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

November 10, 2014 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. September 29, 2014 Regular Human Resources Committee Meeting

IV. PUBLIC PARTICIPATION

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

V. AGENDA TOPICS

A. Board Matters

1. Assembly Human Resources Committee - Review Processes & Assembly Rules of Procedure Resolution 2550
2. Juneau Economic Development Council - Appointments
3. Jensen-Olson Arboretum Advisory Board - Appointment
4. Building Code Advisory Committee - Annual Report
5. Discussion re: CBJ Board Evaluation/Review - Including Juneau Commission on Sustainability and Social Services Advisory Board

B. Other Business

III. STAFF REPORTS

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

V. ADJOURNMENT

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

September 29, 2014 Regular Human Resources Committee Meeting

ATTACHMENTS:

	Description	Upload Date	Type
☐	September 29, 2014 Draft HRC Minutes	11/5/2014	Minutes

DRAFT MINUTES

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

September 29, 2014 6:00 PM
Assembly Chambers

I. ROLL CALL

Chair Jesse Kiehl called the meeting to order at 6pm.

Committee members present: Jesse Kiehl, Kate Troll, Loren Jones (telephonically), and Jerry Nankervis (telephonically)

Other Assemblymembers present: Karen Crane

Staff Present: Beth McEwen Deputy Clerk; Rob Steedle Deputy City Manager, Beth McKibben Senior Planner

II. APPROVAL OF AGENDA

Ms. McEwen noted one change in the agenda packet and that was a request from Scott McAdams to change his application for the Douglas Advisory Board to apply to the Social Services Advisory Board instead.

III. APPROVAL OF MINUTES

A. August 11, 2014 Regular Human Resources Committee Meeting

There being no changes and hearing no objection, the minutes of the August 11, 2014 meeting were approved as presented.

B. August 25, 2014 Regular Human Resources Committee Meeting

There being no changes and hearing no objection, the minutes of the August 24, 2014 meeting were approved as presented.

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. Americans with Disabilities Act Committee - Annual Report & Appointments

ADA Committee members Lesley Thompson, Pamela Mueller-Guy and Melanie Zahasky were present. Ms. Thompson provided a synopsis of the committee's annual report and a brief history of the Americans with

Disabilities Act of 1990. She also gave an overview of the CBJ ADA Committee and its work with CBJ staff on implementing the goals and provisions of the ADA Act.

She explained that the committee has had guest speakers come and speak at each month's ADA Committee meeting. The committee had new members appointed this year and the whole committee received a one hour training by the State ADA Coordinator. Ms. Thompson said they try to be responsive to any ADA issues that come from the public and they work closely with the public member and CBJ staff to help resolve those issues. Some of the key issues the committee is working on has been accessibility, including inaccessibility of the downtown sidewalks. They spoke with the JCVB tourism manager about the tour ship and bus loading procedures and the need for more wheelchairs, walkers, and canes to be available as there are more people with challenges traveling.

The committee is also working on following up on last year's ADA survey. One of the big concerns shared was that of ice conditions and snow removal. They hope the city will make that a priority during the winter months and they are concerned that those priorities are being impacted by budget cuts.

Ms. Troll asked about the committee's request to Capital Transit to make a phone number available for texting snow routes for those who cannot hear the radio announcements. Ms. Pam Mueller-Guy said that request has not yet been implemented.

Ms. Thompson thanked the staff members who support the committee, Charlie Ford and Hal Hart.

There were three seats on the ADA Committee open for terms expiring August 31, 2017. Incumbents Marianne Mills, Melanie Zahasky, and Allen Hulett had all submitted applications for reappointment. No other applications had been received.

MOTION by Ms. Troll to recommend the Assembly reappoint Marianne Mills, Melanie Zahasky, and Allen Hulett to the ADA Committee to terms expiring August 31, 2017. *Hearing no objection, the motion carried.*

2. Douglas Advisory Board - Annual Report & Appointments

The Douglas Advisory Board's (DAB) annual report was submitted in the HRC packet. No one from the board was present to address the HRC. The board had two open seats for terms expiring September 30, 2017 and incumbents Joyce Vick and Marcheta Moulton had submitted applications for reappointment. As noted earlier under agenda changes, the application originally submitted by Scott McAdams for the DAB was moved for consideration as a Social Services Advisory Board (SSAB) application.

MOTION by Ms. Troll to recommend the Assembly reappoint Joyce Vick and Marcheta Moulton to the Douglas Advisory Board to terms expiring

September 30, 2017. *Hearing no objection, the motion carried.*

3. Jensen-Olson Arboretum Advisory Board - Appointments

There were three seats open on the Jensen-Olson Arboretum Advisory Board, two of which are designated seats - 1) the School District Superintendent or his Designee, and 2) a Discovery Southeast Representative. The third open seat was for a public (artist) member. There was one application from Dr. Bridget Weiss to serve as the School District Superintendent's Designee.

MOTION by Ms. Troll to recommend the Assembly appoint Dr. Bridget Weiss to the School District Superintendent designee seat on the Jensen-Olson Arboretum Advisory Board to a term expiring January 31, 2017 and asked for unanimous consent. *Hearing no objection, the motion passed.*

4. Juneau Human Rights Commission - Appointment

There were two open seats on the Juneau Human Rights Commission (JHRC) for terms expiring May 31, 2015. Former JHRC member Markus Bressler recently moved back to Juneau and submitted an application to serve on the JHRC once again.

MOTION by Mr. Jones to recommend the Assembly appoint Markus Bressler to the Juneau Human Rights Commission to a term expiring May 31, 2015. *Hearing no objection, the motion carried.*

5. Sister Cities Committee - Appointment

There was one open seat on the Sister Cities Committee for a term expiring January 1, 2015. Ms. McEwen explained that this falls within the six month time frame if the HRC wished to recommend appointment for the remainder of the present term as well as the three-year subsequent term.

MOTION by Mr. Jones to recommend the Assembly appoint Eli Olson to the Sister Cities Committee to the remainder of the current term expiring January 1, 2015 as well as to the full three-year term expiring January 1, 2018. *Hearing no objection, the motion carried.*

6. Social Services Advisory Board - Annual Report & Appointments

Social Services Advisory Board Chair Joanne Schmidt reported that the board just met and were disappointed to hear that one of their newest members submitted a resignation to be effective at the end of that meeting. Ms. Schmidt originally indicated in the annual report that she was not going to apply for reapplication but said in light of the other member's designation, she was willing to reconsider her decision.

Mr. Kiehl asked if any HRC members had questions about the report.

