DRAFT MINUTES
ASSEMBLY HUMAN RESOURCES COMMITTEE
Monday, June 13, 2016; 6:00 P.M.
Assembly Chambers

I. ROLL CALL

Call to Order: Chair Loren Jones called the meeting to order at 6:00p.m.

Members present: Loren Jones, Jamie Bursell, Maria Gladziszewski

Absent: None. (One HRC seat was still vacant.)

Staff present: Deputy Clerk Beth McEwen, City Manager Rorie Watt, Senior Planner Laura Boyce, Planner Tim Felstead, and Planner Allison Eddins

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. May 23, 2016 Regular Human Resources Committee Minutes

Hearing no objection, the minutes were approved as presented.

IV. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None.

V. AGENDA TOPICS

A. Board Matters

1. Historic Resources Advisory Committee (HRAC): Annual Report and Appointments

Planner I Allison Eddins, who has been sharing staff duties to the committee for the past year with Laura Boyce, provided highlights from the committee's annual report. She noted that the Assembly adopted the new sign ordinance which has been in place since last summer and they have seen quite a bit of improvement in sign compliance, especially within the Downtown Historic District. She noted that there were two new members this past year, however one of the newer members just resigned due to personal reasons so there are actually three open seats on the board. She noted that in April 2015, Juneau was awarded a Historic Preservation Fund Grant and they are using those funds this year to update the Juneau Historic Preservation Plan and there will be more related to that in the follow year's annual report. The Juneau-Douglas City Museum reported 4,931 participants that came into the museum over the course of the past year. She said the biggest project the HRAC worked on over the past year was the

Evergreen Cemetery Mapping Project in which they used GIS mapping technology to map all the various plots that are located in the cemetery. They uploaded that mapping information into a GIS database and then took historical information that had to do with each person and linked additional information about that person to historical activities or structures that they may have been involved with.

Mr. Jones asked if they had any data on the sign ordinance such as the number of violations issues or if they have become more compliant with the code.

Ms. Eddins said she and Ms. Boyce worked together to develop postcards and walked around to all the businesses in the historic district which is where most of the sign violations are. She stated that they informed business owners of the changes and how they could come into compliance. She said that most of them were very receptive and they have received more sign applications come in the doors than in the past. She said they do not have statistics on exactly how many more sign applications they received in 2015 vs. 2014 but anecdotally it is significantly more. Ms. Boyce said that they have not issued a citation to date now that the ordinance has changed. She said that she believes the thought of getting a $500 ticket has been a deterrent so there has been much more compliance and business owners seem to be aware of the fee so it has helped them with compliance.

Mr. Jones said that Evergreen Cemetery is owned/managed by CBJ and there are some other privately owned cemeteries. He said there are three cemetery's over on Douglas Island and he asked if there were any plans for including those in the mapping. He said about 20 years ago his wife was on some committee that dealt with cemeteries and at least two of the ones in Douglas were a real concern to the city at that time.

Ms. Eddins and Ms. Boyce said there are no plans currently but that the HRAC is interested in cemetery preservation. They have met and talked with the Parks and Recreation Department about restoration of headstones, coming up with a manual for people so they don't hurt the headstones when they are taking care of them. That is something the HRAC would be interested in.

There were two open seats on the Historic Resources Advisory Committee for full terms beginning July 1, 2016 and expiring June 30, 2019 and one application from incumbent Zane Jones for reappointment. The seat of Darryl Miller is now also vacant and being advertised.

MOTION by Ms. Bursell to recommend the Assembly reappoint Mr. Zane Jones to the Historic Resources Advisory Committee and asked for unanimous consent.

Hearing no objection, the motion passed.

2. Juneau Commission on Aging (JCOA): Annual Report and Appointments
JCOA Chair MaryAnn VandeCastle provided the HRC with highlights of the commission's annual report. The commission was pleased that Mr. Jones is now

serving as an Assembly liaison to the commission. Ms. VandeCastle noted the enormous rate of growth in the local CBJ senior population. They include these figures in the report each year and in the last ten years there has been an 81% increase in the senior population. She said that is demographic change at an almost unheard of scale and she is concerned that the city is not really grasping that nor coming to terms with it. She said that currently, almost one in five of their constituents is a senior and 16 years from now in 2032, one in four will be seniors. That is about the equivalent to how many children we have today in the community. She said we put a lot of time and money into planning for children in the form of schools, recreation programs and other activity programs and we will need to do that for seniors to, especially if we want to keep them here in Juneau and we do both from an economic standpoint as well as the quality of life standpoint for the individuals.

