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

May 23, 2016 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. May 2, 2016 Regular Human Resources Committee Minutes

B. May 4, 2016 Special Human Resources Committee Minutes

C. May 11, 2016 Special Human Resources Committee Minutes

IV. PUBLIC PARTICIPATION

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

V. AGENDA TOPICS

A. Board Matters

1. ADA Committee Appointment

   The ADA Committee has one open seat for a term which would begin immediately and expire August 31, 2017.

2. Treadwell Arena Advisory Board Appointment

   The Treadwell Arena Advisory Board has one open seat for a term beginning June 1, 2016 and expiring May 31, 2019. The membership criteria for this board states the following: "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." Outgoing member Steve Quinn has chosen not to apply for reappointment. Mr. Quinn was also serving as the Secretary of the Juneau Douglas Ice Association so his vacancy can be filled by either a general public applicant or an affiliated applicant. Enclosed in your packet is a member/applicant affiliation matrix to help discern the general public seats from the affiliated membership seats.

3. Juneau Local Emergency Planning Committee - Nomination

   The Juneau Local Emergency Planning Committee (LEPC) has two seats to be filled at this time. Fire Chief Rich Etheridge's has requested that his alternate firefighter seat be reassigned to EMS Training Officer Joe Mishler for a term beginning immediately and expiring December 31, 2016 plus the subsequent three year term expiring December 31, 2019. The other open seat is the General Public seat formerly held by Alison Brehmer who resigned April 13,

2016. This General Public seat would be for a term beginning immediately and expiring December 31, 2017.

4. Utility Advisory Board - Appointment

   There are currently two open seats on the Utility Advisory Board. A vacant seat for a term expiring May 31, 2018 and the seat of incumbent Leon Vance for a term beginning June 1, 2016 and expiring May 31, 2019. The only application received at time of packet preparation had been from Mr. Vance for reappointment.

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

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

May 2, 2016 6:00 PM
Municipal Building - Assembly Chambers

I. ROLL CALL

Chairman Loren Jones called the meeting of the Human Resources Committee to order at 6:00 p.m.

Committee members present: Chair Loren Jones, Maria Gladziszewski, Jamie Bursell [the fourth seat is currently vacant.]

Members absent: None

Other Assemblymembers present: Mary Becker, Jerry Nankervis

Staff present: Beth McEwen, Deputy Clerk

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A. April 11, 2016 Assembly Human Resources Committee Meeting Minutes

Hearing no objections, the minutes of the April 11, 2016 HRC meeting were approved.

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. Board of Equalization - Appointments

Ms. McEwen stated that although Mr. John Gaguine's term on the BOE was up for expiration as of December 31, 2015, he did not wish to apply for reappointment but was willing to continue to serve until the Assembly appointed a new member to his seat. The only application received was from Barbara Sheinberg. Ms. Sheinberg was a former BOE member and had to resign her

BOE seat upon appointment to the vacant District 1 Assembly seat. Now that she is no longer serving on the Assembly, she has applied for appointment to the Board of Equalization.

MOTION by Ms. Gladziszewski to appoint Barbara Sheinberg to the Board of Equalization for a term expiring December 31, 2018. Hearing no objection, the motion carried.

2. Friends of the Flag Committee - Updates

Mr. Jones explained the meetings and discussions that had occurred with staff regarding the resolution governing the Friends of the Flag Committee. He said that while the resolution states that the committee members are to be appointed by the Assembly, as far as our records go, the Assembly Human Resources Committee has never acted on any appointments to the Friends of the Flag Committee. He said the committee was initially set up in that way it was so that it could be part of the CBJ liability insurance.

He has met a number of times with staff regarding this issue and during the course of those meetings, they found that the Hank Harmon Rifle Range and the Fourth of July Committee are also committees that have never been appointed by the Assembly and yet have resolutions that say we will and that they will be covered by the CBJ liability insurance. He said that has never been a problem except from the Hank Harmon Rifle Range which had some issues last year in which a financial cost to the city was incurred. The decision was to take these on addressing these one committee at a time.

He said they spoke with Judy Ripley with Friends of the Flag to try and identify some of the issues:

- Might there be another organization that the committee could fall under?
- If another organization would be willing to put the committee under their umbrella insurance, could it be something CBJ could then possibly give them a grant to cover that insurance so they were no longer part of the CBJ insurance?

None of those decisions have yet been made. He pointed out the information in the memo about the estimate that Ms. Ripley received pertaining to insurance. He also spoke with the City Attorney about the possibility of setting up the membership similar to what JEDC does in which they solicit and collect the applications and then forward them to the Assembly for appointment.

After his last meeting with Ms. Ripley, the Friends of the Flag held a meeting just before the flags went up for the summer and she submitted five applications for consideration by the HRC to fulfill the requirement of the five members. He said if the HRC choses to move forward with appointments, the resolution calls for staggered terms so his recommendation would be for terms ending 4/30/17, 4/30/18, and 4/30/19. That would spread the membership across the next three years. This issue may come back to the HRC if they find other ways to deal with the insurance and/or they want to drop off being part of CBJ and want to change their resolution.

Ms. Gladziszewski said she is willing to make the appointments if the committee is wanting to have them made at this time.

MOTION by Ms. Gladziszewski to appoint the members to the Friends of the Flag Committee in the same order as their applications appear in the packet:

- Judith Ripley to a term expiring April 30, 2019
- Bruce Botelho to a term expiring April 30, 2019
- James Carroll to a term expiring April 30, 2019
- Eric Peter to a term expiring April 30, 2018
- Tom Gill to a term expiring April 30, 2017

Hearing no objections, the recommendations for appointment will be forwarded to the Assembly for action.

Ms. Gladziszewski asked if there will be additional work on these boards in the future. Mr. Jones said yes, in addition to the Friends of the Flag Committee, he will be meeting with staff about the Hank Harmon Rifle Range and other similar committees. Ms. McEwen also noted that in addition to the insurance piece, the fundraising piece is another topic to be explored with respect to these committees. Mr. Jones agreed and said that this is step one and they will continue to explore the other issues relating to all these committees, including the issue of fundraising and any 501(c)(3) non-profit status.