Ms. Troll thanked the board for making the allocations for the reduced amounts requested by the Assembly. She said she understands that it was difficult to do but that is what the board is charged with and they are the ones in the know when it comes to the details submitted in each of the grant applications. Ms. Schmidt said it was extremely difficult and that perhaps the board set themselves up for a difficult grant cycle. Since they did significant revisions to the proposal criteria and guidelines, that opened up opportunities to several more agencies. She said in her eight years of service, they received on average 21-22 applications and they were always able to fund everyone who had applied. This time they received 35 applications and had to turn away 10 agencies so this year was particularly painful.

Mr. Jones said he attended the past 4 to 6 meetings of the SSAB and he echoed Ms. Troll's appreciation of all the hard work the board has been doing. He said he thinks the board has been struggling and he didn't see them getting the staff support they needed. He said a lot of responsibility has been put on this group of volunteers that meets monthly. The board has struggled to meet a quorum and keep membership and that there has not been a lot of support from the city. He said in his experience with grant management at the state level, without adequate staff support it is difficult for a group of citizens to meet monthly to do the things that the SSAB is attempting to do. He said he doesn't know what to say or do in terms of the future of the SSAB. He said on the one hand appointing a couple of more people when there are only three people currently serving, may not be sufficient. He said he would like to maybe take a pause and possibly meet with the City Manager about the direction and staff assistance available to the board. He said he is struggling to appoint additional members to the board without having some very clear direction from the Assembly and the Administration on what the board ought to be doing and how they could be better supported.

Mr. Kiehl said he appreciates Mr. Jones' comments and suggested the HRC have a worksession with the remaining members of the SSAB and the City Manager to look at what the board is charged with doing, and how they can be supported in that work. He also agreed with Mr. Jones' comment about possibly leaving the appointments open for the present. He asked Ms. Schmidt where the board stood in terms of the grant cycle process.

Ms. Schmidt said they just finished the grant cycle and there will not be another RFP put out for another 18 months followed by approximately six months of intense work by the board. She said she appreciates Mr. Jones' comments, they are right on the mark. She expressed her gratitude for the work done by the former staff liaison Angelica Lopez-Campos but also said that they received very little involvement from the Assembly and HRC. She said the board manages a lot of money and she personally thinks there can be things done to help it work smarter.

Ms. Troll said that while she appreciates the concerns that Mr. Jones expressed she is prepared to act on the two applications that we have received so far. She does not want to risk loosing the interest for those people who have applied. Presentl there are two sets of terms: two seats for terms expiring 2015 and two expiring in 2017. She suggested have the new applicants fill the two seats expiring in 2015 and put the other two seats on hold until they have had a chance to do the review proposed by Mr. Jones. She is willing to go partway in order to capture the interest shown and to not go backwards.

Mr. Nankervis said they brought up good points and that since there is an 18 month window before the next grant cycle, this would be a good time to look at the issues raised by Mr. Jones.

Discussion took place regarding taking up the appointments at this time or postponing it to a later date. It was a consensus of the members to take up the two appointments for terms expiring 2015.

MOTION by Ms. Troll to recommend the appointments of Elizabeth Lange and Scott McAdams to seats on the Social Services Advisory Board to terms expiring September 30, 2015. *There being no objection, motion carried.*

Mr. Kiehl thanked Ms. Schmidt and the board for their work and said the HRC would be in touch with the SSAB to set up some additional meetings for the review discussed.

7. Utility Advisory Board Annual Report Follow-up

Mr. Kiehl noted that the packet had a follow-up information from the Utility Advisory Board (UAB) answering some of the questions asked by the HRC at its last meeting. Mr. Kiehl noted no action was necessary.

Mr. Jones said he had raised the questions at the last meeting as when he read the UAB annual report, it sounded as though the University water system had just now come offline and gone onto city water which raised some issues for him. He said in conversations with Rorie Watt and others after that meeting, he was to understand that the University has been on city water since the mid 1980's. He appreciated the quick follow-up from staff to his questions.

B. Other Business

1. Community Development Block Grant - Application Review

Senior Planner Beth McKibben reported on the two proposals that they have received in accordance with the Community Development Block Grant (CDBG) criteria previously reviewed and approved by the HRC in June. The two proposals received were from ***A Helping Rock*** and another from ***North Wind Architects (NWA)*** on behalf of ***Tlingit and Haida Regional Housing Authority (THRHA)***.

She said *A Helping Rock* is a recognized non-profit and they would like use the Community Development Block Grant (CDBG) funds for program funding for assistance to non-English speaking residents in Juneau. She said at the time she wrote the staff report, they were not able to determine whether or not their proposal would fit into one of the three categories: 1) Community

Development, 2) Planning, or 3) Special Economic Development. She said that after speaking with the Helping Rock folks, she believes their mission does fit within category 3 - Special Economic Development. She said that unfortunately they were asking for operational funds supporting salaries and program costs and that she learned from CDBG staff in Fairbanks that operational funds are not eligible for CDBG grants. Those funds are for tangible things such as buildings and fire trucks but not to pay salaries.

Ms. McKibben said in light of that news, staff recommends supporting the Willoughby District Development Plan to Reintroduce Low to Moderate Income Housing in the Willoughby area with Tlingit and Haida Regional Housing Authority as the co-applicant. She said there are still some concerns with that proposal and she thinks it could be revised somewhat to better fit into the CDBG scope of work. She is concerned about the ability to document the low/moderate income criteria. She wanted to make the HRC aware that they may not submit an application this year if as they work with the grant application, they discover it is not a viable application.

Ms. McKibben said she would be happy to answer any questions from the committee and James Bibb from NWA was also present to answer any questions members may have.

Ms. Troll asked Ms. McKibben what her overall sense was and if she thought THRHA would make it through the process. Ms. McKibben said she does not feel that she has enough information at this point to know. She said the grant applications are very thorough and ask for a lot of information. She said in looking at the planning document submitted, the project is an eligible CDBG project and the amount of the money they are asking for is only for $100,000. She said that alone would give them a better chance of getting awarded because the state does like to spread the money around to as many communities as they can. She said having smaller applications vs. asking for the full $850,000 as with past years' submissions would give them a great chance of being funded. She said her concern has to do with the ability to document the low to moderate income beneficiaries to the satisfaction of the CDBG program.

Mr. Jones asked why NWA submitted the proposal instead of THRHA since NWA was not an eligible applicant. Ms. McKibben deferred to Mr. James Bibb of North Wind Associates (NWA) for the answer.