Ms. VandeCastle pointed out the section of the Juneau Economic Development Plan portion that referred to the Senior Plan done in Clackamas County and she suggested that the Assembly consider doing a Senior Plan. She said with the growing senior population in Juneau, the greatest need is going to come about in approximately 15 years. She suggested that the Assembly could set aside $100 per senior from the amount of additional sales tax that is being generated now that the senior sales tax exemption has changed and that would result in approximately $600,000 and would go a long way towards funding a Senior Plan, a Resource Directory, the Smart 911 system, and other senior related items including the next 10-year senior survey.

There were two open seats on the Juneau Commission on Aging for terms beginning July 1, 2016 and expiring June 30, 2019.

MOTION by Ms. Gladziszewski to recommend the appointments of Christine Blackgoat and Brynn Keith to terms beginning July 1, 2016 and expiring June 30, 2019.

Mr. Jones objected and asked for a roll call vote.

Ayes: Bursell, Gladziszewski
Nays: Jones
Motion carried, 2:1.

3. Juneau Commission on Sustainability (JCOS) - Annual Report and Appointments

JCOS Chair Steve Behnke spoke on behalf of the commission and said that they will be giving a presentation regarding the Juneau Energy Plan that they have been working very hard on this past year in the near future to the Assembly Committee of the Whole.

He did point out something new in this year's annual report is a short report on progress on implementing the 2011 Juneau Climate Action Plan. It has been five years since the Assembly adopted the plan and the JCOS has done a quick and dirty assessment as to what has and has not happened over the last five years with respect to that plan. He said that one of the main takeaways is that they do not really know the bottom line because they have not been successful in updating the information from the greenhouse gas emissions and energy use which was the key thing that drives these climate action plans. The reason for that is mostly because fuel companies have not cooperated with the city in collecting information on fuel sales. He said that is somewhat unusual and in past years there was no problem collecting that information from the fuel companies and they had voluntarily provided it. This past year when they tried to collect the information, two of the three fuel companies in town said they did not wish to disclose those numbers. In light of that, the commission was not able to follow through on the standard procedure that they had outlined for how to update the climate action plan. As a result, there may be some changes need to process.

Ms. Gladziszewski asked if the fuel companies explained why they did not wish to provide the information to the commission, was it due to confidentiality, concern about not liking what the city did with the data or any of the above.

Ms. Behnke said it wasn't really clear but that Tim Felstead might be able to provide additional information. CDD Planner I Tim Felstead is staff liaison to the JCOS and said that he was part of the data collection process and the main concern from the fuel suppliers was that they felt it was commercially sensitive information. He said in past years when the information was collected, it wasn't necessarily CBJ requesting the information, it may have been a consultant and the promise was made that all data would be aggregated so that no individual company's sales would be made available. He said that promise was also made this year. He said they tried with the consultant who was helping with the energy plan and the consultant who had worked on some of the previous emissions inventory also tried to obtain that data and CBJ staff did as well and they were all unsuccessful. Ms. Gladziszewski said she was on staff when they first tried to get information and she had to personally swear to the confidentiality oath in order to obtain the information. She suggested that JCOS may want to try to work on collecting the data possibly through the Sales Tax office since they already have laws and rules in place regarding the keeping of confidential information related to businesses. Mr. Felstead said they may try something along those lines.

Mr. Behnke and Ms. Gladziszewski had some discussion regarding the goals from the Climate Action Plan and the work that has been done as well as the recent 5-year review. Mr. Behnke said one of the things of note is how things in the climate action world have changed and how things are perceived differently now vs. five years ago.

There were a total of five open seats on the JCOS.

MOTION by Ms. Bursell to recommend the Assembly reappoint Duff Mitchell, Kate Bevegni, and John Smith III to terms on the Juneau Commission on Sustainability beginning July 1, 2016 and expiring June 30, 2019.

Hearing no objection, the motion carried.

MOTION by Ms. Gladziszewski to recommend the Assembly appoint Zane Jones to a seat on the Juneau Commission on Sustainability to a term beginning July 1, 2016 and expiring June 30, 2018.