B. Other Business

1. Memorandum of Agreement - Juneau Community Foundation and CBJ re: Social Service Block Grants

Mr. Jones said he brought this up on the agenda because the newspaper reported last week about all the grants that were given out but there was very little mention of the CBJ contribution to those grants. Mr. Jones asked that this MOA be included to see what the reporting schedule was and it states the JCF will make a report to the Assembly on or before September 15. For this year's report, he assumes it will just be a report on the grants that they issued. The agreement also states that by October 31, the Assembly will give them the first estimate of the amounts that will be available the following year. He hopes by June 15 of this year, the Assembly will be providing them with the real dollar amount. There has not been much change at the Assembly Finance Committee and what is currently in the budget is the same amount as they are currently awarding.

The committee members asked about seeing a signed copy of the MOA. Ms. McEwen stated that the original MOA had been signed and then JCF Executive Director Amy Skilbread asked for some amendments regarding the reporting dates. Those amendments were made and it was in the process of being re-signed. The MOA in the packet is the amended version that was mutually agreed upon by JCF and City Manager Kim Kiefer.

VI. STAFF REPORTS

Ms. McEwen reminded the members of the upcoming meetings of the Full Assembly as HRC beginning with the Planning Commission interviews on May 4, 2016. Those packets were distributed to each of the members. She also stated that the Aquatics Board and the Docks and Harbors Board interviews will be held on June 15 and then the Airport and Eaglecrest Board interviews will be held on June 29.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:14 p.m.

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

May 4, 2016 5:00 PM
City Hall Conference Room #224
Immediately followed by Special Assembly Meeting for Board Appointment;
Immediately followed by Regular Assembly Finance Committee Meeting in the Assembly Chambers

I. ROLL CALL

Human Resources Committee Chair Loren Jones called the meeting to order at 5:00p.m.

Assemblymembers present: Chair Loren Jones, Mayor Ken Koelsch, Deputy Mayor Jesse Kiehl, Mary Becker, Jerry Nankervis, Kate Troll, Jamie Bursell. Maria Gladziszewski tried to participate telephonically but the call kept getting dropped and she was unable to participate fully.

Assemblymembers absent: Debbie White

Others present: Beth McEwen, Deputy Clerk; Planning Commission Applicants: Daniel Hickok, Lennon Weller, Kirsten Shelton-Walker, Kenneth Southerland, and Myrna Gardner

II. APPROVAL OF AGENDA

III. AGENDA TOPICS

A. Board Matters

1. Planning Commission Applicant Interviews

The applicants were each given 10 minutes to interview with the committee.

B. Other Business

1. Future meeting schedule for Full Assembly sitting as the HRC

The following meetings of the Full Assembly sitting as the HRC have been scheduled for interviewing applicants for the Aquatics, Airport, Docks & Harbors, and Eaglecrest Boards:

Wednesday, June 15, 2016 - 5:00p.m. Aquatics Board & Docks and Harbors Board. The deadline to submit an application for these two boards is Tuesday, May 31.

Wednesday, June 29, 2016 - 5:00p.m. Airport Board & Eaglecrest Board. The deadline to submit an application for these two boards is Wednesday, June 15.

III. EXECUTIVE SESSION

A. Executive session for committee deliberation of board applicants.

MOTION by Mr. Kiehl to go into Executive Session to discuss matters which may tend to prejudice the reputation and character of any person. There being no one from the public to speak on the motion and there being no objection to the motion, the committee recessed into Executive Session at 5:57p.m.

The committee came out of Executive Session at 6:20 p.m.

Mr. Jones reported that the committee did not decide on an appointment at this time but due to the people waiting for the Assembly Finance Committee to begin, they decided to schedule a meeting at a future date to continue this matter. They also noted that the Special Assembly meeting to be held immediately following this meeting was being cancelled since they did not have a recommendation for appointment to the Planning Commission at this time.

IV. ADJOURNMENT

There being no further business, Chairman Jones adjourned the meeting at 6:20 p.m.

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

May 11, 2016 5:00 PM
City Hall Conference Room #224
Immediately Followed by Special Assembly Meeting; Immediately followed by Assembly Finance Committee

I. ROLL CALL

HRC Chair Loren Jones called the meeting to order at 5:05 p.m.

Assemblymembers present: Mayor Ken Koelsch, Loren Jones, Jesse Kiehl, Maria Gladziszewski, Jerry Nankervis, Kate Troll, Jaime Bursell, Debbie White, and Mary Becker (telephonic)

Assembly absent: none.

Others present: Beth McEwen, Deputy Clerk; Planning Commission applicants

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. AGENDA TOPICS

A. Board Matters

1. Planning Commission Applications

Applicants Daniel Hickok and Kirsten Shelton-Walker were invited back and interviewed for a second time before the Full Assembly sitting as the Human Resources Committee.

2. Executive session for committee deliberation of board applicants.

MOTION by Mr. Kiehl to recess into executive session to discuss matters, the knowledge of which could prejudice the reputation or character of an individual during deliberation on the Planning Commission applicants. There were no members of the public to speak on the motion.

Hearing no objection, the committee went into Executive Session at 5:29 p.m.

The committee came out of Executive Session at 5:51 p.m.

MOTION by Mr. Kiehl to recommend the name of Kirsten Shelton-Walker to the vacant seat on the Planning Commission for the remainder of the term expiring December 31, 2017. *Hearing no objections, the motion carried.*

B. Other Business

Ms. Bursell asked about the process for vacancies on the Planning Commission in the event a member's seat became vacant due to absences. Mr. Jones stated that the process is such that the Clerk's office keeps applications for a one year period and if there is a vacancy on the commission, the Clerk contacts the previous applicants to see if they wish their applications to be considered for the opening as well as advertising for any new applications.

Mr. Nankervis added for clarification that should a mid-term vacancy occur, this process would occur again in the same manner with the Full Assembly sitting as the HRC to interview applicants and select a new member.

