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

February 8, 2016 5:30 PM
Chambers
Please note start time of 5:30p.m. is different than the usual 6pm start time.

I. ROLL CALL

Chair Loren Jones called the meeting to order at 5:30 p.m.

HRC members present: Loren Jones, Maria Gladziszewski, and Barbara Sheinberg [Clerk's note: The fourth seat on the HRC was vacant due to the District 2 Vacant Assembly seat.]

Other Assemblymembers present: Jerry Nankervis and Debbie White

Staff present: Deputy Clerk Beth McEwen; Parks and Recreation Director Kirk Duncan; Lands Manager Greg Chaney; CDD Planning Manager Beth McKibben; and Municipal Clerk Laurie Sica

[Clerk's note - due to technical difficulties, there was a delayed start to the audio recording of this meeting and the audio began as of 5:37p.m. during the Juneau Affordable Housing Commission Annual Report portion of the meeting.]

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A. January 11, 2016 Regular Human Resources Committee Minutes

Hearing no objection, the minutes of the January 11, 2016 Regular Assembly Human Resources Committee 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. Building Code Advisory Committee Appointments

There were two open seats on the Building Code Advisory Committee and two applications from incumbents Christopher Giannotti and Douglas Murray.

MOTION by Ms. Gladziszewski to recommend the Assembly reappoint Christopher Giannotti and Douglas Murray to the Building Code Advisory Committee to terms expiring November 30, 2018. *Hearing no objection, the motion passed.*

2. Historic Resources Advisory Committee Appointment

There was one open seat on the Historic Resources Advisory Committee and one application from Gary Gillette.

MOTION by Ms. Sheinberg to recommend the Assembly appoint Gary Gillette to the Historic Resources Advisory Committee to a term beginning immediately and expiring June 30, 2019. *Hearing no objection, the motion passed.*

3. Juneau Affordable Housing Commission Annual Report and Appointments

Juneau Affordable Housing Commission Chair Tamara Rowcroft went over the highlights of the annual report as found in the HRC packet and introduced Norton Gregory who was also present from the commission. She mentioned that once the Chief Housing Officer is hired the commission will be going over the Housing Action Plan and then bring it back to the Assembly for final approval. This next year, the commission will be looking at the Mobile Home Down-Payment Assistance Loan Pilot Program. It is currently being reviewed in Law and the commission hopes to implement it this next year.

Mr. Jones said he was at a Juneau Economic Development Council meeting at which some of the Juneau legislative delegation was present and it was mentioned that the funding for the high school home building program had been eliminated. He asked if she knew if that program was in the governor's budget and if any cuts would affect next year's building program. He knew that there were two Lena lots sold at less than market value targeted for that program. Ms. Rowcroft said both those homes are currently under construction. The first one will be completed at the end of this school year. The second home is slated for completion at the end of 2016. They have been working with families who have been interested in purchasing those homes. She said their partnership has been expanded to include the University of Alaska Southeast (UAS) and the Construction Academy. What they are looking for right now is additional funding for the program's teacher at the high school. There have been a number of cuts in the funding picture and the state funding to pay for that teacher for the community and technical education piece has been cut. They are looking at working with the school district and the university and looking for ways to keep that position at the high school. They still have the opportunity for UAS students and other Construction Academy students to participate and high school students still have the option of enrolling and taking a class after school or during non-school hours. Many of the kids currently participating in the program are high school seniors and are interested in pursuing this profession so they are quite motivated to participate.

Ms. Gladziszewski said she recently attended a JAHC meeting and appreciated all the work the members of the commission put in. She asked the commission's opinion of the Housing Action Plan. Ms. Rowcroft said the commission is happy with the plan and they feel like the recommendations are tools that are very frequently used in many communities around the nation. They see the opportunity for many of those tools to be really effective in Juneau and the commission is excited about promoting the plan to the community and working with the community to try to move housing forward.

Mr. Jones thanked the commission for its work and Ms. Rowcroft for the annual report presentation.

There were three open seats on the Juneau Affordable Housing Commission and applications received from incumbents Mandy Cole, Margaret O'Neal, and applicants Kathleen Strasbaugh, Lennon Weller, and Samantha Weinstein.

