

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

June 8, 2015 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. May 18, 2015 Human Resources Committee Meeting 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. Utility Advisory Board - Appointments
2. Historic Resources Advisory Committee - Annual Report and Appointments
3. Juneau Commission on Aging - Appointments
4. Treadwell Arena Advisory Board - Appointments

B. Other Business

1. Board Application Form Review
2. Scheduling HRC Meetings - Member availability June 29 / July 20

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 AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

May 18, 2015 Human Resources Committee Meeting Minutes

ATTACHMENTS:

Description	Upload Date	Type
☐ DRAFT Minutes 5/18/2015 HRC Meeting	5/19/2015	Minutes

DRAFT

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

May 18, 2015 6:00 PM
Assembly Chambers

I. ROLL CALL

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

Committee members present: Karen Crane, Maria Gladziszewski, Loren Jones, and Debbie White.

Other Assemblymembers present: Jerry Nankervis.

Absent: None.

Staff present: Laurie Sica, Municipal Clerk; Kim Kiefer, City Manager; Lauren Anderson, Treadwell Ice Arena Manager; Rob Steedle, Deputy City Manager.

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A. April 27, 2015 Human Resources Committee Meeting

Hearing no objections, the minutes of the April 27, 2015 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. Bidding Review Board - Appointments

MOTION, by Gladziszewski, to recommend to the Assembly the reappointment of Stephen Sorensen, John M. Walsh, and Wallace "Sandy" Williams to seats on the Bidding Review Board, terms to expire May 31, 2018, and the appointment of Paul Nowlin to an open seat with a term to expire on May 31, 2017. Hearing no objection, it was so ordered.

DRAFT

2. Juneau Human Rights Commission - Appointments

MOTION, by Gladziszewski, to recommend to the Assembly the reappointment of Markus Bressler to a seat on the Juneau Human Rights Commission, term expiring May 31, 2018, and the appointment of Morgan Griffin to a term expiring May 31, 2018. Hearing no objection, it was so ordered.

3. Treadwell Advisory Board - Appointments

The committee discussed whether applicants were board members of a user group, and the difficulty of determining the information needed to make the appointments outlined in the code based on the information gathered from the application process.

The committee discussed that there were only four applications for seven seats for the initial appointment to this new board, that with the summer weather people may be distracted, and that it would be good to provide more time to gather more applications.

Hearing no objection, Chair Jones said that the application period would be extended to June 4, with consideration of the applications at the June 8 HRC meeting.

B. Other Business

1. Social Services Advisory Board Discussion

Chair Jones said he spoke with Eric Kueffner, Board President of the Juneau Community Foundation. JCF held a retreat and discussed its interest in forming a subcommittee to discuss the possibility of entering into an agreement with CBJ to administer and issue the CBJ social service funds. Mr. Jones would like the matter investigated by staff in June and July, and discussions to take place so that a decision can be reached in August about whether to move forward with JCF. He said he would be absent for a period of time and had asked Ms. Crane to work with Ms. Kiefer on this topic and return more information to the HRC at a future date.

MOTION, by Jones, to refer this topic to the Assembly Committee of the Whole meeting on June 1, in order to inform the Assembly and to determine if this is a direction in which the Assembly wishes to proceed. Hearing no objection, there was general agreement to that course of action.

VI. STAFF REPORTS

A. Update from April 29, 2015 Alcohol Beverage Control Board Meeting - Verbal Report

Ms. Sica reported on the actions of the Alcohol Beverage Control Board meeting of April 29, 2015:

DRAFT

License #2185 DBA Canton House: CBJ protest was upheld by the ABC board; license has been expired. The owners have a fifteen-day period to appeal from the time they receive the certified letter from ABC. ABC staff would inform CBJ staff when that letter was received, but either way, the license is currently expired.

License #4493 DBA Little Tokyo: Reinstated and renewed.

License #5095 DBA Taku Lanes: Stock transfer to Cindy Price as 100% shareholder approved and completed.

License #5279 DBA The Taqueria: Transfer from Russian Alaska, LLC approved and completed.

License #3720 DBA Timberline Bar and Grill: Stock transfer to Goldbelt, Inc. as 100% shareholder approved and completed.

License #4192 DBA Seong's Sushi and Chinese Takeout: CBJ taxes paid, protest removed, license currently active.