Mr. Jones read an excerpt from CBJ code section 49.10.110(d) which states the conditions upon which a vacancy might occur. He explained that he and Ms. White were at the Planning Commission meeting the previous evening and Mr. Frisby was absent from that meeting. He stated that Mr. Frisby had participated telephonically during the previous meeting and was absent the two meetings prior to that. He said that out of the nine meetings since Mr. Frisby was appointed, he had missed three which is getting close to the 40% threshold and the standard procedure is that the Clerk's office sends a letter notifying the individual of the attendance issue and they cross that threshold, the seat becomes declared vacant.

Ms. Bursell said she would hope that should the seat be declared vacant that the strong applicants who they just interviewed might be willing to have their applications considered again in the future.

Ms. White said that it is not just a matter of filling the seat and showing up for the meetings but due to the vacant seat and the lack of a member in attendance, they could not get the requisite number of votes needed to pass a motion and it delays action on items.

III. ADJOURNMENT

There being no further business to come before the committee, Mr. Jones adjourned the meeting at 5:55 p.m.

AMERICANS WITH DISABILITY ACT COMMITTEE

Governing Legislation: Resolution 2429

Total Seats: 7 Public Seats

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	Reappointed 4	Reappointed 5	Comments (Prior to adoption of Resolution 2429 some member seats were identified as Persons with Disability Seats, now all seats are considered Public seats)
Yes		**Open Seat**	**Open Seat**	**Public**			**8/31/2017**							**Seat formerly held by Melanie Zahasky**
Yes	Ms.	Cheryl	Putnam	Public		9/1/2015	8/31/2018	8/13/2012	8/31/2015					Wildflower Court resident
Yes	Mr.	Allen	Hulett	Public		9/19/2011	8/31/2017	9/29/2008	9/19/2011	9/29/2014				Works at Gastineau Human Services
Yes	Ms.	Pamela	Mueller-Guy	Public	Vice Chair	11/4/2013	8/31/2016	11/1/1998	3/1/2001	3/1/2004	9/1/2007	10/25/2010	11/4/2013	Needs Sign Language Interpreter @ meetings
Yes	Ms.	Charlene	Steinman	Public		8/31/2015	8/31/2018	8/31/2015						Jensen Yorba Lott Interior Designer
Yes	Mr.	Matthew	McGuan	Public		11/4/2013	8/31/2016	11/4/2013						Civil Engineer @ DOWL HKM
Yes	Ms.	Marianne	Mills	Public	Chair	9/19/2011	8/31/2017	9/19/2011	9/29/2014					Catholic Community Services Program Director
Yes	Mr.	Charlie	Ford	Staff Liaison	staff liaison	n/a	n/a							CDD Building Codes Official
Yes	Ms.	Brenwynne	Grigg	Staff Liaison	staff liaison	n/a	n/a	n/a						Community Development Department

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
http://www.juneau.org

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Americans with Disabilities Act Committee Fact Sheet

Title: Americans with Disabilities Act Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:
-Resolution 2429
-Date Created: July 20, 1992
-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: In 1990, President Bush signed into law the Americans with Disabilities Act (ADA). This law prohibits discrimination towards members of our society regarding access to employment, facilities, programs and services, communication sources, and transportation. In 1992, the City and Borough of Juneau established an ADA committee through Resolution 1585 for the purpose of advising and aiding the city manager and assembly to carry out the goals and provisions of the Americans with Disabilities Act as they directly relate to the City and Borough.

Membership: Seven public members serving staggered terms.

Officers: Chair

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): August

Meetings: Second Thursday of Each Month at 12:30p.m. at the Downtown Juneau Library unless otherwise noticed.

Special Facts: All seats are open to any member of the public who wishes to apply. Persons with Disabilities or family members of persons with disabilities are encouraged to apply for any vacant seats on the committee.

Staff Contact: Charlie Ford or Brenwynne Jenkins - Charlie 586-0767, Brenwynne 586-0766 - Charlie_Ford@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/ADA.php

Back to List

Presented by:	HRC
Introduced:	11/26/2007
Drafted by:	J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2429

A Resolution Reestablishing the Americans with Disabilities Act Committee, and Repealing Resolutions 1585, 1769, 1928, 2204, and 2359.

WHEREAS, the Americans with Disabilities Act (ADA) was signed by President Bush in July, 1990; and

WHEREAS, one purpose of the Americans with Disabilities Act is to help people with disabilities achieve full participation in our society by giving civil rights protection to individuals with disabilities; and

WHEREAS, the ADA mandates equal opportunity for people with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications; and

WHEREAS, it is the policy of the City and Borough to promote and support the goals of the ADA, and promote participation in its services, programs, or activities by the general public and by people with disabilities; and

WHEREAS, the City and Borough desires to continue to promote and support the goals of the ADA, and incorporate participation by the general public and by individuals in the community with disabilities, by reestablishing a committee to advise the Assembly on implementing the requirements and goals of ADA; and

WHEREAS, in 1992 Resolution 1585 initially established the Americans with Disabilities Act Committee of the City and Borough of Juneau; Resolutions 1769, 1928, 2204, and 2359 each amended the former resolution by extending the sunset date of the ADA Committee; and

WHEREAS, the Human Resources Committee, at its meeting of October 29, 2007, concurred to reduce the membership of the ADA Committee from nine to seven members.

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

Section 1. Committee Reestablished. There is reestablished the City and Borough of Juneau Americans with Disabilities Act Committee. The committee shall consist of seven members appointed by the Assembly to serve for three-year staggered terms; provided the terms of the initial committee members shall be as follows:

(a) 3 members shall be appointed for a three-year term;

(b) 3 members shall be appointed for a two-year term; and

(c) 1 member shall be appointed for a one-year term.

Section 2. Committee Purposes. The purpose of the committee shall be to advise and assist the Assembly and the Manager in implementing and carrying out the goals and provisions of the Americans with Disabilities Act. The committee may review the interim plan setting forth the City and Borough's efforts for compliance with the ADA; review of the policies, for compliance with ADA; and promote public awareness of the ADA requirements; and undertake other tasks and assignments relating to the ADA as requested by the Assembly or the Manager.