Mr. Bibb said NWA became involved in the Willoughby Use Plan working with Sheinberg and Associates partly as a community service project. He said during the work on the Willoughby Use Plan, they identified the native village specifically and worked closely with THRHA at that time looking for ways to preserve the history and improve housing in the historic native village. THRHA was presently consumed by their annual retreat and they are in partnership with North Wind Architects on this project, so Mr. Bibb offered to do the preliminary submission speak on their behalf at this meeting.

Discussion took place regarding whether THRHA would have the necessary funding to complete the project once the first CDBG grant phase is complete and also whether or not there would be any conflicts between this project and the Performing Arts Center proposed in the Willoughby Use Plan. Mr. Bibb explained that THRHA plans to applyfor federal funds to complete the housing project following the CDBG process. He also assured the committee that this project would be in harmony with the Perofrming Arts Center as it provides a unique opportunity by building a neighborhood that represents the cultural past of Juneau and has an authentic tie into the arts and cultural aspects of that community.

Ms. Troll asked Ms. McKibben if these grant funds could go towards developing a day care facility in light of the increased shortage of day care available in our community. Ms. McKibben answered that it would be eligible provided it served persons with low to moderate incomes.

Mr. Kiehl also noted that CBJ might like to consider applying for the CDBG funding directly for ADA improvement purposes possibly during the next grant cycle.

MOTION by Ms. Troll to forward a recommendation to the full Assembly to support the proposal submitted by Tlingit and Haida Regional Housing Authority for the Community Development Block Grant.

Mr. Nankervis objected. He said he understood from Ms. McKibben that she did not have enough information at this time to forward that proposal or make it fit under the grant guidelines. He said it might be premature to forward that to the Assembly if CDD is not sure if it fits. He said this is something that he has brought up in the past and it seems odd to him that we do it that way. Ms. McKibben clarified that if this is accepted at this time and staff works with the applicant and they determine by November that the project would not fit the CDBG program, they would not submit a Resolution for Assembly consideration. She explained that the point they are at now due to the timing of the grant cycle, they would either proceed with this proposal or none at all this year as the other suggestions regarding child care or ADA improvements would not be ready in time for this year's cycle. Mr. Nankervis withdrew his objection.

Mr. Kiehl asked Ms. Troll if she wished to amended her motion.

AMENDMENT by Ms. Troll to ask staff to work with Tlingit and Haida Regional Housing Authority and bring a Resolution to the Assembly if appropriate at the November meeting. ***Hearing no objection, the motion as amended passed with unanimous consent.***

III. STAFF REPORTS

Ms. McEwen suggested that as the Assembly reviews its meeting calendar for the upcoming year that they possibly consider holding only one HRC meeting each month rather than sometimes having two HRC meetings. As this would result in a greater number of agenda items for each meeting, but fewer meetings the beginning time should be changed to 5:30pm for HRC meetings. She explained no action was needed on this at this time for members to think about it for when the Assembly sets its 2015 calendar.

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

V. EXECUTIVE SESSION

VI. ADJOURNMENT

The meeting was adjourned at 6:53p.m.

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

Assembly Human Resources Committee - Review Processes & Assembly Rules of Procedure
Resolution 2550

ATTACHMENTS:

	Description	Upload Date	Type
☐	B. McEwen Memo re: HRC Packet Items for V.A.1. and V.A.5.	11/5/2014	Cover Memo
☐	Resolution 2550 Assembly Rules of Procedure	11/5/2014	Resolution

OFFICE OF THE MUNICIPAL CLERK
155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
email: Beth.McEwen@juneau.org

MEMORANDUM

DATE: November 5, 2014

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk

RE: HRC Agenda Items V.A.1 and V.A.5
V.A.1. Review Processes and Assembly Rules of Procedure
V.A.5. Discussion re: CBJ Board Evaluation/Review

Each of your Assembly binders contains Version 2014-02 of the CBJ Boards, Committees & Commissions Informational Pamphlet which includes under **Appendix A – Resolution 2550**: *A Resolution Reestablishing the Assembly Rules of Procedure and Repealing Resolution 2427(b)* **and Appendix B – Resolution 2686**: *A Resolution Reestablishing the Rules of Procedure for Assembly Advisory Boards, and Repealing Resolution 2662.*

Rather than printing out more paper for inclusion in the HRC packet, please refer to the documents in the board pamphlet as we discuss the following HRC agenda items during the Monday, November 10 HRC meeting.

V.A.1. Review Processes and Assembly Rules of Procedure – Resolution 2550
Appendix A – Resolution 2550 on Pages 6-7, outlines the duties and responsibilities of the Assembly Human Resources Committee. One of those duties includes "Reviewing and proposing amendments to these Rules." Since we have new Assemblymembers serving on both the Assembly and the Human Resources Committee, HRC Chair Jones thought this would be a good time for the committee to review and discuss these rules as well as our policies and procedures as outlined in the board pamphlet. I would suggest any recommended changes be forwarded to the Assembly for consideration at its November 24 retreat since the annual retreat is when the full Assembly usually reviews its procedures.

V.A.5. Discussion re: CBJ Board Evaluation/Review
Appendix B – Resolution 2686, Rule 7 on page 4 states:

> **Evaluation.** The Assembly may periodically evaluate each advisory board. Such evaluation shall consider the board's mandate, its goals and objectives, its success at reaching its goals and objectives, its activities, the extent to which it has attracted citizen participation, and suggestions for methods of improving the disposition of board business. A report of the evaluation shall be made and returned to the advisory board and shall include recommendations for future functions of the board.

Social Services Advisory Board (SSAB)

At the September 29, 2014 HRC meeting (see draft minutes in this HRC packet), the HRC received the annual report of the Social Services Advisory Board (SSAB) and expressed a desire to review the board's mandate, goals and objectives, and the staff support. Enclosed for your review and discussion is Resolution 2206 which governs the SSAB. Additional materials and information can be found in the HRC packets online for the September 29, 2014 meeting (Annual Report) at http://packet.cbjak.org/MeetingView.aspx?MeetingID=109&MinutesMeetingID=-1&doctype=Agenda and in the February 3, 2014 Special HRC packet online at http://www.juneau.org/assemblyftp/HRC/2014-02-03_HRC_Index.php

Juneau Commission on Sustainability (JCOS)

Also enclosed in your packet is a copy of Resolution 2528 which governs the Juneau Commission on Sustainability (JCOS) for your review. The membership of the JCOS consists of nine public members plus one member of the Assembly and one member of the Planning Commission as full voting members. Often times the Assembly and Planning Commissioner are unable to attend JCOS meetings due to other scheduling conflicts. Since they are full members, their attendance is counted towards establishing a quorum or possible lack of a quorum due to their absence. I was scheduled to conduct a board training session for the JCOS on October 22, however due to a lack of quorum we were unable to proceed. The only action boards are able to take in the case of no quorum is to set the date of the next meeting and adjourn. In this instance, we rescheduled the board training session to the regular meeting on November 12 (which is also an Assembly Finance Committee night).