Ms. Sica said she had not attended one of those meetings in some time and it was apparent to her that the ABC Board was looking to communities to perform due diligence in liquor license review. The Board seemed frustrated that some communities had made no contact with license holders, nor had made the proper notifications. Ms. Sica gave kudos to the Deputy McEwen and the CBJ staff reviewers, and to the Assembly, for staying on top of liquor license review and making the review an effective part of code compliance.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

There being no further business before the committee, the meeting adjourned at 6:16 p.m.

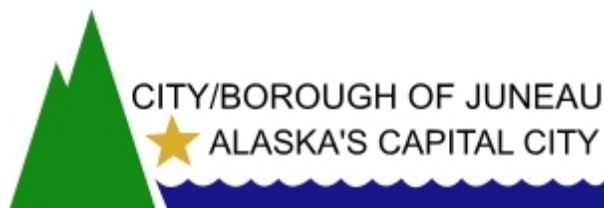
Submitted by Laurie Sica, Municipal Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Utility Advisory Board - Appointments

ATTACHMENTS:

Description	Upload Date	Type
☐ Factsheet	6/3/2015	Exhibit
☐ Resolution 2299 Establishing Utility Advisory Board	6/3/2015	Exhibit



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 3rd Thursday of each month at 5:30pm 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/>

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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.

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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;

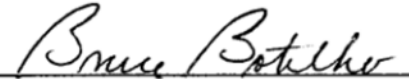
- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, 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.

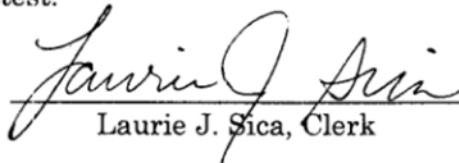
Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

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

Adopted this 28th day of February, 2005.


Bruce Botelho, Mayor

Attest:

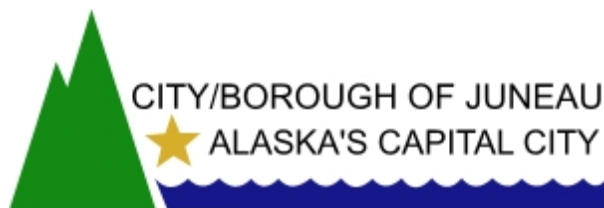

Laurie J. Sica, Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Historic Resources Advisory Committee - Annual Report and Appointments

ATTACHMENTS:

Description	Upload Date	Type
☐ Factsheet	6/3/2015	Exhibit
☐ CBJ Code 49.10.410 - JHRC Board Establishment	6/3/2015	Exhibit
☐ 2014 Annual Report - JHRC	6/3/2015	Report
☐ 2014 JHRC Attendance	6/3/2015	Report



City and Borough of Juneau
155 S. Seward Street
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<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Historic Resources Advisory Committee Fact Sheet

Title: Historic Resources Advisory Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:

-CBJ Code 49.10.410

-HRAC Bylaws - 2013

-Date Created: January 01, 1987

-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: 49.10.410 Historic resources advisory committee. ... (f) Duties. The duties of the committee shall include: (1) Reviewing and making recommendations about local projects that might affect properties identified in the local historic preservation plan; (2) Reviewing and developing nominations to the National Register of Historic Places for properties within the City and Borough; (3) Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough; (4) Reviewing and making recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau-Douglas City Museum; (5) Cooperating and consulting with the parks and recreation department and the parks and recreation advisory committee on matters concerning the Juneau-Douglas City Museum; and (6) Performing other actions which are necessary and proper to carry out the above duties. (Serial No. 87-49, § 2, 1987; Serial No. 93-41, §§ 3, 4, 5, 1993; Serial No. 99-22, § 5, 1999; Serial No. 2001-01, § 2, 2-5-2001)

Membership: (b) Membership. The committee shall consist of nine members appointed by the assembly. Members shall be appointed for a term of three years. The assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers, and the general public.

Officers: Chair, Vice-Chair, Recorder

Quorum: 5

Term Limits: 2 terms according to the HRAC bylaws.

Annual Appointment Period (Annual Reports Due): June

Meetings: First Wednesday of each month at 5pm - locations alternate between City Hall Conference Room #224 and the Juneau-Douglas City Museum.

Special Facts: Staff support is shared by the Community Development Department's (CDD) Laura Boyce and the Parks & Recreation Department's Juneau Douglas City Museum Director Jane Lindsey. Meeting locations alternate monthly between the City Hall Conference Room #224 & the City Museum.