Section 3. Rules of Procedure. The rules of procedure for Assembly advisory committees as established by Resolution 2246, as may be amended from time to time, shall be govern the conduct of business of the committee.

Section 4. Staff Assistance. Staff support and assistance to the committee shall be provided by the City and Borough ADA coordinator.

Section 5. Committee Recommendations. The committee will present updated annual reports on the implementation of the recommendations and further recommendations as appropriate.

Section 6. Repeal of Resolutions. Resolutions 1585, 1769, 1928, 2204, and 2359 are hereby repealed.

//

//

//

//

Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 26th day of November, 2007.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

TREADWELL ARENA ADVISORY BOARD CURRENT MEMBERSHIP AND APPLICANT AFFILIATIONS

Employee or Board Member of Affiliated Group	Family Member Connections	General Public
Member: Jason Souza – President of Juneau Adult Hockey Association (JAHA)	**Member: Molly McCormick** – general public member; her husband belongs to the Blue Line Club (Booster Club) but is not an employee or club board member.	**Member: Taylor Horn** – general public member, player in Juneau Adult Hockey Association
Member: Patty Collins - Secretary of Juneau Skating Club	**Member: Bret Connell** – general public member. He is a JAHA participant and his wife, Jorden Nigro, is the director of Zach Gordon Youth Center but not a Treadwell employee or board member of any affiliated Treadwell association.	**Member: Elizabeth Balstad** – general public member
Applicant: Darryl Tseu – JDIA boardmember		**Applicant: Miles Brooks** – general public applicant, former Parks & Rec. employee
		Applicant: Paul Nowlin – general public applicant, current member of CBJ Bidding Review Board, Board of Equalization, and Juneau Local Emergency Planning Comm.

Ordinance 2015-18(am) sets out the following criteria with respect to membership on 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.

Created May 19, 2016 B. McEwen

Treadwell Arena Advisory Board **Governing Legislation: Ordinance 2015-18**

Total # of seats - 7 Public Seats + 1 PRAC Liaison; See Ordinance 2015-18 for membership qualifications.

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Comments
Yes	**Treadwell Arena Advisory Board**	**Mr.**	**Steven**	**Quinn**	**JDIA - Youth Hockey Board Member**		**6/8/2015**	**5/31/2016**	**6/8/2015**	**Secretary on the Juneau-Douglas Ice Association (JDIA) governing body of youth hockey; also Adult hockey league player [Did not apply for reappointment.]**
Yes	Treadwell Arena Advisory Board	Mr.	Jason	Soza	Adult Hockey Board Member		6/8/2015	5/31/2017	6/8/2015	President - Juneau Adult Hockey Association (JAHA)
Yes	Treadwell Arena Advisory Board	Ms.	Patty	Collins	Figure Skating Board Member		6/8/2015	5/31/2017	6/8/2015	Secretary of Juneau Skating Club (figure skating)
Yes	Treadwell Arena Advisory Board	Ms.	Molly	McCormick	Public		6/8/2015	5/31/2018	6/8/2015	2 sons play on JDHS Hockey Team
Yes	Treadwell Arena Advisory Board	Ms.	Elizabeth	Balstad	Public		6/8/2015	5/31/2018	6/8/2015	Past JSC board member but not currently serving on any board.
Yes	Treadwell Arena Advisory Board	Mr.	Bret	Connell	Public		8/17/2015	5/31/2017	8/17/2015	JAHA participant
Yes	Treadwell Arena Advisory Board		Taylor	Horne	Public		8/17/2015	5/31/2018	8/17/2015	Player in Juneau Adult Hockey Assoc.
Yes	Treadwell Arena Advisory Board	Mr.	Chris	Mertl	*PRAC Liaison*			n/a		*Parks & Recreation Advisory Committee Liaison*
Yes	Treadwell Arena Advisory Board	Mr.	Kirk	Duncan	Parks & Rec. Staff Liaison	Parks & Rec. Director		n/a		Parks & Rec. Staff Liaison
Yes	Treadwell Arena Advisory Board	Ms.	Lauren	Anderson	Parks & Rec. Staff Liaison	Ice Rink Manager		n/a		Parks & Rec. Staff Liaison
Yes	Treadwell Arena Advisory Board	Ms.	Lindsey	Daniel	Staff Liaison	staff liaison	n/a	n/a	n/a	

City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
http://www.juneau.org

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Treadwell Arena Advisory Board Fact Sheet

Title: Treadwell Arena Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:
-Ordinance 2015-18(am)
-Date Created: April 06, 2015
-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: 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.

Membership: 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.

Officers: 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.

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): June

Meetings: To be determined.

Special Facts: 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?

Staff Contact: Kirk Duncan, Parks & Recreation Director - 586-5226 - Kirk.Duncan@juneau.org

Website: http://www.juneau.org/parkrec/

Back to List

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.

//

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

Local Emergency Planning Committee **Governing Legislation: Resolution 2135 Alaska Statutes 26.23.071 and 26.23.073**