In looking at the JCOS minutes online since December 2013 to the present and comparing them with the Assembly meeting schedule, Assemblymember Kate Troll was only able to attend four of the ten JCOS meetings and had to miss five of those ten meetings due to Special Assembly or Assembly Finance Committee meetings on those same nights. Planning Commissioner Ben Haight was only able to attend six of the ten meetings during that same period of time.

I recommend the HRC change the JCOS' governing legislation such that the Assembly and Planning Commissioner members serving on that body do so as traditional non-voting liaisons rather than as full voting members upon which quorum numbers are based.

Presented by: Mayor Botelho
Introduced: 11/29/2010
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2550

A Resolution Reestablishing the Assembly Rules of Procedure, and Repealing Resolution No. 2427(b).

WHEREAS, it is necessary for the orderly conduct of business that rules of procedure be adopted for the Assembly.

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

Section 1. Rules of Procedure. The following rules of procedure are adopted:

RULE 1. AGENDA.

A. Order of Business. At all regular meetings the order of business shall be:

I. Flag Salute

II. Roll Call

III. Approval of Minutes

IV. Manager's Requests for Agenda Changes

V. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)

VI. Consent Agenda

A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction

B. Assembly Requests for Consent Agenda Changes

C. Assembly Action

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VII. Ordinances for Public Hearing

A. Administrative or Committee Reports

B. Public Hearing

C. Assembly Action

VIII. Unfinished Business

A. Administrative or Committee Reports

B. Public Hearing

C. Assembly Action

IX. New Business

A. Administrative or Committee Reports

B. Public Hearing

C. Assembly Action

X. Staff Reports

XI. Assembly Reports

A. Mayor's Report

B. Committee Reports

C. Liaison Reports

D. Presiding Officer Reports

XII. Assembly Comments and Questions

XIII. Continuation of Public Participation on Public Participation on Non-agenda Items

XIV. Executive Session

XV. Adjournment

B. Agenda Preparation. The agenda shall be prepared by the Manager subject to review and revision by the Mayor. The Mayor or the Manager shall brief the Assembly as to any revisions. Other matters may be considered under administrative reports, unfinished business, or new business as applicable.

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C. Consent Agenda. The Manager shall include under the consent agenda:

1. Ordinances for introduction;
2. Resolutions;
3. Bid awards requiring Assembly concurrence; and
4. Other items requiring Assembly action which do not involve substantial public policy questions.

The Manager shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for Assembly action on each item. Material, reports, and recommendations submitted in writing to each member present and which are available for public inspection prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the Manager's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the Manager. The motion to adopt may not be amended; provided, upon the request of any member, an item on the consent agenda shall be removed from the consent agenda and placed under the appropriate regular agenda item for Assembly action. A notice or motion for reconsideration or a motion to rescind a consent agenda motion shall contain reference to the specific consent agenda item which is the subject of the notice or motion and only that item shall be affected by the notice or motion.

RULE 2. MEETINGS.

A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00 p.m. every third Monday according to a schedule approved by the Assembly and published by the Clerk's office. The Assembly may by motion or otherwise change the date of a meeting as may be necessary or convenient.

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless the Assembly, at a preceding regular or special meeting has, by motion or otherwise, designated a different place for a particular meeting.

C. Special Meetings. Special meetings may be called and held as provided by the Charter.

D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a vote of at least six members.

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

A. Excused Absences. Any absence of an Assemblymember from a regular meeting of the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from the meeting as a result of attending to official business on behalf of the City and Borough of Juneau, for extenuating medical reasons, or for other significant cause, in which case the absence shall be deemed to be excused.

B. Attendance Report. Upon request of the Human Resources Committee, the Manager shall direct the Clerk to provide to the Assembly quarterly reports on attendance at regular Assembly meetings.

RULE 4. LEGISLATION.

A. Drafting. The Attorney shall draft ordinances and resolutions

1. For presentation to the Assembly only
   - (a) by vote or consensus of the Assembly,
   - (b) by vote of a standing or ad hoc Assembly committee,
   - (c) by request of the Mayor or the Manager, or
   - (d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45 the Conflict of Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.
2. For presentation to a standing or ad hoc Assembly committee only by vote of the committee, request of its chair, or by direction of the Assembly.

B. Procedure. Upon presentation of an ordinance, any member may move that it be introduced and set for public hearing, referred to committee, deferred, or rejected as provided in Charter §5.3. If the motion is for referral to committee, the Mayor shall refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a majority vote of the members of the Assembly. If the motion is for introduction, the motion shall set a date for the public hearing. All such motions may be amended.

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RULE 5. COMMITTEES.

A. Standing Committees. The Assembly shall have the following standing committees:

1. Committee of the Whole
2. Finance Committee
3. Human Resources Committee
4. Lands Committee
5. Public Works and Facilities Committee

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.

B. Special Committees. The Assembly shall have such special committees as may be considered necessary. Special committees automatically terminate upon completion of the committee's assignment.

C. Selection, Process and Duties of Committees of the Assembly.

1. Standing Committees.

   (a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one, but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.

   (b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.

(c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the first meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.

(d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.

(e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.

2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:

(a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;

(b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, and restaurant designation permits;

(c) Reviewing and proposing amendments to these Rules;

(d) *Reserved.*

(e) Overseeing Juneau's relations with its sister cities;

(f) Membership for Certain Appointments. The Human Resources Committee shall meet at least twice each year to recommend appointments to the Planning Commission, the Hospital Board, the

Ski Area Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the Committee and the Human Resources chair shall serve as chair at these meetings.

3. Finance Committee. The Finance Committee may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as members of the Finance Committee. The duties of the Finance Committee shall include:

   (a) review of the Manager's proposed budget and recommendations to the Assembly for a final budget;

   (b) review of the fiscal policies of the CBJ as deemed necessary by the committee.