Staff Contact: Laura Boyce, CDD Planner - 586-0753 - Laura_Boyce@ci.juneau.ak.us

Website: <http://www.juneau.org/history/advcomm.php>

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49.10.410 - Historic resources advisory committee.

- (a) Establishment. There is established the Juneau historic resources advisory committee.
- (b) Membership. The committee shall consist of nine members appointed by the assembly. Members shall be appointed for a term of three years. The assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers, and the general public.
- (c) Officers. The committee shall select its own officers.
- (d) Meetings. The committee shall meet monthly.
- (e) Staffing. The community development and library departments shall provide such staff support and assistance as the committee may require to the extent funds are available.
- (f) Duties. The duties of the committee shall include:
 - (1) Reviewing and making recommendations about local projects that might affect properties identified in the local historic preservation plan;
 - (2) Reviewing and developing nominations to the National Register of Historic Places for properties within the City and Borough;
 - (3) Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough;
 - (4) Reviewing and making recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau-Douglas City Museum;
 - (5) Cooperating and consulting with the library department on matters concerning the Juneau-Douglas City Museum; and
 - (6) Performing other actions which are necessary and proper to carry out the above duties.

(Serial No. 87-49, § 2, 1987; Serial No. 93-41, §§ 3, 4, 5, 1993; Serial No. 99-22, § 5, 1999; Serial No. 2001-01, § 2, 2-5-2001; [Serial No. 2014-06\(b\), § 4, 2-24-2014, eff. 3-26-2014](#))



CBJ Historic Resources Advisory Committee

2014 Annual Report

Prepared by the City and Borough Juneau Community Development Department

On behalf of Juneau's Historic Resources Advisory Committee (HRAC), the City and Borough of Juneau (CBJ) Community Development Department is pleased to present the 2014 Annual Report. Within this document you will find information regarding HRAC's work over the past year. Concerns about the future of Juneau's downtown and the Historic District in particular have grown over the years. This has led to many opportunities for collaboration to address some of the biggest challenges that the Historic District faces. Today, more than ever, it is essential for local governments to be responsible stewards of its historic resources in an effort to preserve and maintain the community's cultural and historic heritage. These resources create a sense of community and space, provide an economic boost for the tourism industry, and preserve the community character for future generations.

A. LOCAL PRESERVATION ORDINANCES :

- In December 2014 HRAC formed a sub-committee to address signage enforcement in the Historic District. Members include Michael Tripp, Don Harris and Zane Jones. They are working with CBJ staff to propose an amendment to Juneau's Land Use Code. If the code amendment is approved it will likely be in 2015.
- No new preservation ordinances were adopted in 2014.

B. HISTORIC RESOURCES ADVISORY COMMITTEE:

In accordance with the CBJ Land Use Code and HRAC's governing resolution, the Historic Resources Advisory Committee is entrusted with the following duties:

- Review and make recommendations on local projects that might affect properties identified in the local Historic Preservation Plan;
- Review and develop nominations to the National Register of Historic Places for properties within the City and Borough of Juneau;
- Cooperate and consult with the Assembly and the Community Development Department, and the State Historic Commission on matters concerning the historical district and historic, prehistoric and archaeological preservation in the City and Borough of Juneau;
- Review and make recommendations about the collections, exhibits, education programs, long-range plans, and other pertinent activities of the Juneau-Douglas City Museum;

- Cooperate and consult with the Parks and Recreation Department and the Parks and Recreation Advisory Committee while transitioning to the Library Department from July 1 forward on matters concerning the Juneau-Douglas City Museum; and
- Perform other actions which are necessary and proper to carry out the above duties.

In 2014, HRAC was comprised of the following members, with the specific seat held at the time and professional background.

- Gary Gillette (Chair) – Architect, Member of Gastineau Channel Historic Society, and CBJ Liaison the Treadwell Historic Preservation and Restoration Society
- Don Harris (Vice Chair) – Retired Psychologist, historic home owner, and Board of Directors member of Friends of the Juneau-Douglas City Museum
- Shauna McMahon (Recorder) – State Natural Resource Specialist, State Museum docent
- Gerald Gotschall – Architect
- Marie Darlin – Lifelong Juneau resident, Museum/Historic knowledge
- Myra Gilliam – US Forest Service Archaeologist
- Zane Jones – Architect
- Mark Sowers – General public with interest in Historic Preservation and a background in Historic Preservation and a background in history, political science and economics (Resigned from HRAC July 2014)
- Marcy Sowers – Native Alaskan representative (Resigned from HRAC July 2014)
- Sorrel Nikko Goodwin – Native Alaskan representative; Librarian with the Alaska State Library Historic Collections (Appointed September 2014)
- Michael Tripp – Historic District Business/Property Owner (Appointed September 2014)

In 2014, two new members were appointed replacing two members who resigned from the Committee.