Total # of Seats: 11 + 11 Alternate Seats + City Manager or Designee

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Office Held	Current Term Begins	Term Expires	Original Appointment Date	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 6	Comments
1-Elected Official	Local Emergency Planning Committee	Assemblymember	Maria	Gladziszewski			n/a	10/31/2015					Nominated by Assembly 10/23/2014
1a - Alternate Elected Official	Local Emergency Planning Committee	Assemblymember	Jamie	Bursell			n/a	2/11/2016					Appointed to Assembly 2/11/2016 - assigned to alternative liaison position on LEPC
2-Peace Officer/Law Enforcement	Local Emergency Planning Committee	Deputy Police Chief	Ed	Mercer		1/12/2015	12/31/2017		8/8/2011	1/12/2015			Juneau Police Dept.
2a- Alternate Peace Officer/Law Enforcement	Local Emergency Planning Committee	Lt.	David S.	Campbell		1/12/2015	12/31/2017		3/5/2012	1/12/2015			Juneau Police Dept.
3-Firefighter	Local Emergency Planning Committee	Asst. Fire Chief	Ed	Quinto		8/31/2015	12/31/2016		8/31/2015				Assistant Fire Chief
3a-Alternate Firefighter	Local Emergency Planning Committee						12/31/2016						**Fire Chief Rich Etheridge's alternate seat being replaced by EMS Training Officer Joe Mishler**
4-General Public Seat	Local Emergency Planning Committee		Open Seat	Open Seat			12/31/2017						**Formerly held by Alison Brehmer**
4a-Alternate General Public Seat	Local Emergency Planning Committee	Dr.	Destiny	Sargeant		1/12/2015	12/31/2017		3/5/2012	1/12/2015			Psychologist, Critical Incident Stress Management, & MMRS
5-BRH Hospital Seat	Local Emergency Planning Committee	Mr.	Miguel	Lopez		1/12/2015	12/31/2017		3/16/2009	1/11/2012	1/12/2015		BRH Lead Security Officer
5a-Alternate Hospital Seat	Local Emergency Planning Committee	Ms.	Cheri	Moyer		1/12/2015	12/31/2017		1/12/2015				Replacing Rose Lawhorne as BRH alternate member
6-Media Seat	Local Emergency Planning Committee	Mr.	Bill	Legere		2/29/2016	12/31/2018		3/5/2012	1/28/2013	2/29/2016		KTOO General Manager, State Emergency Communications Committee member
6a-Alternate Media Seat	Local Emergency Planning Committee	Mr.	Mikko	Wilson		2/29/2016	12/31/2018		1/28/2013	2/29/2016			KATH-TV, KTOO-TV, JSD (Engineer)

Total # of Seats: 11 + 11 Alternate Seats + City Manager or Designee

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Office Held	Current Term Begins	Term Expires	Original Appointment Date	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 6	Comments
7-American Red Cross Seat	Local Emergency Planning Committee	Mr.	Andrew	Bogar		11/9/2015	12/31/2016		11/9/2015				Disaster Program Specialist
7a-Alternate American Red Cross Seat	Local Emergency Planning Committee	Mr.	Scott	Novak		1/27/2014	12/31/2016		1/28/2013	1/27/2014			Nominated 1/28/2013 for an unexpired term ending 12/31/2013.
8-Owner/ Operator of Facility subject to Right to Know Act 1986	Local Emergency Planning Committee	Mr.	Daniel	Garcia	Chair	2/29/2016	12/31/2018		2/1/2007 to seat #4 for term expiring 12/1/2007	2/2/2009	1/28/2013		Dan previously served in Seat#4 (Public), and is currently on the Juneau Haz/Mat Team and works for UAS and eligible to serve in Seat #8.
8a-Alternate Seat to #8	Local Emergency Planning Committee	Ms.	Allison	Natcher		1/27/2014	12/31/2016		1/27/2014				
9-Community Group	Local Emergency Planning Committee	Mr.	Matthew	Musslewhite		2/29/2016	12/31/2018		1/28/2013	2/29/2016			Nominated 3/16/2009 for term expiring 12/1/2012
9a-Alternate Community Group Seat	Local Emergency Planning Committee	Mr.	Ed	Williams	Vice-Chair	2/29/2016	12/31/2018		3/16/2009	1/28/2013	2/29/2016		Nominated 3/16/2009 for term expiring 12/1/2012
10-Haz/Mat Transporter Seat	Local Emergency Planning Committee	Mr.	Paul	Nowlin		1/12/2015	12/31/2017		11/5/2012	1/12/2015			8yrs Haz Mat Training, also SEAPRO Responder
10a-Alternate Haz/Mat Transporter Seat	Local Emergency Planning Committee	Mr.	Joel C.	Curtis		1/12/2015	12/31/2017		1/28/2013	1/12/2015			Originally served in seat 6a 3/16/2009, reappointed 12/1/2009 to term ending 12/31/2012. Nominated 1/28/2013 to seat 10a to term expiring 12/31/2014
11 - Vulnerable Population Seat	Local Emergency Planning Committee	Ms.	Pam	Watts		1/12/2015	12/31/2016		1/12/2015				New Seat created via Resolution 2689 [Executive Dir. JAMHI]
11a- Alternate Vulnerable Population Seat	Local Emergency Planning Committee	Mr.	Jason C.	Burke		1/12/2015	12/31/2016		1/12/2015				New Seat created via Resolution 2689 [State of AK Social Services Program Coordinator]
12 - City Manager's Designee	Local Emergency Planning Committee	Mr.	Tom	Mattice	City Manager's Designee		upon leaving current job at CBJ.						
12a - Alt. City Manager's Designee	Local Emergency Planning Committee	Ms.	Michelle	Brown	City Manager's Alt. Designee		upon leaving current job at CBJ.						

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
http://www.juneau.org

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Local Emergency Planning Committee (LEPC) Fact Sheet

Title: Juneau Local Emergency Planning Committee (LEPC)

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Manager

Status: Active

Governing Legislation:
-Resolution 2689
-Alaska Statutes 26.23.071 & 26.23.073
-Resolution 2135 (Repealed by Res. 2689)
-Date Created: May 21, 1990
-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: Local Emergency Planning Committee. (Assembly nominations applicants and final appointments are done by the State Emergency Response Commission). Advises the fire chief on emergency management issues. Reviews the emergency response plan for the city and borough and keeps the plan up to date. Functions, when necessary, as the local emergency planning committee under SARA Title III.

Membership: Manager or Manager's designee + 11 voting members and 11 alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission.

Officers: Chair, Vice Chair, Secretary

Quorum: 6

Term Limits: None

Annual Appointment Period (Annual Reports Due): December

Meetings: 2nd Wednesday of each month at 12:00 Noon in the Bartlett Regional Hospital Administrative Board Room.

Special Facts: Applicants need to submit both a CBJ Board Application available online at http://www.juneau.org/clerk/boards/Application_Form.pdf and a State LEPC application form available online at http://www.juneau.org/clerk/boards/State_LEPC_Application_Form.pdf

Staff Contact: Tom Mattice, Emergency Program Manager - 586-0419 - Tom.Mattice@juneau.org

Website: http://www.ak-prepared.com/SERC/LEPC_Home

Back to List

Presented by: The Manager
Introduced: 07/21/2014
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2689

A Resolution Re-establishing the Juneau Local Emergency Planning Committee, Amending its Membership and Bylaws, and Repealing Resolution 2135.