4. Committee of the Whole. The Committee of the Whole may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor.

5. Lands Committee. The Lands Committee may take up issues relevant to the lands, water or air within the City and Borough. The duties of the Lands Committee shall include recommendations to the Assembly regarding:

   (a) the preparation and revision of a land management plan and the acquisition and disposal of CBJ lands;

   (b) the administration of the lands fund and the mineral holdings of the CBJ.

   (c) implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront.

   (d) promotion of improved housing availability in the City and Borough.

6. Public Works and Facilities Committee. The PWFC may take up issues relevant to the infrastructure of CBJ, including transportation and utilities. The duties of the PWFC shall include:

   (a) making recommendations to the Assembly regarding the capital improvement program required by Charter §9.2 and other capital improvement plans and lists;

(b) advising each newly elected Assembly of unfinished capital projects to be continued;

(c) making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan.

(d) making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming and green building.

7. Special Committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

D. *Reserved.*

E. Quorum of Committees. For the Committee of the Whole and the Finance Committee, a majority of the membership shall constitute a quorum. For committees with seven or eight members, four of the membership shall constitute a quorum, for committees with five or six members, three of the membership shall constitute a quorum. For committees with four or fewer members, two of the membership shall constitute a quorum for the transaction of business.

F. Voting. The minimum vote required to take official action shall be the same as that constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.

A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly to serve as the liaison, and one member of the Assembly to serve as the alternate liaison, to each of the following City and Borough boards and commissions:

Planning Commission

Hospital Board

Harbor Board

Airport Board

School Board

Ski Area Board

The nominations shall be subject to ratification by the Assembly. Liaisons to other entities may be appointed from time to time.

B. Role of Liaison. Assembly liaisons and alternate liaisons serve as a link between the Assembly and the board or commission to establish and maintain communication between the bodies on issues, projects, and other matters of mutual concern and interest. Assembly liaisons are not required to regularly attend board or commission meetings; but if they do, they shall not have the power to vote on the board or commission, and are not to be counted in determining whether a quorum of the board or commission is present.

C. Other Meetings. The Assembly encourages its members to attend meetings of other boards, commissions, and citizen groups and inform the Assembly on the activities of those bodies and the issues before them, as appropriate.

RULE 7. DEBATE.

A. Speaking on the Question. A member or the Manager may speak more than once to the same question at the same stage of proceedings provided that priority of access to the floor shall be given to members who have not spoken on the question. Members shall endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

B. Asking Questions. After obtaining recognition from the chair, a member may ask direct questions of another member of the Assembly or to a person appearing before the Assembly. The questions may not be argumentative.

C. Decorum. Members shall not question the motives, competency or integrity of any person except as necessary to decide an appeal, personnel evaluation, contract award, or other matter in which such issues are clearly relevant. The chair shall admonish any member violating this rule and if violations are severe or repeated, may without a vote declare a recess not to exceed ten minutes.

RULE 8. RULES OF PUBLIC PARTICIPATION.

When permitted by Rule 14, public participation during hearings on ordinances and matters other than appeals will be conducted according to the following rules, which will be posted in the Assembly Chambers:

A. The hearing will be conducted by the Mayor as chair.

B. The Mayor will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.

C. The Mayor may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Assembly to members of the public. The time limit may be extended by a majority of the Assembly. The time limit for individual speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the Mayor may grant additional time to a person speaking on behalf of a group present in the chambers.

D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Manager's office more than three business days before a meeting and comprising ten pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Clerk at the meeting provided that the submission includes at least 15 copies.

E. The Mayor will set forth the item or subject to be discussed and will rule non germane comments out of order.

F. All speakers, public, and members of the Assembly will be recognized by the chair by surname.

G. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Mayor, their place of residence.

H. Members of the Assembly will not direct questions to each other or to the chair during public participation except as to the conduct of the hearing.

I. Members of the Assembly may direct questions to members of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the purpose or effect of unreasonably extending any time limit applicable to public speakers.

J. The public may direct questions to the Assembly or the administration. The questions may not be argumentative.

K. The public may direct questions to the chair only as it pertains to the conduct of the hearing.

L. The Manager may participate in the same manner as the members of the Assembly.

M. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the Assembly. Such public participation shall be limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed five minutes. Assemblymembers may ask questions of the speaker, but shall not deliberate at that time on matters raised, or answer questions directed to the members.

RULE 9. MOTIONS.

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the rules.

C. Priority of Privileged Motions. Privileged motions shall have the following priority:

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

RULE 10. CLERICAL ERRORS.

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery of the error.

RULE 11. VOTE REQUIRED.

The affirmative vote of five members of the Assembly shall be sufficient to take any action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

A. Limiting, extending, or closing debates

B. Suspension of the rules

C. Setting of or postponement of special orders

D. Objection to consideration of question

E. Motion for immediate vote (previous question)

F. Rescind

G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

RULE 12. PARLIAMENTARIAN.

The Attorney shall act as the parliamentarian.

RULE 13. SESSIONS.

Each regular or special meeting of the Assembly constitutes a session for purposes of the rules.

RULE 14. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM.

No person except a member or the Manager may participate in Assembly proceedings except as provided in the agenda item for public participation and except that the Attorney or Clerk may comment on professional or procedural aspects. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda, except for meetings advertised as work sessions only, but shall not be permitted on items before the body for information or scheduling purposes except to the extent such public participation concerns scheduling only.

RULE 15. RECONSIDERATION.

A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

B. Who May Reconsider. Any member, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

E. Successive Reconsideration. There may be only one reconsideration even though the action of the Assembly after reconsideration is opposite from the action of the Assembly before reconsideration.

F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

G. Effect. A motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken.

RULE 16. TELEPHONIC PARTICIPATION.

A. A member may participate via telephone in an Assembly meeting, or an Assembly Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate via telephone, the Deputy Mayor shall preside.

B. No more than the first three members to contact the Clerk regarding telephonic participation in a particular meeting may participate via telephone at any one meeting.

C. The member shall notify the Clerk and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Clerk shall establish the telephone connection when the call to order is imminent.

E. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting the presiding officer shall confirm the connection.

G. The member participating by telephone may ask to be recognized by the presiding officer to the same extent as any other member.

H. To the extent reasonably practicable, the Clerk shall provide backup materials to members participating by telephone.

I. If the telephone connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Clerk shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

J. Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating by telephone.

K. Participation by telephone shall be allowed for regular, special, and committee meetings of the Assembly.

L. Remarks by members participating by telephone shall be transmitted so as to be audible by all members and the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.

M. Any member of the public present with the member participating by telephone shall be allowed to speak to the same extent he would if physically present at the meeting.