Jane Lindsey, Director of the Juneau-Douglas City Museum, along with Laura Boyce, Planner from the Community Development Department (CDD), served as the staff liaisons between the CBJ and the Historic Resource Advisory Council. Laura Boyce remains as the main CDD staff liaison.

The Historic Resource Advisory Committee held regular monthly meetings on the first Wednesday of every month, with the exception of July and August. All of the meeting agendas, minutes and an attendance report are attached to this report.

C. SUVERY AND INVENTORY OF HISTORIC PROPERTIES:

- The Rudy Kodzoff House was reviewed for inclusion on the National Register of Historic Places. The HRAC recommended approval for this home.

D. PRESERVATION PLANNING ACTIVITIES:

- The HRAC voted for unanimous approval for staff to seek a CLG grant in order to update the CBJ's Preservation Plan. The Preservation Plan has been in draft status since 1996 when it was created. It needs updating to reflect current views on preservation as well as to be more inclusionary. Additionally, the CBJ would like the Plan to develop a strategy for preservation activities and efforts.

E. NATIONAL REGISTER PROGRAM PARTICIPATION:

- As mentioned above, the Kodzoff House nomination was reviewed for consideration.



F. PROTECTION OF HISTORIC PROPERTIES:

The CBJ Planning Commission, in coordination with the HRAC, reviews major developments within the Downtown Historic District and other civic projects for potentially harmful impacts to historic and cultural resources. Minor developments, such as building permits and sign permits, are handled solely at the CBJ staff level; however, it has been department policy to consult with HRAC during the building and sign permit review process. During 2014, development projects were reviewed for potentially harmful impacts to historic properties and/or historic and cultural resources within the City and Borough of Juneau. Many DOT and CBJ projects were reviewed for potential impacts.

During 2014, the Historical Resources Advisory Committee welcomed the public and guest speakers to present historic preservation events and projects. The following is a list of events and projects that were presented to and supported by HRAC:

- St. Nicholas Orthodox Church Site Improvements – This Russian Orthodox Church was established in Juneau in 1894 by missionaries attempting to convert the local Tlingit Tribe. The church was undergoing restoration work and sought HRAC's counsel. HRAC was in full support of the restoration and for allowing the Church to use adjacent CBJ owned land for project staging.
- Mayflower School – The Mayflower School, now known as Juneau Montessori School, was built in 1934 by the United States Bureau of Indian Affairs but was later merged into the Juneau school system. The school was seeking to expand their playground area and construct a perimeter fence. HRAC supported the expansion and recommended a historically accurate fence.

G. PUBLIC EDUCATION PROJECTS:

In 2014, the CBJ and the Juneau-Douglas City Museum continued the tradition of offering relevant and thoughtful historical presentations, lectures and exhibits. Below are the public education projects that were offered this past year:

- The museum featured a lecture by Wayne Jensen on The History of the Alaskan Capital.
- The museum partnered with the Helca Greens Mining Company to host the annual mining lecture at the museum. May 2014 featured Mike Satre's lecture on the history of mining in Juneau.
- The Juneau History Grant Committee awarded St. Nicholas Orthodox Church a grant to help with publication costs of *The First One Hundred Years*, a book about the church's history.

- In 2014, 150 Juneau History Walking Tours were held through the Historic District and downtown Juneau.

H. HISTORIC PRESERVATION GRANT ACTIVITIES:

- A grant was submitted for mapping the Evergreen Cemetery as well as to create a brochure highlighting some of those interred at the cemetery and their links to historic buildings and places in Juneau. The proposal was for approximately \$27,000 with CBJ as the grant administrator. The grant application was approved and the CBJ will hire a consultant to assist with mapping the historic cemetery.
- Another CLG grant was submitted for updating the CBJ's Preservation Plan. This plan has been in draft status since it was created in 1996. A Preservation Plan is a requirement for Certified Local Governments. The CBJ was awarded this grant and will begin working on Phase I of the Plan update.