WHEREAS, The Alaska Disaster Act, AS 26.23, together with the Emergency Planning and Community Right-to-Know Act of 1986, Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) establish requirements for business and industry, and federal, state, and local governments regarding emergency planning and community right-to-know reporting on hazardous substances; and

WHEREAS, implementing the community right-to-know provisions of state and federal law will serve to advise the public of the presence of hazardous substances in the community, and involve the public in preparing for, and mitigating the threat of accidental releases of these substances into the environment; and

WHEREAS, in 1991, pursuant to state and federal emergency planning and community right-to-know law, and at the request of the Assembly set forth in Resolution 1443, the Alaska State Emergency Response Commission designated the City and Borough of Juneau a Local Emergency Planning District; and

WHEREAS, pursuant to state designation as a Local Emergency Planning District, and under the authority of Resolution 1443 the Assembly appointed a Local Emergency Planning Committee; and

WHEREAS, in 1996, the Local Emergency Planning Committee was disestablished pursuant to Resolution 1830 and its functions made a part of the duties of a newly-created Emergency Management Advisory Group; and

WHEREAS, in 1999 the Assembly determined that disestablishment of the Local Emergency Planning Committee had been improvident and it was reestablished pursuant to Resolution 1989 in order to ensure compliance with federal and state community right-to-know law, meet community needs for emergency planning, and facilitate the integration of emergency plans generated by and for the hospital, the airport, the electric utility, oil spills, cruise ships, the Red Cross, and other agencies; and

WHEREAS, alternate members of the Committee were established pursuant to Resolution 2135; and

WHEREAS, representatives of agencies catering to the needs of Juneau's vulnerable populations have been attending and participating in the work of the committee without vote for over a year; and

WHEREAS, the Juneau Local Emergency Planning Committee approved certain amendments to its bylaws consistent with this resolution and recommends that the Assembly approve the amended bylaws attached to this resolution.

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

Section 1. Repeal of Resolutions. Resolution 2135 is repealed, provided that Resolution 1989, and Resolutions 1433 and 1830 repealed therein, shall remain repealed and the Emergency Management Advisory Group remains disestablished.

Section 2. Designation as Local Emergency Planning District. Although Resolution 1443 remains repealed, the Assembly reaffirms the policy set forth in paragraph A of Resolution 1443 that the City and Borough of Juneau continue to be recognized by the Alaska State Emergency Response Commission as a Local Emergency Planning District under Title III of the Superfund Amendments and Reauthorization Act of 1986.

Section 3. Reestablishment Local Emergency Planning Committee. The Juneau Local Emergency Planning Committee originally established by Resolution 1443 is hereby re-established pursuant to AS 26.23.073. The committee shall be known as the Juneau Local Emergency Planning Committee.

Section 4. Membership and Organization. (a) Membership. The City Manager or a designated representative shall be a member of the committee. The Committee shall be composed of the City and Borough Manager and not more than eleven additional primary members and eleven alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission. The Committee membership shall, to the extent possible, include representatives from the following agencies and interest groups:

(1) Elected Municipal Officials;

(2) Peace Officers;

(3) Firefighters/Emergency Medical Services;

(4) General Public;

(5) Bartlett Regional Hospital;

(6) News Media;

(7) The American Red Cross;

(8) Owners or Operators of facilities subject to the requirements of the Emergency Planning and Community Right-To-Know Act of 1986;

(9) Community Groups;

(10) Hazardous Substance Transporters; and

(11) A representative serving Juneau's vulnerable population. For purposes of this section, "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound, and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

(b) Terms. Appointees other than the Manager shall serve three-year staggered terms. Nominations for appointment shall be made by the Assembly with recommendations forwarded by the Assembly Human Resources Committee. The terms and appointments of alternate members shall be established in a similar manner, provided that the term of an alternate member shall not be dependent on the term of the person holding the primary appointment.

(c) The Committee shall be organized as follows:

(1) The Committee shall elect annually from its members a chair and such other officers as it deems necessary. The Committee may establish an executive committee with authority to act on its behalf, and may appoint such other committees as it deems necessary. The Committee shall establish rules by which it shall function including solicitation of public comments, response to such comments by the committee, distribution of the emergency plan, and compliance with municipal regulations regarding meetings and notification procedures.

(2) A vacancy on the Committee 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 Committee meetings for a period of more than 90 days; or

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

(3) The chair of the Committee shall notify the Clerk of any vacancy on the Committee. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in the Advisory Board Rules of Procedure, as such may be amended from time to time.

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

Section 5. Purpose. The Committee shall:

(a) Advise the Manager on emergency management issues.

(b) Review, revise as necessary, and maintain the emergency response plan for the municipality. The plan shall meet the requirements of AS 26.23.075, and shall include:

(1) an analysis of all hazards which threaten people, property, the environment or the economy of the City and Borough, and

(2) identification of agencies and their procedures for responding to protect people, property, the environment and the economy of the City and Borough from any hazard.

(c) Collect, manage, and provide public access to information on hazardous substances and their accidental release within the municipality.

(d) Study and make recommendations on the regulation of transportation routes for hazardous substances, including an assessment of the enforcement of state and federal transportation laws, and investigation of off-loading of explosives to determine the safest way to bring them into the community.

(e) Coordinate with appropriate municipal, state and federal agencies on the collection and use of information on hazardous substances shipped to and from Juneau.

(f) Work with mining companies, the business community, and government agencies in the Juneau area to encourage their participation in the community right-to-know and chemical inventory reporting systems in accordance with the Emergency Planning and Community Right-To-Know Act of 1986.

(g) Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the municipality, and work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.

Section 6. Communication with the State Emergency Response Commission. The Manager shall submit this resolution, the list of nominees and their organizations, and any other documents necessary to establish and maintain the Juneau Local Emergency Planning Committee to the State Emergency Response Commission for approval.

