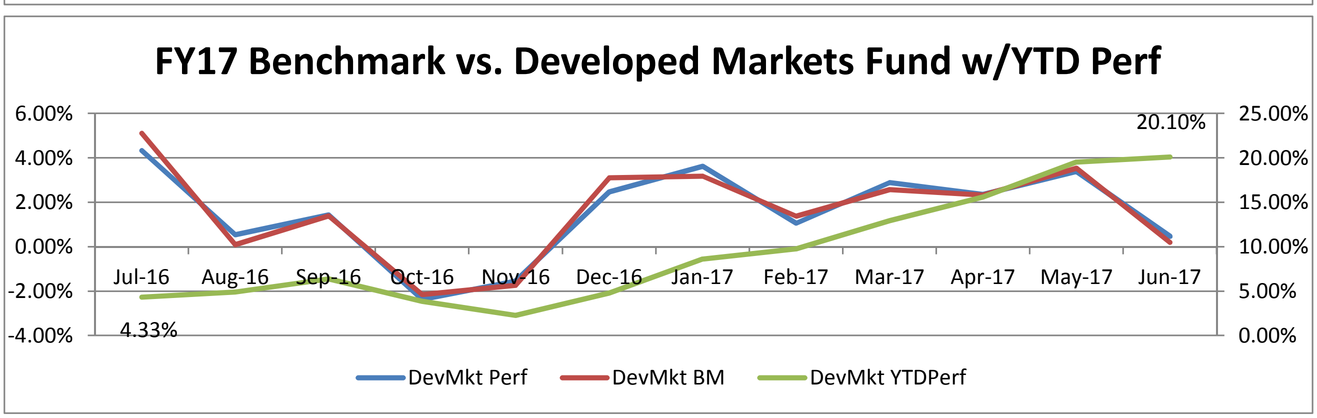
CBJ is City & Borough of Juneau

Performance View

	S&P 500 Fund	Total Bond Market Fund	Developed Markets Fund	Total
FY16 Market Value	$ 1,606,535	$ 2,289,089	$ 579,826	$ 4,475,451
Rebalancing				-
FY17 Total Income	286,807	(10,118)	116,558	393,247
FY17 Market Value	$ 1,893,342	$ 2,278,971	$ 696,384	$ 4,868,698
Total Return	**17.85%**	**-0.44%**	**20.10%**	**8.79%**







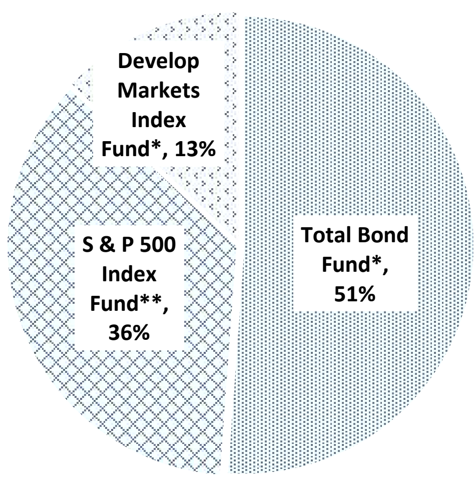
Rebalancing / Allocation Considerations

Present CBJ Investment Policy adheres to certain allocations among the various types and classes of securities. This strategy is well-known and well-followed by governmental agencies and professional portfolio managers. As of June 30, 2017 the allocation is within the ranges established by policy. There are two rebalancing options:

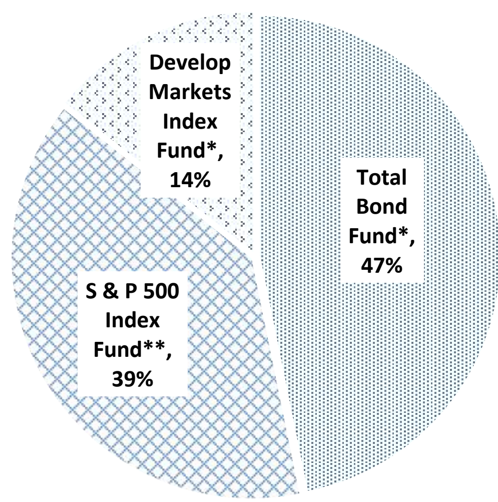
* Leave asset allocation as is
* Rebalance to the midpoint of the ranges - reduce US S&P 500 from 39 to 35%; increase US Total Bond from 47 to 51%