I. OTHER PRESERVATION ACTIVITIES:

- Museum/HRAC Projects in 2014- The City Museum, with the assistance of HRAC, completed a National Endowment for the Humanities grant for a new energy efficient heating and ventilation improvements for the museum.
- End of Year Statistics for the Museum:
 - Total New Acquisitions in 2014 – 30
 - Total New Accessions in 2014 – 516
 - Total Information Requests in 2014 – 71, for a total of 17 hours and 45 minutes
- Notable Collections
 - 2014.07 – two Octopus bags by Shgen George purchased through the Rasmuson Foundation
 - 2014.17 – Winter & Pond's Kodak Century Camera donated by Renda Heimbigner from the collection of William W. Jorgenson
 - 2014.19 – 1894 letter written by John Dix to Jack T. Wilcot on The Central House letterhead donated by Gary Courtright
 - 2014.20 – *Our Town* quilt donated by the Gold Creek Quilters

Our Town Quilt; Photo courtesy of the Juneau Douglas City Museum

- 2014.26 – *Morning Light* by Arnie Weimer purchased through the Rasmuson Foundation

J. ATTACHMENTS:

- HRAC Agendas and Meeting Minutes for 2014
- HRAC Attendance Record for 2014
- CV for Sorrel Nikko Goodwin

Historical Resources Advisory Committee 2014 Attendance Record											
2014	Marie Darlin	Myra Gilliam	Gary Gillette	Sorrel Goodwin	Gerald Gotschall	Don Harris	Zane Jones	Shauna McMahon	Mark Sowers	Marcy Sowers	Michael Tripp
8-Jan	ABS	ABS	X		X	X	X	X	ABS	ABS	
5-Feb	X	X	ABS		X	X	X	X	X	X	
5-Mar	X	X	X		X	X	X	X	ABS	ABS	
2-Apr	X	X	X		X	X	ABS	ABS	ABS	ABS	
7-May	ABS	X	X		ABS	X	X	X	ABS	ABS	
25-Jun	X	ABS	X		X	X	X	X	ABS	ABS	
2-Jul											
6-Aug	ABS	X	X	ABS	X	X	ABS	X			X
9-Sep	X	X	X	X	X	X	X	X			X
8-Oct	ABS	ABS	X	X	X	X	X	X			ABS
5-Nov											
3-Dec	X	X	X	X	X	X	X	X			X
Absences	4	3	1	1	1	0	2	1	5	5	1
% of Meetings Missed	36%	27%	9%	9%	9%	0%	18%	9%	45%	45%	9%

NOTES:

Annual Vacation Month

Subcommittee Meeting

Not a member of HRAC at the time of the meeting

No meeting

Resigned

X
Present

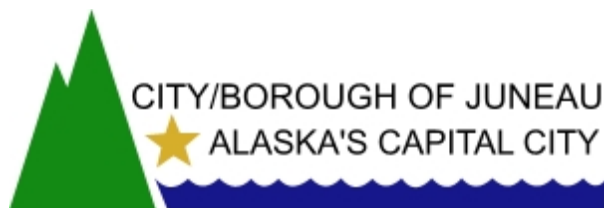
ABS
Absent

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Juneau Commission on Aging - Appointments

ATTACHMENTS:

Description	Upload Date	Type
☐ Factsheet	6/3/2015	Exhibit
☐ Resolution 2279 Establishing Commission on Aging	6/3/2015	Exhibit



City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
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<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Commission on Aging Fact Sheet

Title: Juneau Commission on Aging

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2279

-Date Created: August 05, 1985

-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 2. That the powers and duties of the Juneau Commission on Aging may include but not necessarily be limited to the following: (a) To promote programs which benefit and/or enhance health, safety, and welfare of senior citizens. (b) To promote maximum senior citizen participation in planning, development, operation and maintenance of facilities, services and programs designed to serve senior citizens principally. (c) To serve as a focal point for coordination of senior citizen functions among the several committees, subcommittees, task groups, city manager, and the Assembly of the City and Borough of Juneau. (d) To review and make recommendations upon plans, programs, budgets, staff, property and support facilities, management functions, contractual relationships affecting the senior citizens of Juneau and report findings directly to the Assembly. (e) To formulate and recommend to the Assembly a comprehensive areawide plan that identifies the concerns and needs of older Juneauites. (f) To collect facts and statistics, and make studies of conditions and problems pertaining to the employment, health, financial security, social welfare, and other concerns that bear upon the well-being of older Juneauites. (g) To make recommendations to the Assembly on establishment of special committees and/or task groups to meet both official and voluntary needs for coordination of functions with the Juneau Senior Center; Valley Senior Center; Alaska Housing Finance Corporation(AHFC); Alaska Commission on Aging (ACOA); Alaska Department of Commerce, Community and Economic Development; Alaska Department of Health and Social Services, Division of Senior and Disability Services; AARP; Retired Public Employees of Alaska (RPEA); National Association of Retired Federal Employees (NARFE) and similar groups.