Section 7. Approval of Bylaws. The Assembly hereby approves the Juneau Local Emergency Planning Committee Bylaws attached as Exhibit A.

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

Adopted this 21st day of July, 2014.

Merrill Sanford, Mayor

Attest:

Laurie J. Sica, Municipal Clerk

BYLAWS
JUNEAU LOCAL EMERGENCY PLANNING COMMI'ITEE
JUNEAU, ALASKA

ARTICLE I - NAME

1. Name of the Committee. This organization shall be known at the Juneau Local Emergency Planning Committee ("LEPC").

2. Mailing Address. The mailing address of the LEPC is:

Juneau Local Emergency Planning Committee
c/o CBJ Emergency Programs
155 S. Seward Street
Juneau, AK 99801

ARTICLE II - PURPOSE

The LEPC has been established as a Local Emergency Planning Committee for the Local Emergency Planning District of the City and Borough of Juneau, Alaska ("CBJ') pursuant to Title III of the Emergency Planning and Community Right-to-Know Act of 1986, Alaska Statute 26.23.071-.077 and CBJ Resolution 1443. The duties and activities of the LEPC include the responsibility for collecting and making available information on extremely hazardous substances in the District and preparing an emergency response plan to be used in the event of a hazardous substance spill or leak. Specifically the LEPC shall:

1. Advise the City Manager on emergency management issues.

2. Review, revise as necessary and maintain the emergency response plan for all potential emergencies which may affect the Juneau area, including earthquakes and avalanches. The plan shall meet the requirements of AS 26.23.075.

3. Collect, manage and provide public access to information on hazardous substances and their accidental release within the CBJ.

4. Study and make recommendations on the regulation of transportation routes for hazardous substances, and coordinate information on hazardous substances shipped to and from Juneau.

5. Work with the business community and government agencies to encourage participation in the community right to know and the chemical reporting systems in accordance with the Emergency Planning and Community Right-to-Know Act of 1986.

6. Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the CBJ and to work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.

7. Seek funding from state and federal agencies.

ARTICLE III - MEMBERSHIP

The LEPC is comprised of the City Manager (Emergency Management Coordinator) and not more than eleven primary members and eleven alternate members nominated by the Assembly and appointed by the State Emergency Response Commission ("SERC") to serve for three-year staggered terms. Members shall include, to the extent possible, representatives from the following groups and organizations:

1. Elected Local Officials

2. Law Enforcement

3. Firefighters

4. Member of the Public

5. Bartlett Regional Hospital

6. Broadcast and/or print media

7. Red Cross

8. Owners/Operators of a Hazardous Material Facility subject to the requirements of 42 U.S.C. 110011-11005 (Hazardous Material Facility)

9. Community Group

10. Hazardous Substance Transporter

11. A representative serving Juneau's vulnerable population. For purposes of this section "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

ARTICLE IV - OFFICERS AND DUTIES

The officers of the LEPC shall consist of a Chair, a Vice Chair and a Recorder. The Chair's responsibilities include presiding at the meetings; preparing the agenda; conducting the meetings in a fair manner; coordinating with CBI staff on such items as meeting notices, requests for information and committee decisions; and preparing the annual report for submittal to the Municipal Clerk in January of each year. The Vice Chair fills in for the Chair when the Chair is unavailable. The Recorder is encouraged to work with Emergency Programs staff members on the coordination of the preparation and transmittal of the Committee's minutes to the office of the Municipal Clerk. Election of officers occurs annually at a time set by the LEPC. The term of office is for one year, but officers may be re-elected to serve consecutive terms.

ARTICLE V - SUBCOMMITTEES

The LEPC may establish subcommittees as it deems necessary to accomplish its duties.

ARTICLE VI - MEETINGS

1. Regular meetings. The LEPC shall meet as necessary to carry out the business of the committee but no fewer than four times per year.

2. Special meetings. A special meeting deemed necessary to carry out the duties of the LEPC may be called by the LEPC Chair or upon written request of three LEPC members. A meeting held at the request of the members shall be scheduled as soon as possible and preferably within ten days of the written request.

3. Quorum. A quorum shall consist of a simple majority of the voting members of the LEPC. A quorum for any subcommittee shall consist of a simple majority of those voting members appointed to the subcommittee. A quorum shall be required to transact business.

4. Rules of Order. LEPC will adopt an order of business to be used for each meeting and will be governed by Robert's Rules of Order, Newly Revised, when not inconsistent with the Advisory Board Rules of Procedure resolution which may be amended from time to time, these bylaws or with special rules of order adopted by the LEPC.

5. Minutes of Meetings. Accurate minutes of all meetings of the LEPC shall be maintained in the custody of the Municipal Clerk and shall be a public record, open to inspection by any person. The minutes shall include the following: date, time and location of meeting; time the meeting was called to order; a record of attendance, including members present or absent; all motions, even if withdrawn, with the name of the member making the motion and the vote on the motion; the action taken and pertinent points leading to the decision; names of individuals who spoke under public participation and a summary of their comments; the next meeting date and the time of adjournment. The minutes of each meeting shall be transmitted by email to each LEPC member (or by facsimile or regular mail if requested by a member) prior to the next regularly-scheduled monthly meeting.

ARTICLE VII - PUBLIC PARTICIPATION

Members of the public are encouraged to attend all regular and special meetings of the LEPC. Opportunity will be provided at each meeting for members of the public to address the LEPC on issues of local emergency preparedness.

ARTICLE VIII - VOTING

Voting on all motions shall be by voice vote, a show of hands or unanimous consent. If a roll call vote is requested, the vote of each member shall be recorded in the minutes of the meeting. Members may not deliberate or vote on any motion that would constitute a conflict of interest as defined by the CBJ Conflict of Interest Code.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

1. The Bylaws of the LEPC may be amended by an affirmative vote of a simple majority of the total voting membership of the LEPC. No vote to amend the Bylaws will be taken unless the proposed amendment has been provided in writing to the membership prior to the meeting for the proposed vote.
2. Repeal of Previous Bylaws and Amendments: All previous versions of these bylaws and any previous amendments are hereby repealed upon approval of these bylaws by the Assembly.
3. A copy of the signed Bylaws and any subsequent amendments shall be provided to the SERC, the Municipal Clerk's office, and any person requesting a copy.