Ms. Strasbaugh and Samantha Weinstein were in the audience and spoke to their reasons for applying for the board. Ms. Strasbaugh said she mainly wanted to emphasize that she was only applying for the open seat on the commission and not to replace one of the incumbents. Ms.

Weinstein said she is relatively new to Juneau and was applying to be more involved in the community. Her previous work in San Diego relating to housing discrimination. She has seen some of the troubles her clients are having with affordable housing and she would like to be part of shaping that for her generation.

MOTION by Ms. Gladziszewski to recommend the reappointments of Mandy Cole and Margaret O'Neal and the appointment of Kathleen Strasbaugh for terms ending January 31, 2019.

Ms. Gladziszewski noted that Ms. Weinstein is also interested in another board as well as this one.

Ms. Sheinberg said she supported that motion and that she was happy that Ms. Strasbaugh is working with the senior citizens support services and on the upcoming assisted living facility as she felt that would be an important connection to have on the Juneau Affordable Housing Commission. She said that if this motion goes forward, she would encourage Ms. Weinstein to attend Juneau Affordable Housing Commission meetings and stay involved. *Hearing no objection, the motion passed.*

4. Juneau Human Rights Commission - Appointments

There were two open seats on the Juneau Human Rights Commission, one for a term expiring May 31, 2016 and one for a term expiring May 31, 2017 and two applicants, Samantha Weinstein and Michael Scott.

MOTION by Ms. Gladziszewski to recommend the Assembly make the following appointments to the Juneau Human Rights Commission: Samantha Weinstein to the seat expiring May 31, 2017 and Michael Scott to the seat expiring May 31, 2016. *Hearing no objection, the motion passed.*

5. Parks and Recreation Advisory Committee Annual Report and Appointments

Parks and Recreation Advisory Committee (PRAC) Vice-Chair Josh Anderson presented highlights of the PRAC annual report. During the 2015 calendar year, there was quite a bit of change including three new members appointed, and Kirk Duncan taking over as Parks and Recreation Department Director. The main projects they worked on included the beginnings of some monumental goals for the PRAC such as redefining the mission statement for Parks and Rec.

His highlights from the 2015 PRAC report including:

- The empowered Aquatics Board,
- Fieldhouse restroom concessions,
- Franklin Street and Pocket Park issues,
- Recommendations relating to the Lands Management Plan,
- Mt. Jumbo gym assessment for its future,
- Parks and Rec fees and charges and cost recovery review,
- Use of social media in broadening Parks & Rec outreach into the community,
- Changes at Zach Gordon including the retirement of Kristie West and Jorden Nigro taking over and the remodel of the kitchen,
- Zach Gordon taking on the BAM (Body And Mind) program as well as the Young Parent Healthy Teen programs under their umbrella, and
- Treadwell Arena having a 20% revenue increase for the year.

The HRC members, Mr. Anderson, and Mr. Duncan discussed a number of issues that will be coming up for the PRAC. Mr. Jones asked about the status of the work on the Parks and Recreation Comprehensive Plan. Mr. Duncan said they are currently advertising for the position of a long term temporary position for a Plan Manager. The person hired for that position will be tasked with coordinating the Parks & Rec. Comprehensive Plan process as well as reviewing fees and charges and developing a rational cost recovery plan for the various facilities. This is a part time temporary position and they anticipate it being a two-year process.

There were three open seats on the PRAC and one application from incumbent Traci Gilmour.

MOTION by Ms. Gladziszewski to recommend the Assembly reappoint Traci Gilmour to the PRAC for a term expiring February 28, 2019 and she hopes that more people would be encouraged to apply for the remaining seats. *Hearing no objection, the motion passed.*

Ms. McEwen provided clarification that the two remaining incumbents had not indicated that they did not wish to continue to serve; they just had not submitted applications for reappointment yet. In accordance with the advisory board rules of procedure, they may continue to serve past their term expiration date until one of the following occurs:
1) They officially state they want to step down as of their term expiration date; or
2) They submit an application and are reappointed by the Assembly; or
3) The Assembly appoints another applicant to that vacant seat.