Membership: Section 1. That there is established the Juneau Commission on Aging which shall consist of seven members who shall be appointed by the Assembly for three year staggered terms beginning on June 1, except those first appointed shall be for terms of one, two, and three years as designated by the Assembly. At least four members shall be 65 years of age and three may be 55 years of age or older.

Officers: Chair, Vice Chair, Secretary

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): May

Meetings: 2nd Thursday of each month at 9:30am in the Assembly Chambers at City Hall.

Special Facts: The predecessor group to the Juneau Commission on Aging - the Senior Citizen Advisory Committee was created January 6, 1977 for the purpose of advising the Alaska State Housing Authority and the Assembly on matters related to the development of a 42-unit elderly housing project in the City & Borough of Juneau. The Assembly then morphed that committee into the Commission on Aging in 1985. There is a Senior Citizen Tax Benefits webpage at <http://www.juneau.org/financeftp/seniors.php> or click on the link below.

Staff Contact: City Clerk's Office - 586-5278 - City_Clerk@ci.juneau.ak.us

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

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Presented by: The Manager
Introduced: 05/09/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2279

A Resolution Changing the Age Requirement for Service on the Commission on Aging, Making Other Minor Changes to the Commission's Charge, and Repealing Resolution Serial No. 1121am.

WHEREAS, the Commission on Aging serves as an effective forum for addressing issues relating to aging in Juneau; and

WHEREAS, the Commission on Aging has requested a change in the age requirements for membership on the Commission, and other minor changes to its charge.

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

Section 1. That there is established the Juneau Commission on Aging which shall consist of seven members who shall be appointed by the Assembly for three year staggered terms beginning on June 1, except those first appointed shall be for terms of one, two, and three years as designated by the Assembly. At least four members shall be 65 years of age and three may be 55 years of age or older.

Section 2. That the powers and duties of the Juneau Commission on Aging may include but not necessarily be limited to the following:

- (a) To promote programs which benefit and/or enhance health, safety, and welfare of senior citizens.
- (b) To promote maximum senior citizen participation in planning, development, operation and maintenance of facilities, services and programs designed to serve senior citizens principally.

- (c) To serve as a focal point for coordination of senior citizen functions among the several committees, subcommittees, task groups, city manager, and the Assembly of the City and Borough of Juneau.
- (d) To review and make recommendations upon plans, programs, budgets, staff, property and support facilities, management functions, contractual relationships affecting the senior citizens of Juneau and report findings directly to the Assembly.
- (e) To formulate and recommend to the Assembly a comprehensive areawide plan that identifies the concerns and needs of older Juneauites.
- (f) To collect facts and statistics, and make studies of conditions and problems pertaining to the employment, health, financial security, social welfare, and other concerns that bear upon the well-being of older Juneauites.
- (g) To make recommendations to the Assembly on establishment of special committees and/or task groups to meet both official and voluntary needs for coordination of functions with the Juneau Senior Center; Valley Senior Center; Alaska Housing Finance Corporation (AHFC); Alaska Commission on Aging (ACOA); Alaska Department of Commerce, Community and Economic Development; Alaska Department of Health and Social Services, Division of Senior and Disability Services; AARP; Retired Public Employees of Alaska (RPEA); National Association of Retired Federal Employees (NARFE) and similar groups.

Section 3. The Commission shall select its own officers, and shall hold regular meetings on a schedule established by the Commission as well as such special meetings as required to conduct business.

Section 4. The Manager or his designee shall provide such staff support and assistance for the Commission to the extent funds are available for such support.

Section 5. Resolution Serial No. 1121am is repealed.

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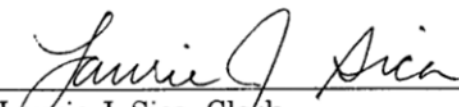
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Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 9th day of May, 2005.