Security	Policy Range %	6/30/2016	**6/30/2017**
U.S.	30 - 35 - 40	36%	**39%**
Int'l	9 - 14 - 19	13%	**14%**
U.S. Bonds	46 - 51 - 56	51%	**47%**

FY16 Long Portfolio Allocation



FY17 Long Portfolio Allocation



City & Borough of Juneau
Library Fund Endowments
Inflation-Proofing Catch-up Calculation
Through June 30, 2017

	Carrigan			Total Endowment Fund		
	Principal	Interest	Total	Principal	Interest	Total
Adjusted Endowment @ 6/30/13	796,161.89	210,214.97	1,006,376.86	812,525.43	256,701.98	1,069,227.41
Recorded as Donation; s/b return of CIP	(30,000.00)	30,000.00	-	(30,000.00)	30,000.00	-
FY14 Library Contribution		(300,000.00)	(300,000.00)		(300,000.00)	(300,000.00)
Principal Reduction, overdrawn interest	(47,114.84)	47,114.84	-	(47,114.84)	47,114.84	-
	719,047.05	(12,670.19)	706,376.86	735,410.59	33,816.82	769,227.41
Interest Allocation		12,670.19	12,670.19		13,507.77	
Adjusted Endowment @ 6/30/14	719,047.05	0.00	719,047.05	735,410.59	47,324.59	782,735.18
Inflation Proofing, APFC FY14 1.46%			$ 10,498.09			$ 10,736.99
Interest Allocation - Operating		2,187.17			2,526.94	
Interest Allocation - Vanguard		3,352.26			3,649.18	
FY14 Inflation-proofing Transfer	5,539.43	(5,539.43)		5,778.34	(5,778.34)	
Adjusted Endowment @ 6/30/15	724,586.48	0.00	724,586.48	741,188.93	47,722.37	788,911.30
Inflation Proof, APFC FY15 1.62%			$ 11,738.30			$ 12,007.26
Interest Allocation - Vanguard		26,756.70			29,132.01	
FY14 Inflation-proofing Transfer, remainder	4,958.66	(4,958.66)		4,958.66	(4,958.66)	
FY15 Inflation-proofing Transfer	11,738.30	(11,738.30)		12,007.26	(12,007.26)	
Adjusted Endowment @ 6/30/16	741,283.44	10,059.74	751,343.17	758,154.85	59,888.46	818,043.31
Inflation Proof, APFC FY16 0.12%			$ 889.54			$ 909.79
Interest Allocation - Vanguard		66,096.43			71,964.11	
FY16 Inflation-proofing Transfer	889.54	(889.54)		909.79	(909.79)	
Adjusted Endowment @ 6/30/17	742,172.98	75,266.63	817,439.61	759,064.63	130,942.79	890,007.42
Inflation Proof, APFC FY17 1.26%			$ 9,351.38			$ 9,564.21
Catch-up Inflation Proofing Transfer			**$ 32,477.31**			**$ 33,218.26**

APFC Inflation Factor (Annual Report)	
FY12	3.16%
FY13	2.07%
FY14	1.46%
FY15	1.62%
FY16	0.12%
FY17	1.26%

City & Borough of Juneau
Summary of Library Fund Endowments
Agency Fund 790
As of June 30, 2017

	TOTAL ENDOWMENT FUND		
	Principal	**Interest**	**Balance**
Balance 6/30/16	782,735.18	35,308.13	$ 818,043.31
FY17 Donations	-		
FY17 Interest income from investments		-	
FY17 Vanguard Invest Earnings		71,964.11	
FY17 Expenditures		-	
2016 Inflation Proofing		-	
Balance 6/30/17	782,735.18	107,272.24	**$ 890,007.42**