6. Sales Tax Board of Appeals Annual Report and Appointments

Ms. McEwen stated that she staffs the Sales Tax Board of Appeals and the board did not have to meet during the 2015 calendar year but she was available to answer any questions the HRC members might have. Hearing none, the annual report was accepted as presented in the packet.

There were three seats on the board for terms expiring December 31, 2018. Two of the three incumbents submitted applications for reappointment.

MOTION by Ms. Sheinberg to recommend the Assembly reappoint Tim Cottongim and Mark Smith to the Sales Tax Board of Appeals to seats for terms expiring December 31, 2018. *Hearing no objections, the motion passed.*

Mr. Jones asked if this board's membership falls under the same clause as the PRAC in that the incumbents may serve past their term expiration date until one of the three criteria listed above is met. Ms. McEwen stated that does apply to this board and the incumbent had not yet responded about his preference but he often travels at this time of year.

B. Liquor Licenses

1. Restaurant/Eating Place License Renewals

Mr. Jones noted that there were two liquor licenses being recommended by staff for protest by the Assembly. Representatives from each company were present and asked to address the committee regarding their license.

License #851 Rodfather's, LLC d/b/a The Broiler; Location: 9109 Mendenhall Mall Road, Juneau - *staff recommended protest based on delinquent sales tax, penalties and interest from the second and third quarters of 2015 totaling $18,955.43 as of January 29, 2016.*

Mr. Rod Morrison thanked the committee for the opportunity to address this issue. He said he considers Juneau his home and has lived here for 23 years and a businessman that whole period. Unfortunately, his business failed and he apologized for the whole situation. He said he is making a valid attempt to correct it. He closed his business in August 2015 and in September 2015 he contacted the CBJ tax department. At that time, Revenue Collector Nicole Tragis was leaving on vacation so it wasn't until October that he could meet with her to set up a payment plan. He paid $5,000 at that time and has made $1,000 payments each month since then out of his paychecks that he is currently receiving and he intends to continue to make those payments until the debt is satisfied. He hoped to be able to keep the liquor license for future prospects and he asked the Assembly not to protest the renewal. Mr. Morrison said he had a copy of the payment plan that he entered into with Ms. Tragis. Ms. McEwen said she did not have a copy of the payment plan from Ms. Tragis and had only received the recommendation of protest from Sales Tax Administrator Clinton Singletary.

Mr. Jones took an at ease during the meeting to allow Ms. McEwen to make a copy of Mr. Morrison's payment plan for each of the committee members.

Ms. McEwen distributed copies of the payment plan and suggested that if the committee wished to defer action at this meeting there was additional time within the 60-day comment period.

MOTION by Ms. Gladziszewski to recommend the Assembly waive its right to protest the liquor license renewal provided the terms of the payment plan was being met on schedule as outlined on Mr. Morrison's payment plan copy.
Hearing no objection, the motion passed.

Mr. Morrison thanked the committee for its action and stated the he made a double payment on the payment plan in December and that it is his intent to alleviate the entire debt. Mr. Jones thanked Mr. Morrison for coming to the meeting and providing the additional information.

License #4405 Tides Complex, Inc. d/b/a Dragon Inn; Location: 5000 Glacier Hwy., Juneau - *staff recommended protest based on non-compliance with the Confession of Judgment signed June 13, 2014.*

Mr. Quy "Peter" Lam representing the Tides Complex, Inc. d/b/a Dragon Inn Chinese Cuisine addressed the committee regarding an outstanding balance owing to CBJ based on a water bill for which he had entered into a payment plan. He said he has not been able to catch up on the outstanding bill due to financial difficulties. He asked the Assembly to extend some time for him to make up the past due payments.

Mr. Lam explained the circumstances last fall under which he had received a letter from the CBJ Revenue Collector informing him that he needed to pay the full balance owning. He came to City Hall to discuss the letter with Ms. Tragis and the City Attorney's office to request additional time. Mr. Lam explained the payments he had made and the HRC members were unclear as to how those payments may have been reflected on the documents before them.

Mr. Jones suggested that the best course of action might be for a motion to delay action on this license until the next HRC to allow staff additional time to collect the information from Mr. Lam and the City Attorney's office and the Collections office.