N. As used in these rules, "telephone" means any system for synchronous two-way voice communication. "Mayor" includes the Acting Mayor or any other member serving as chair of the meeting.

RULE 17. ADOPTION OF ROBERT'S RULES OF ORDER.

The conduct of the meetings of Assembly shall be governed by the Mayor according to Robert's Rules of Order, 10th Edition, except as otherwise provided by Charter, law, or these rules.

Section 2. Repeal of Resolution. Resolution 2427(b) is repealed.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 29th day of November, 2010.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

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

Juneau Economic Development Council - Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	JEDC Membership List	11/5/2014	Exhibit
☐	Letter from JEDC recommending appointments	11/5/2014	Staff Report
☐	JEDC Factsheet	11/5/2014	Exhibit

Juneau Economic Development Council **Governing Legislation: Resolutions 2136 and 2063**
Total Seats: 11

7 Public Seats, Mayor, UAS Chancellor, 1 Organized Labor Seat, 1 Non-Profit Environmental Seat

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Comments
Yes	Mr.	Mitch	Jackson	Public		11/4/2013	10/31/2016	11/4/2013		
Yes	Mr.	Kurt	Fredriksson	Public	Chair	11/7/2012	10/31/2015	12/14/2009	11/7/2012	
Yes	Mr.	Kevin	Ritchie	Public		11/14/2011	10/31/2014	1/12/2009	11/14/2011	
Yes	Mr.	Antonio "Tony"	Yorba	Public		11/7/2012	10/31/2015	11/7/2012	11/20/2006	
Yes	Ms.	Sydney	Mitchell	Public		11/4/2013	10/31/2016	11/4/2013		
Yes	Mr.	Alec	Mesdag	Public		11/4/2016	10/31/2015	11/4/2013		
Yes	Ms.	Lauren	MacVay	Public		11/7/2012	10/31/2014	11/7/2012		
Yes	Ms.	Beverly	Schoonover	Non-Profit Environmental Group Seat		11/14/2011	10/31/2014	1/12/2009	11/14/2011	Juneau Watershed Partnership Executive Director
Yes	Chancellor	John	Pugh	UAS Chancellor						
Yes	Mr.	Corey	Baxter	Organized Labor Seat		11/4/2013	10/31/2016	10/25/2010	11/4/2013	
Yes	Mayor	Merrill	Sanford	Mayor						
Yes	Mr.	Loren	Jones	Mayor's Alt. Designee						Mayor's Alt. Designee
Yes	Mr.	Brian	Holst	Staff Liaison	Staff					

JEDC Juneau Economic Development Council

JEDC.org
612 West Willoughby Ave. Suite A
Juneau, AK 99801
Phone 907-523-2300
Fax 907-463-3929

Board of Directors
Juneau Economic Development Council
612 West Willoughby Avenue
Juneau, Alaska 99801

October 29, 2014

Assembly of the City and Borough of Juneau
155 South Seward Street
Juneau, Alaska 99801
Attention: Laurie Sica, Municipal Clerk

RE: Recommendations to the CBJ Assembly for Appointment of members of the Board of Directors of the Juneau Economic Development Council

Dear CBJ Assembly:

The Juneau Economic Development Council (JEDC) seeks the assistance of the City and Borough of Juneau (CBJ) Assembly to make four appointments to our Board of Directors. In accordance with the ByLaws of JEDC, the membership of the JEDC Board of Directors is comprised as follows:

- The Mayor of the City and Borough of Juneau or the Mayor's designee from the CBJ Assembly;
- The Chancellor of University of Alaska Southeast or the Chancellor's designee from UAS;
- One member appointed by the CBJ Assembly representing organized labor;
- One member appointed by the CBJ Assembly representing a nonprofit environmental organization;
- Seven (7) members appointed by the CBJ Assembly based upon their experience and expertise in fields relating to economic development, including but not limited to large and small business, entrepreneurship, natural resource development, tourism, banking and finance, engineering and construction, and government.

Board Members serve staggered three year terms and may serve two consecutive terms. In Article Four, Section 2, Paragraph E, of JEDC ByLaws, it states:

> *"The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members."*

In accordance with our ByLaws, notice of vacancies on the JEDC Board of Directors was posted to the CBJ and JEDC websites. Three At-Large and one Labor Seat openings currently exist on our Board due to expiration of terms. Additionally, one At-Large Seat with an unexpired term exists due to the resignation and relocation from Juneau by Dru Garson earlier this year.

On Wednesday, October 29, 2014, at a regular meeting of the Board of Directors of JEDC, the Board reviewed the applications of the three candidates that have applied for membership and gave each candidate present an opportunity to address the Board. These three applicants included:

Environmental Non-Profit Seat with a term expiring November, 2017, One Applicant:

- **Susan Murray** – Susan is the Vice-President for US Pacific at Oceania. Oceania is the world's largest international ocean conservation organization. She has lived in Juneau for 24 years and previously served as the Executive Director of Alaska Council on Domestic Violence and Sexual Assault and Director of Constituent Relations for the Office of the Governor.

Two At-Large Seats with terms expiring November 2017, Two Applicants:

- **Lauren MacVay** – Lauren is the President/CEO of True North Federal Credit Union. Lauren has served two years on the JEDC Board, since 2012 when she was appointed to unexpired term. She serves on the Finance Committee of the JEDC Board. She also serves on the Juneau Youth Services Board and is the Chair of the Alaska Credit Union League Board.
- **Brandon Cullum** – Brandon is the Chief Operating Officer with Reach, Inc., one of Southeast Alaska's largest employers. Brandon previously worked with the State of Alaska in statewide workforce issues and as the Human Resource Manager for the Department of Law.

The JEDC Board of Directors discussed the qualifications of the candidates at its regular meeting in order to make recommendations to the CBJ Assembly regarding appointments. The JEDC Board of Directors wants to state its high degree of confidence it has with all of the candidates that have applied to serve on the JEDC Board of Directors.

The JEDC Board of Directors recommends to the CBJ Assembly that the following persons be named to the JEDC Board:

1. **Susan Murray for the Environmental Non-Profit Seat with a term expiring November, 2017.**
2. **Lauren MacVay for one At-Large seat with a term expiring November, 2017.**
3. **Brandon Cullum for one At-Large seat with a term expiring November, 2017.**

On behalf of the JEDC Board of Directors, we look forward to your appointments.

The JEDC Board also would like to recognize the service of Beverly Schoonover and Kevin Ritchie, both of whom served six years as members of the JEDC Board of Directors.