Vanguard Investment Summary	**6/30/2017**	
Balance, 6/30/16	818,043.31	
FY17 Transfers In	-	
FY17 Investment Income, Long Portfolio	71,964.11	
Vanguard Investment Balance, 6/30/17		$ 890,007.42
Investment in Central Treasury		$ -
Library Endowment Fund Balance, 6/30/17		**$ 890,007.42**

NOTES:

During the FY17 year, no principal changes, fund movement, or inflation-proofing occurred for the Library Endowment Funds
All funds are currently invested in the Vanguard funds portfolio of CBJ, also known as the Long Portfolio

If the board chooses, the principal can be inflation-proofed (this is done by tranferring a calculated amount from the interest earnings balance to the principal). The factor used in prior years has been the Alaska Permanent Fund inflation factor, which is 1.26% for FY17 (PFD 2017 Annual Report). The board has foregone inflation proofing since FY2012.

City & Borough of Juneau
Summary of Library Fund Endowments
Agency Fund 790
As of June 30, 2017

	Verna Carrigan Estate			Douglas Public Library			Friends of the Juneau Public Library			Gomar Children			TOTAL ENDOWMENT FUND		
Date	**Principal**	**Interest**	**Balance**	**Principal**	**Interest**	**Balance**	**Principal**	**Interest**	**Balance**	**Principal**	**Interest**	**Balance**	**Principal**	**Interest**	**Balance**
Balance 6/30/16	736,371.64	14,971.53	**751,343.17**	24,062.56	12,963.95	**37,026.51**	10,763.00	3,806.87	**14,569.87**	11,537.98	3,565.77	**15,103.75**	782,735.18	35,308.13	**818,043.31**
FY17 Donations															
FY17 Vanguard Invest Earnings		66,096.43			3,257.26			1,281.73			1,328.69			71,964.11	
FY17 Expenditures														0.00	
2016 Inflation Proofing															
Balance 6/30/17	736,371.64	81,067.97	**817,439.61**	24,062.56	16,221.21	**40,283.77**	10,763.00	5,088.60	**15,851.60**	11,537.98	4,894.47	**16,432.45**	782,735.18	107,272.24	**890,007.42**
													-	-	
Cumulative															
Donations	485,304.89			15,216.56			7,500.00			8,028.98					
Inflation Proofing	280,857.00	(280,857.00)		8,846.00	(8,846.00)		3,263.00	(3,263.00)		3,509.00	(3,509.00)				
Earnings, Net		723,143.55			25,616.19			8,367.58			8,983.23				
Expenses		(391,008.83)			(548.98)			(15.98)			(579.76)				
Principal Reduction, Library Construction FY14	(29,790.25)	29,790.25	817,439.61			40,283.77			15,851.60			16,432.45			

Juneau Public Library Endowment Board **Governing Legislation: Resolution 1609**

Total # of Members: 3 - 1 Public, 1 Friends of Library Member, Library Director

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Comments
Yes	Juneau Public Libraries Endowment Board	Mr.	Robert	Barr	Library Director	Chair	2/25/2013	n/a	n/a		CBJ Library Director
Yes	Juneau Public Libraries Endowment Board	Ms.	Barbara	Berg	Friends of Library Seat		4/3/2017	1/31/2020	1/27/2014	4/3/2017	Friends of the Library Representative; Former CBJ Library Director
Yes	Juneau Public Libraries Endowment Board	Ms.	Donna	Pierce	Public		3/21/2016	1/31/2019	3/21/2016		Former CBJ Library Director & Deputy City Manager

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: February 8, 2018

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk

cc: Dave Pusich, Recreation Manager

RE: Youth Activities Board Membership Change Request

The Youth Activities Board consists of nine voting members made up as follows:

1) *One member from the Parks and Recreation Advisory Committee nominated by the Committee;*
2) *One member 18 years or younger (at time of appointment);*
3) *One member from the Juneau Arts and Humanities Council, nominated by the Council;*
4) *One member from the Juneau Sports Association, nominated by the Association; and*
5) *Five members of the general public.*

The board has had difficulties holding meetings during the past year due to lack of quorum, partly as a result of vacant seats, and partly due to the inability of those members nominated by the JAHC and JSA able to attend meetings due to their work schedules. Out of the past 17 meetings of the board scheduled during the past 12 months, more than 50% of the regular meetings have had to either be cancelled or rescheduled.