MOTION by Ms. Sheinberg to defer this item until the next Human Resources Committee meeting so that staff can work with Collections, the City Attorney, and assemble the most recent information about the situation so the Assembly can understand that before any action is taken. *Hearing no objection, the motion passed.*

Mr. Jones informed Mr. Lam that the next HRC meeting will be held on Monday, February 29, 2016 at 6pm and that Ms. Gladziszewski will be chairing the meeting since he will be on the phone calling in from out of state.

Ms. Gladziszewski asked Mr. Lam to make sure he works with staff to have all the current information prior to the next meeting as there cannot be a further continuance of this issue after the February 29 meeting.

C. Other Business

Mr. Jones noted that there were some letters from the Juneau Commission on Aging (JCOA) provided as "red folder" items. He said that during the JCOA's retreat, they had discussed these and he informed them that the proper protocol was for them to forward the request to the Mayor to send letters on behalf of the city.

Mayor Becker has referred these back to the HRC for an initial review and whether the HRC would recommend the Assembly submit the letters as recommended by the JCOA. He said he would address the two letters separately.

Letter #1 re: Support for Alaska Commission on Aging "Sunrise" Legislation Mr. Jones said that he was able to learn the following with respect to the reauthorization of the Alaska Commission on Aging. The House bill is HB226 and it has passed through the HESS Committee with "All Do Pass" recommendations and as of February 5, it was in the House Finance Committee. On the Senate side, it is SB124 and it had passed the State Affairs Committee and Health and Social Services Committee and as of February 5, it was in the Senate Finance Committee. The sunset legislative audit was completed on April 10, 2015 and in that audit, they recommended extending the date of the Alaska Commission on Aging to June 30, 2024. Both those bills are in the respective finance committees of both bodies and they have a positive recommendation from legislative audit and all committees had "Do Pass" recommendations.

The HRC consensus was to recommend the Mayor or Assembly send a letter of support for passage of HB226/SB124.

Letter #2 re: Support for Senior Legislative Concerns
HRC members discussed this letter request and it was the consensus of the committee that the Assembly does not go into this level of detail with respect to other forms of legislation at the state legislature. Some of the concerns they had related to the pending budget discussions at the legislature. Other members stated that they have not had enough time to learn more about the topics and the proposed bills before the legislature to be able to state their support or not for the recommendations in the proposed letter. They also mentioned that the Assembly hires a lobbyist and gives direction to the lobbyist as to the key pieces of legislation that the Assembly feels are the top priorities as they relate to CBJ in the legislature.

Ms. Sheinberg asked if the JCOA is allowed to send a letter to the legislature in support of particular legislation under their own signature. Mr. Jones explained that the JCOA is an advisory body to the Assembly and their role is to advise the Assembly and it is up to the Assembly to decide whether it would be an official CBJ position one way or another. The individual members of any board may appear and testify or provide letters of support with their own signature as private citizens but not as a group representing CBJ.

Mr. Jones said in light of the consensus from the HRC, he would recommend the Assembly not send the second letter. He said he would also add that if the City Manager, working with the CBJ lobbyist, sees anything in the proposed letter that they may already be working on, for that information to be provided to the Assembly.

Ms. Sheinberg said that given the fiscal climate at the state right now, she thinks CBJ needs to be very strategic in what the Assembly decides to support and lobby for. She stated that there are a lot of items in the proposed letter and she hoped that if there were any particular issue that was highly critical that the JCOA would bring it to the Assembly COW for discussion and include more background information rather than it being included in a letter with many other items.

VI. STAFF REPORTS

Ms. McEwen noted that at the February 29 HRC meeting, the Assembly will hopefully have the fourth member of the HRC assigned to the committee following the Assembly appointment of the new District 2 Assemblymember. She also stated that she appreciated the Assemblymembers keeping the Clerk's office informed of absences with all the special meetings coming up during the next few months. She informed the HRC members that she will be traveling after the March special election and Ms. Sica will be staffing the HRC meeting during that absence.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

Mr. Jones thanked the members for coming to the meeting at an earlier start time and since there was no further business to come before the committee, he adjourned the meeting at 6:25 p.m.