Regards,

Brian Holst
Executive Director

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 Economic Development Council Fact Sheet

Title: Juneau Economic Development Council

Type of Board/Commission/Committee: AdHoc

Affiliated Department: City Manager

Status: Active

Governing Legislation:
-Resolution 2063
-Resolution 2136
-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: Juneau Economic Development Council (JEDC) Prepares an economic development plan for the community and facilitates applications for state and federal assistance as may be appropriate. The Overall Economic Development Planning Committee (OEDP) is designated as the Juneau Economic Development Council (JEDC). An independent not-for-profit corporation governed by a board of directors consisting of nine members, one member must represent organized labor and one must represent a nonprofit environmental organization. In addition, the mayor or the mayor's designee, and an assembly member serves on the council. The remaining five members on the board shall be selected based on their experience and expertise in fields relating to economic development, including but not limited to: large and small businesses; entrepreneurship; natural resource development; tourism; banking and finance; higher education; engineering and construction; and government. The council hires its own executive director who serves as staff to the council.

Membership: 11 member nonprofit corporation. See Resolution 2136 linked above for appointment process and membership criteria.

Officers: Chair, Vice-Chair, Secretary

Quorum: 6

Term Limits: No Director, except the Mayor, may serve for more than two consecutive terms.

Annual Appointment Period (Annual Reports Due): October

Meetings: 1st Wednesday of each month at Noon in the JEDC Conference Room at 612 Willoughby Ave., Suite A

Special Facts:

Staff Contact: Brian Holst, JEDC Executive Director - 523-2333 - bholst@jedc.org

Website: http://www.jedc.org/8staff.shtml

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

Jensen-Olson Arboretum Advisory Board - Appointment

ATTACHMENTS:

	Description	Upload Date	Type
☐	JOAAB Membership List	11/5/2014	Exhibit
☐	JOAAB Factsheet	11/5/2014	Exhibit
☐	Resolution 2377 Jensen-Olson Arboretum Advisory Board	11/5/2014	Resolution

Jensen-Olson Arboretum Advisory Board

Governing Legislation: Resolution 2377

Total # of Seats - 9 seats: 2 Financial, 1 horticultural or botanical, 1 Discovery SE, 1 artist, 1 SEAL, 1 School District, 2 Public

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Ed	Buyarski	Public: Horticultural	Chair	4/2/2007	1/31/2015	4/2/2007	3/16/2009	1/30/2012	Horticultural Seat
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Barbara	Murray	Public		6/4/2012	1/31/2015	6/4/2012			Member of Juneau Master Gardners
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Peter	Froehlich	Public		2/1/2013	1/31/2016	1/1/2007	4/26/2010	1/28/2013	Retired District Judge
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Patricia	Harris	SEAL Trust Rep. Seat		4/2/2007	1/31/2015	4/2/2007	3/16/2009	1/30/2012	SEAL Trust Representative
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Kathryn "Kate"	Walters	PRAC Liaison	PRAC Liaison	n/a	n/a	n/a			
Yes	**Jensen-Olson Arboretum Advisory Board**		**Open Seat**	**Open Seat**	**Public (Artist)**			**1/31/2017**				
Yes	**Jensen-Olson Arboretum Advisory Board**		**Open Seat**	**Open Seat**	**Discovery Southeast Rep.**			**1/31/2016**				
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Deborah	Rudis	Public: Financial seat		2/1/2013	1/31/2016	10/12/2009	10/21/2009	1/28/2013	
Yes	Jensen-Olson Arboretum Advisory Board	Dr.	Bridget	Weiss	School Superintendent's Designee		9/29/2014	1/31/2017	9/29/2014			School District Representative
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Kim	Garnero	Public: Financial		2/7/2011	1/31/2017	2/7/2011	1/27/2014		Treasurer True North FCU
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	George	Schaaf	Staff Liaison	staff liaison	n/a	n/a				
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Fran	Compton	Staff Liaison	staff liaison	n/a	n/a	n/a			
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Merrill	Jensen	J-O Arboretum Manager	staff liaison	n/a	n/a	n/a			

CITY/BOROUGH OF JUNEAU
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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Jensen-Olson Arboretum Advisory Board Fact Sheet

Title: Jensen-Olson Arboretum Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:
-Resolution 2377
-Date Created: December 11, 2006
-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 Arboretum Advisory Board will advise on the Arboretum's guiding vision as provided by Caroline Jensen: "The vision of the Arboretum is to provide the people of Juneau a place that both teaches and inspires learning in horticulture, natural sciences, and landscaping; to preserve the beauty of the landscape for pure aesthetic enjoyment; to maintain the historic and cultural context of the place and its people." The board shall advise and assist the Director of Parks and Recreation on issues including, but not limited to, capital campaigns and fund raising, and programmatic direction consistent with the guiding vision above.

Membership: Section 1. Jensen-Olson Arboretum Advisory Board Established. There is established a board of nine persons, which shall be known as the Jensen-Olson Arboretum Advisory Board. (a) The Assembly shall appoint members of the board to three-year terms. To the extent practicable, one shall be a representative of the horticulture or botanical community, two shall be representatives of the financial community, one shall be a representative from Discovery Southeast, one shall be a working artist, one shall be a representative of the Southeast Alaska Land Trust, one shall be the Superintendent of the Juneau School District or designee, and two shall be representatives of the public.

Officers: Chair

Quorum: 5

Term Limits: None.

Annual Appointment Period (Annual Reports Due): January

Meetings: Section 5. Regular Meetings. The Arboretum Advisory Board shall meet at least quarterly. The Endowment Subcommittee shall meet at least twice per year.

Special Facts: Section 3. Endowment Subcommittee Established. A three member Endowment Subcommittee shall be established from the Arboretum Advisory Board consisting of one of the financial community members, the member from the horticultural or botanical community, and one of the public members. The presence of all members of the subcommittee shall be required for a quorum and any action of the subcommittee shall require at least two affirmative votes. Section 4. Endowment Subcommittee Purpose. (a) The Endowment Subcommittee shall advise and make recommendations to the Director of Parks and Recreation and the board regarding the Jensen-Olson Arboretum Endowment Fund, which shall comprise all gifts and donations designated for the Endowment Fund bequeathed to the City and Borough by Caroline Jensen. (b) Endowment Fund monies shall be maintained in a trust account managed by the Finance Department in accordance with CBJ 57.05.040, for the purpose of augmenting the Arboretum's budget and not supplanting normal operational funds. (c) The Endowment Fund will be managed with the intent to preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall advise the Parks and Recreation Director annually whether and how much of the income it recommends be expended each year for the benefit of the Arboretum and to accomplish the goals of the September

30, 1993, Administrative Agreement Concerning the Jensen-Olson Arboretum.