The Juneau Sports Association seat was previously held by Peter Christensen until May 2017 when he stepped down from his seat on the JSA board and therefore his seat on the YAB as well. Staff communicated the opening to JSA and they forwarded the nomination of Tim Wilson to fill that vacancy. Mr. Wilson was appointed to the YAB as of July 2017 but Mr. Wilson works evenings and his work schedule prevented him from attending any of the YAB meetings. Staff then urged JSA to nominate a new board member to replace Mr. Wilson. JSA worked for the past six months to recruitment a willing board member to be their representative and when those efforts failed, they sent a letter asking that their seat be changed removed from the board.

During the 2017 calendar year, the Juneau Arts and Humanities Representative seat was also in flux with Sarah Cannard unable to attend meetings and resigned her seat in August and that seat was filled by MK MacNaughton as of December. Two public seat openings also occurred in April and August. Edric Carrillo and Peter Christensen were appointed to those two public seats respectively.

Draft Resolution 2820, changing the membership including the removal of the JSA representative seat is included in your packet and before the HRC to make any changes and/or to refer the resolution to the Assembly for adoption.

Presented by: The Manager
Introduced:
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2820

A Resolution Reestablishing the Youth Activities Board, and Repealing Resolution 2761.

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071 extending the Board sunset date, ~~and~~ Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board, and Resolution 2761 setting criteria for allocation of funds for youth activity programs.

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

Section 1. Youth Activities Board Reestablished. There is hereby reestablished the Youth Activities Board.

Section 2. Youth Activities Board Membership.

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist

(1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;

(2) One member 18 years old or younger;

(3) One member from the Juneau Arts and Humanities Council, nominated by the Council; and

~~(4) One member from the Juneau Sports Association, nominated by the Association;~~

(~~5~~ 4) ~~Five~~ Six members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(~~5~~4) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

(1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.

(2) A vacancy on the Board shall exist:

(A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

(B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;

(C) If a member submits his or her resignation to the Assembly;

(D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or

(E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.

(3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.

(4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.

(5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

Section 3. Youth Activities Board Purposes. The purposes of the Board are as follows:

(a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.

(b) To adopt procedures for evaluating proposals received for providing youth activities.

(c) Subject to the limitations established in Section 4, to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.

(d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

Section 4. Criteria for Decisions. The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

(a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.

(b) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. The purpose of the contingency account shall be to fund unanticipated events, purchases, or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

(1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.

(2) Programs may not be funded retroactively.

(3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.

(4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."

(5) All programs are subject to City and Borough financial audits.

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

(1) Number of hours of participation per youth.

(2) Low program cost per participant hour.

(3) Number of youth actively participating in the program.

(4) Instructor or coach's relevant experience in providing the youth program.

(5) High adult per youth ratio to support the program.

(6) Organization's past history of providing successful youth programs.

(7) Financial management of organization as indicated by overall budget.

(8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.

(9) Amount of volunteer support for the program.

(10) Existence of scholarship fund for qualified youth within the program.

(11) Provision of transportation, equipment, and other practical assistance to youth in need.

(12) Cooperative efforts with other local youth organizations.

(13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

Section 5. Rules for Procedure. The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. ~~2662~~ 2686, as amended from time to time, shall govern the conduct of business by the Board.

Section 6. Administrative Support. Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

Section 7. Repeal of Resolution. Resolution 2761 is repealed.

Section 8. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this ______ day of ____________________, 2018.