Hearing no objection, the motion carried.

4. Juneau Human Rights Commission - Appointments
There were two open seats on the commission.

MOTION by Ms. Bursell to recommend the following appointments:
Britta Tonnessen to a term beginning immediately and expiring May 31, 2019, and
Michael Scott to a term beginning immediately and expiring May 31, 2018.

Hearing no objection, the motion carried.

5. Youth Activities Board (YAB) - Request for Governing Legislation Change
Mr. Jones noted that the packet contained a memo from the City Attorney addressed to Mr. Watt and the Finance Director with a marked up copy of the resolution from the YAB. The packet included the resolution as drafted by the City Attorney. He asked Mr. Watt to come forward to answer any questions of the committee. Mr. Jones asked Mr. Watt that if the HRC makes a recommendation regarding this, it would then be forwarded for introduction.

Mr. Watt said that was correct and since it is a resolution, it would just take one meeting for adoption but it was not on the Assembly's June 13 agenda.

Mr. Jones had some questions regarding some of the whereas clauses that were removed. He said most of them dealt with funding issues but his question related to the section on page 4, Section 4(b) which completely eliminated. He said he did not remember the last time the Youth Activities Board was before them setting money aside for the school district. He asked if this was something that was in their governing resolution but that they basically had not done in the past or at least not in the last few years. Mr. Watt said that is correct and it has been longer than a couple of years.

Ms. Gladziszewski asked why some of the things were eliminated, such as the section that Mr. Jones mentioned. Mr. Jones said he thought the eliminations were due to the fact that they were not being done. He said the others were related more to the financing. He said the last time they testified to the Assembly, when they were presenting the information on the actual grants, they had asked that the funds be rolled over from one year to the next if they didn't get spent by the end of the year. He said that is what the City Attorney objected to and some of those were related to the contingency funds that they wanted to set up.

Discussion took place regarding adding some language that would state that although they cannot carry the funds over to the next fiscal year, if they were holding them as directed by the Assembly for contingency grants, if they had not yet been expended by the last month of the fiscal year, they should go out and spend those remaining funds.

Mr. Watt said that they could add a version (b) that could add some language that gives them authorization in the last month of the fiscal year to expend those funds.

Mr. Jones said he doesn't know if he supports that. He said that this is a pretty sophisticated board that is staffed by Parks and Rec. and if they administratively can't figure out to spend their money at the end of the year, it deserves to go back. He said he didn't think it was the place of the Assembly to tell them to spend money in the last part of the year in the board's governing resolution.

Ms. Gladziszewski asked about the language in the resolution that states they have to set aside 10% of their funding.

Mr. Watt explained that Section 4(b) of the draft resolution states that the board shall place 5% into the contingency account and the board, in the past, has interpreted that to read that any funds left unspent in that 5% contingency could not be spent. He said if the Assembly wishes to make it clear that they could spend any unspent dollars following the contingency cycle, an additional sentence could be added to section 4 stating "any remaining funds, held in the contingency, not expended for unanticipated travel, may be expended." and that would clear up the issue.

MOTION by Ms. Gladziszewski to have the manager add that to a version (b) of the draft resolution to make it clear that they have the authority to spend those remaining funds.

Hearing no objection, the motion carried.

B. Other Business – None.

VI. STAFF REPORTS

A. Upcoming dates for HRC matters

Ms. McEwen noted that the members were all receiving their packets for the June 15 HRC and Special Assembly meetings which are as follows:

June 15, 2016, 5:30p.m. Full Assembly sitting as the Human Resources Committee to interview applicants for the Docks & Harbors Board and the Aquatics Board in City Hall Conference Room #224 - to be immediately followed by a Special Assembly Meeting for board appointments.

June 15, 2016 - Deadline for Airport Board and Eaglecrest Board applications to be turned into the Clerk's Office.

June 29, 2016, 5:30p.m. Full Assembly sitting as the Human Resources Committee to interview applicants for the Airport Board and the Eaglecrest Board in City Hall Conference Room #224 - to be immediately followed by a Special Assembly Meeting for board appointments.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

VIII. ADJOURNMENT – there being no further business to come before the committee, the meeting was adjourned at 7:13 p.m.