Bruce Botelho, Mayor

Attest:

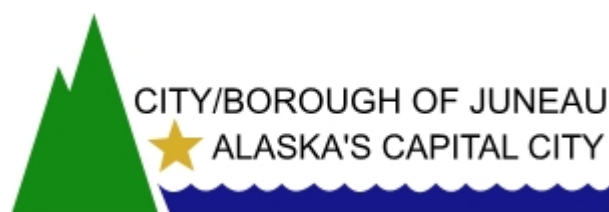

Laurie J. Sica, Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Treadwell Arena Advisory Board - Appointments

ATTACHMENTS:

Description	Upload Date	Type
☐ Treadwell Board Factsheet	6/4/2015	Cover Memo
☐ Ordinance 2015-18am- Establishing_Treadwell_Arena_Advisory_Board	6/4/2015	Ordinance



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/>

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

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2015-18(am)

An Ordinance Establishing the Treadwell Arena Advisory Board.

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

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

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

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

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

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

Section 4. Treadwell Arena Advisory Board Purpose.

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

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

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

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

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

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

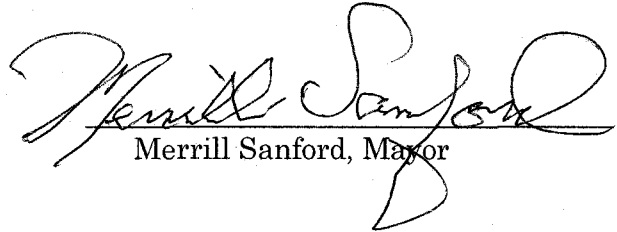
Section 6. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and shall hold regular meetings on a schedule established by the Board, as well as such special meetings as required to conduct business.

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

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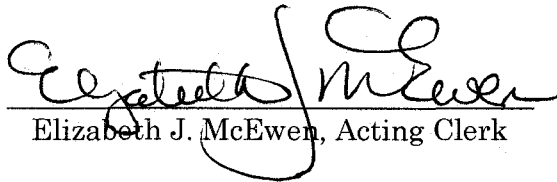
Section 8. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 6th day of April, 2015.



Merrill Sanford, Mayor

Attest:



Elizabeth J. McEwen, Acting Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Board Application Form Review

ATTACHMENTS:

Description	Upload Date	Type
☐ Current CBJ Board Application Form	6/3/2015	Exhibit

CBJ BOARD/COMMISSION APPLICATION

PLEASE BE AWARE THAT THE INFORMATION GIVEN ON YOUR APPLICATION AND ANY ADDITIONAL INFORMATION YOU ATTACH TO THIS FORM IS MADE AVAILABLE TO THE PUBLIC!



Required Fields marked by ★, all other fields optional.

★Application is for: _____ Board/Commission

*If this is to fill a specific seat or group representation please indicate the seat or group here: _____

★NAME: _____

RESIDENCE ADDRESS: _____

★MAILING ADDRESS: _____

Street or PO Box City State Zip

★ (Please list at least one phone number below and circle the best method for contacting you)

CONTACT #s: Work: _____ Home: _____ Fax: _____ Cell: _____

E-MAIL ADDRESS: _____

EMPLOYER: _____ OCCUPATION: _____

I currently have membership or an active interest in the following organizations: _____

I am currently a member of the following CBJ Advisory Boards: _____

Please explain the main reasons you are applying: _____

You may attach a brief outline (no more than two pages) of your education, work, and volunteer experience and other interests.

Time available for board/commission work: (please circle) 2hrs 5hrs 10hrs 20hrs Per: week month

How did you learn of this vacancy (circle one):

Channel 7 Website Word of Mouth Solicitation Other: _____

★Signature of Applicant: _____ Date: _____

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. This information is not required. *Please indicate age or other specific criterion if it pertains to serving a specific seat on the particular board/commission to which you are applying, i.e. Commission on Aging member 65 years or older.

Race/Ethnic Group: _____ *Year of Birth _____ Male__Female__Single__Married_____

Need for special accommodations: _____

RETURN TO: MUNICIPAL CLERK, 155 S. SEWARD STREET, JUNEAU, AK 99801

TELEPHONE NO.: 586-5278; FAX NO.: 586-4552 City.Clerk@juneau.org

HOW TO APPLY FOR A BOARD OR COMMISSION

1. Application forms are available on the bulletin board outside Room 202 at the Municipal Building or can be obtained by telephoning 586-5278. The forms are also available on Juneau's website at http://www.juneau.org/clerk/boards/applying_for_a_board.php
2. The listings for current vacancies on boards and commissions can be found on the CBJ website (link above), on Cable Channel 7, and posted on the bulletin board on the second floor of City Hall.
3. Fill out one application for each board/commission you are applying for and mail, deliver, or fax it to: Municipal Clerk, 155 South Seward Street, Juneau, AK 99801; fax 586-4552.