Kendell D. Koelsch, Mayor

Attest:

Laurie J. Sica, Municipal Clerk

January 19, 2018

TO: Parks and Recreation Advisory Committee
Kirk Duncan, Director, CBJ Parks and Recreation

FROM: Juneau Softball Association

RE: YAB Member Position, JSA

Please accept this letter as a request for removal of the JSA representative from the Youth Advisory Board.

The Juneau Softball Association is seeking a recommendation from the PRAC to the Juneau Assembly to eliminate our seat from the Youth Advisory Board.

We apologize for not being able to get a standing member to fulfill a quorum and participate in YAB meetings. As an Association we understand what difficult situation it can be trying to fulfill quorum.

The Juneau Softball Association met January 6, 2018 and voted to approach the PRAC and ask the committee to recommend to the Assembly that JSA be released from YAB. This would allow YAB to move forward and fill the seat with a willing participant. We do not feel this is a seat we can or should fill. We have reached out numerous times to our membership and do not have any additional volunteers at this time. Juneau youth sports is an important part of the community and we feel they would be better served if the seat went to another group that would be happy to participate.

Thank you,

Myria Shakespeare, President, Juneau Sports Association
Cc: Nick Garza, Vice President
Traci Gilmour, USA Alaska Softball Commissioner

YOUTH ACTIVITIES BOARD **Governing Legislation: Res. 2761**

Total # of seats - 9: 1 PRAC rep., 1 JAHC rep., 1 JSA rep., 1 member 18 years or younger, 5 general public members

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Re-appointed 5	Comments
Yes	Youth Activities Board	Ms.	Joyce	Vick	Public Seat	Vice-Chair	9/1/2017	8/31/2020	8/1/2002	8/1/2005	8/25/2008	9/19/2011	8/25/2014	8/21/2017	Also serving on the Douglas Advisory Board
Yes	Youth Activities Board	Mr.	Peter	Christensen	Public Seat		11/6/2017	8/31/2020	11/6/2017						Previously served as JSA rep. 2015
Yes	Youth Activities Board	Ms.	Bonita	Nelson	Public Seat		9/1/2016	8/31/2019	8/22/2016						
Yes	Youth Activities Board	Mr.	Edric	Carrillo	Public Seat		4/3/2017	8/31/2018	4/3/2017						Filling seat formerly held by Liz Lange
Yes	Youth Activities Board	Ms.	Liz	Brooks	Public Seat		9/1/2016	8/31/2019	8/31/2015	8/22/2016					Former Elementary school teacher; State of Alaska Employee
Yes	Youth Activities Board	Ms.	Mary (MK)	MacNaughton	Juneau Arts & Humanities Council Rep		12/18/2017	upon end of JAHC term	12/18/2017						Juneau Arts & Humanities Council Seat
Yes	**Youth Activities Board**		**Open Seat**	**Open Seat**	**Juneau Sport Association Rep**		**7/31/2017**	**Upon end of JSA term**	**7/31/2017**						**JSA Representative Seat fomerly held by Tim Wilson**
Yes	Youth Activities Board	Ms.	Kathy	Tran	Youth 18 yrs or younger when appointed		8/31/2015	8/31/2018	8/31/2015						Youth Representative Seat - TMHS Sophomore @ time of appointment
Yes	Youth Activities Board	Mr.	Tom	Rutecki	PRAC Rep		4/23/2012	upon 2013 appointment of PRAC Rep or PRAC term expiration of 2/28/2015							*Had served as PRAC rep to YAB, Appointed to PRAC 9/2001, reappointed 1/2004 to term ending 2/2007; Assembly extended term to end 5/1/2007 so he could finish YAB grant process; Appointed as YAB public member 8/2007. Appointed to PRAC 4/2/2012 then PRAC Rep 4/23/2012*
Yes	Youth Activities Board	Mr.	Dave	Pusich	Staff Liaison		n/a	n/a	n/a						Staff Liaison
Yes	Youth Activities Board	Ms.	Ana	Olivares-Ramos	Staff Liaison		n/a	n/a	n/a						Staff Liaison