Adopted by the Juneau Local Emergency Planning Committee for the City and Borough of Juneau, Local Emergency Planning District, on the _______ day of __________________, 2014.

__________________________, CHAIR

__________________________, VICE CHAIR

Approved by the Assembly on the _______ day of __________________, 2014.

____

Laurie Sica, Municipal Clerk

UTILITY ADVISORY BOARD **Governing Legislation: Res. 2299**

Total # of seats - 7: 1 Engineer, 1 Accountant, 1 Contractor, 2 Commercial Customers, 1 Residential Customer, 1 Public

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Reappointed 4	Comments
Yes	Mr.	Bryan	Farrell	AEL&P/Mechanical Engineer		11/9/2015	5/31/2019	11/9/2015	11/9/2015				Appointed to remainder of current term ending 5/31/16 and full 3-year term expiring 5/31/2019
Yes	**Mr.**	**Leon**	**Vance**	**Attorney**		**5/13/2013**	**5/31/2016**	**4/1/2005**	**6/23/2008**	**5/19/2010**	**5/13/2013**		**Attorney at Faulkner Banfield**
Yes	Mr.	Geoffrey	Larson	Large Commercial User	Vice-Chair	6/1/2015	5/31/2018	4/1/2005	6/1/2006	6/11/2009	6/4/2012	6/8/2015	Owner - Alaskan Brewery
Yes		**Open Seat**	**Open Seat**				**5/31/2018**						**Seat formerly held by William R. Brown - resigned 4/13/16**
Yes	Mr.	David	Hanna			8/25/2014	5/31/2017						Self-employed manufacturer
Yes	Ms.	Janet	Hall-Schempf	Retired State Habitat Biologist		8/25/2014	5/31/2017	4/1/2005	6/23/2008	7/11/2011	8/25/2014		
Yes	Mr.	Grant	Ritter	General Public		1/27/2014	5/31/2017	1/27/2014					
Yes	Mr.	Roger	Healey	Public Works/Engineering Director	staff liaison	n/a	n/a	n/a					Public Works/Engineering Director
Yes	Ms.	Samantha	Stougtenger	staff	staff liaison	n/a	n/a	n/a					Wastewater Superintendent
Yes	Ms.	Lori	Savage	staff	staff liaison	n/a	n/a	n/a					PW/E Admin. Assist.

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
http://www.juneau.org

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Utility Advisory Board Fact Sheet

Title: Utility Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Public Works

Status: Active

Governing Legislation:
-Resolution 2299
-Date Created: February 28, 2005
-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows: (a.) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment; (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations; (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems; (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities; (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and (f) Perform such other duties and functions related to the utilities as the Assembly or Manager may request.

Membership: Section 2. Membership, Qualifications. To the extent practicable, appointments shall be made as follows: one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation; one accountant, preferably experienced with utility financial management practices; one general contractor, preferably experienced in the construction of water and/or wastewater utility systems; two commercial customers of the City and Borough water and/or wastewater utility; one residential customer of the City and Borough water and/or wastewater utility; and one member of the general public.

Officers: Chair, Vice Chair

Quorum: 4

Term Limits: None

Annual Appointment Period (Annual Reports Due): May

Meetings: Meetings held on the 2nd Thursday of each month at 5:00pm in the Lemon Creek Utility Building Conference Room.

Special Facts: In 2004 Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically Water Utility and Wastewater Utility. As a result the ad hoc board presented a report to the

Assembly which included a recommendation to creating a full time utility advisory board and hence the Utility Advisory Board was established by Resolution 2299.

Staff Contact: Rorie Watt - 586-0877 - Rorie.Watt@juneau.org

Website: http://www.juneau.org/pubworks/

Back to List

Presented by: PWFC
Introduced: 02/28/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2299

A Resolution Establishing a Utility Advisory Board.

WHEREAS, in February, 2004, Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically the Water Utility and Wastewater Utility; and

WHEREAS, state and federal grant availability has declined and is predicted to further decline in the future; and

WHEREAS, an ongoing review of water and sewer utility rates and fees for sufficiency and equity is necessary and in the public interest; and

WHEREAS, at the January 10, 2005, meeting of the Public Works & Facilities Committee, a motion was adopted to forward to the Human Resources Committee the Ad Hoc Utility Board's recommendation of creating a full time utility advisory board; and

WHEREAS, at the February 7, 2005, meeting of the Human Resource Committee a motion was adopted to forward a resolution to the Assembly establishing the Utility Advisory Board; and

WHEREAS, the Assembly has determined that a utility advisory board should be established to review and make recommendations to the Assembly and the CBJ administration on water and sewer rate structures and policy issues involving the utilities.

///

//

//

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

Section 1. Utility Advisory Board Established. There is established the City and Borough of Juneau Utility Advisory Board, which shall comprise seven members appointed by the Assembly.

Section 2. Membership Qualifications. To the extent practicable, appointments shall be made as follows:

(a) one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation;

(b) one accountant, preferably experienced with utility financial management practices;

(c) one general contractor, preferably experienced in the construction of water and/or wastewater utility systems;

(d) two commercial customers of the City and Borough water and/or wastewater utility;

(e) one residential customer of the City and Borough water and/or wastewater utility; and

(f) one member of the general public.

Section 3. Utility Advisory Board Purposes. The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows:

(a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;

(b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;

(c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;

(d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;

(e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and

(f) Perform such other duties and functions related to the utilities as the Assembly or the Manager may request.

Section 4. Procedures. The rules of procedure for Assembly advisory committees established by resolution, shall govern the conduct of business by the Utility Advisory Board.

Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

Section 6. **Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 28th day of February, 2005.

Bruce Botelho

Bruce Botelho, Mayor

Attest:

Laurie J. Sica

Laurie J. Sica, Clerk