Qualifications to serve vary with the board, but the most important ones are having the time, interest and willingness to serve. Time requirements can vary from three hours per month to 20 hours per week. Some boards meet only seasonally or when needed so check with the clerk's office if there is a specific board you are interested in to see if your schedule is compatible with that of the board.

4. CBJ's empowered boards (Airport, Aquatics, Docks & Harbors, Eaglecrest Ski Area, and Bartlett Regional Hospital Boards) and Planning Commission go through a more intensive application/interview process with the Assembly. If you are interested in applying for one of these boards, please contact the clerk's office for specific details and deadlines associated with that board's application/appointment process.

WHAT HAPPENS NEXT - CONSIDERATION OF APPLICANTS

1. You will be considered for the boards and commissions for which you apply as vacancies occur, either through the expiration of a member's term or through a member's resignation. For incumbents wishing to be reappointed, they need to reapply for their seat by filling out the application and are considered in the same manner and process as all other applicants. Incumbents can contact the clerk's office to get a copy of their most recent application and update that for submission. *Incumbents are not automatically reappointed.*
2. Vacancies occur throughout the year, and applications are accepted at any time.
3. Applications are held one year for consideration. If, after that time, you are still interested in applying for a board or commission, please submit a new application.
4. The Human Resources Committee usually meets on the same Mondays as the regular Assembly meetings (approximately every three weeks) to consider recommendations for appointments to boards and commissions, which are then submitted to the Assembly for confirmation.
5. The Assembly seeks to have broad representation from throughout the community so that in making appointments they consider many factors.
6. Applications are always welcome, and you should not feel discouraged if you are not quickly appointed or notified. If you do hear of a vacancy in which you are interested, it is suggested that you call to remind the Municipal Clerk's Office that you have an application on file and would like it to be considered at the time.

Thank you for your interest!

CITY AND BOROUGH OF JUNEAU, ALASKA BOARDS AND COMMISSIONS

Detailed information and the governing legislation for each board can be found on the Board Factsheets online at:

http://www.juneau.org/clerk/boards/Board_Information.php

*** Assembly**

[* Denotes appointing authority]

Airport Board
Americans' with Disabilities Act Committee
Aquatics Board
Bartlett Regional Hospital Board of Directors
Bidding Review Board
Board of Equalization
Building Code Advisory Committee
Building Code Board of Appeals
Docks and Harbors Board
Douglas Advisory Board
Eaglecrest Ski Area Board of Directors
Fisheries Development Committee
Jensen-Olson Arboretum Board
Juneau Affordable Housing Commission
Juneau Commission on Aging
Juneau Commission on Sustainability
Juneau Historic Resources Advisory Committee
Juneau Human Rights Commission
Juneau Public Libraries Endowment Board
Parks & Recreation Advisory Committee
Personnel Board
Planning Commission (*Upon appointment, must file APOC Public Official Financial Disclosure Statement*)
Sales Tax Board of Appeals
Sister Cities Committee
Social Services Advisory Board
Treadwell Arena Advisory Board
Utility Advisory Board
Wetlands Review Board
Youth Activities Board
1% for Art Selection Panels: (*nominated by various agencies/appointed by Assembly*) Airport Terminal Renovation, Gastineau Elementary School Renovation Project, Downtown Dock/Seawalk Project, Eaglecrest Learning Center Project
Juneau Economic Development Council (*applications reviewed by JEDC, appointments made by the Assembly*)

*** City & Borough Manager**

Animal Control Board of Appeal (Animal Hearing Board)

*** State Agency**

Local Emergency Planning Committee (LEPC) formerly called the Capital City Emergency Planning Committee (CCEPC). Members are nominated by the Assembly and appointed by the State Emergency Response Commission; there are two applications to be filled out when applying for this committee - 1) CBJ Board App & 2) State LEPC Application

*** Mayor Appointed Task Forces and Ad Hoc Committees**

- Marijuana Committee