Staff Contact: Merrill Jensen - 789-0139 - Merrill_Jensen@ci.juneau.ak.us

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

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Presented by:	The Manager
Introduced:	12/11/2006
Drafted by:	J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2377

A Resolution Establishing the Jensen-Olson Arboretum Advisory Board.

WHEREAS, the City and Borough has received a generous bequest from the Estate of Caroline Jensen; and

WHEREAS, it was Ms. Jensen's intent that the bequest be used for certain enumerated arboretum purposes, as specified in the Administrative Agreement Concerning the Jensen-Olson Arboretum between Caroline Jensen and the City and Borough of Juneau, dated September 30, 1993; and

WHEREAS, it is important that the City and Borough honor Ms. Jensen's intentions in making this gift and carefully oversee the stewardship of Ms. Jensen's gift, as well as the gifts of future donors, so that all donors to the Jensen-Olson Arboretum may be assured that their gifts will be used for their intended purposes, and for the benefit of the Arboretum and the public; and

WHEREAS, the Assembly expresses its gratitude for the generosity of Ms. Jensen.

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

Section 1. Jensen-Olson Arboretum Advisory Board Established. There is established a board of nine persons, which shall be known as the Jensen-Olson Arboretum Advisory Board.

(a) The Assembly shall appoint members of the board to three-year terms. To the extent practicable, one shall be a representative of the horticulture or botanical community, two shall be representatives of the financial community, one shall be a representative from Discovery Southeast, one shall be a working artist, one shall be a representative of the Southeast Alaska Land Trust, one shall be the Superintendent of the Juneau School District or designee, and two shall be representatives of the public.

(b) The presence of five members of the board shall be required for a quorum.

(c) The board shall elect a chair from its members for a three-year term.

(d) A member chosen to fill a vacancy other than by expiration of a term shall be appointed for the unexpired term of the member whom he or she is to succeed. A member of the board shall be eligible for reappointment.

Section 2. Board Purpose. The Arboretum Advisory Board will advise on the Arboretum's guiding vision as provided by Caroline Jensen:

> "The vision of the Arboretum is to provide the people of Juneau a place that both teaches and inspires learning in horticulture, natural sciences, and landscaping; to preserve the beauty of the landscape for pure aesthetic enjoyment; to maintain the historic and cultural context of the place and its people."

The board shall advise and assist the Director of Parks and Recreation on issues including, but not limited to, capital campaigns and fundraising, and programmatic direction consistent with the guiding vision above.

Section 3. Endowment Subcommittee Established. A three member Endowment Subcommittee shall be established from the Arboretum Advisory Board consisting of one of the financial community members, the member from the horticultural/botanical community, and one of the public members. The presence of all members of the subcommittee shall be required for a quorum and any action of the subcommittee shall require at least two affirmative votes.

Section 4. Endowment Subcommittee Purpose.

(a) The Endowment Subcommittee shall advise and make recommendations to the Director of Parks and Recreation and the board regarding the Jensen-Olson Arboretum Endowment Fund, which shall comprise all gifts and donations designated for the Endowment Fund bequeathed to the City and Borough by Caroline Jensen.

(b) Endowment Fund monies shall be maintained in a trust account managed by the Finance Department in accordance with CBJ 57.05.040, for the purpose of augmenting the Arboretum's budget and not supplanting normal operational funds.

(c) The Endowment Fund will be managed with the intent to preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall advise the Parks and Recreation Director annually whether and how much of the income it recommends be expended each year for the benefit of the Arboretum and to accomplish the goals of the September 30, 1993, Administrative Agreement Concerning the Jensen-Olson Arboretum.

Section 5. Regular Meetings. The Arboretum Advisory Board shall meet at least quarterly. The Endowment Subcommittee shall meet at least twice per year.

Section 6. Board Rules and Procedures. The board's procedure shall be governed by Robert's Rules of Order except where superceded by the Advisory Board Rules of Procedure, as such may be amended from time to time.

Section 7. Deposit of Bequest. The bequest from Caroline Jensen shall be deposited in the Endowment Fund for use in accordance with this resolution and subject to the restrictions of the bequest and the Administrative Agreement Concerning the Jensen-Olsen Arboretum.

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

Adopted this 11th day of December, 2006.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

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

Building Code Advisory Committee - Annual Report

ATTACHMENTS:

	Description	Upload Date	Type
☐	Building Code Advisory Committee Annual Report	11/5/2014	Report
☐	BCAC Factsheet	11/5/2014	Exhibit

MEMORANDUM

CITY/BOROUGH OF JUNEAU
155 South Seward Street, Juneau, Alaska 99801

Date: November 5, 2014

To: Human Resources Committee

From: Charlie Ford, Building Official
Community Development Department

Subject: Building Code Advisory Committee, Annual Report

CBJ adopted the 2009 series of International Codes along with the 2011 National Electrical Code and the 2009 Uniform Plumbing Code, on May 19, 2014. The Codes and the corresponding Title 19 became effective on June 19, 2014.

The Building Code Advisory Committee met 8 times between November 1, 2013 and October 31, 2014. The Committee has been reviewing the 2012 International Codes for local modifications to Title 19. Absences have been as follows:
Doug Murray – 1
Chris Gianotti – 2
Pat Gorman – 2
Joann Lott – 2
Steve Burnett - 0

To date the Committee has completed review of the International Existing Building Code, the International Property Maintenance Code, the International Mechanical Code and the International Fuel Gas Code. We are currently reviewing the Uniform Plumbing Code. We expect to have all Codes reviewed by late spring or early summer. We have to wait for the State Fire Marshal's office to complete their review of the Codes so we can incorporate any revisions into our modifications.

Steve Burnett, the General Contractor member of the Committee resigned his position effective October 27, 2014. Steve had been on the Committee for over 20 years and the Committee will miss his expertise. Russ McDougal another local contractor has applied to fill the vacancy.

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

Building Code Advisory Committee Fact Sheet

Title: Building Code Advisory Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:
-Resolution 1116
-Resolution 1130
-CBJ Code Title 19
-Date Created: July 01, 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: Reviews and proposes amendments to the building code. The Community Development Department provides staff to the committee.

Membership: 5 members representing to the extent possible: Architects, Electrical Engineers, Civil Engineers, Mechanical Engineers, and Contractors.

Officers: Chair

Quorum: 3

Term Limits: 3 year terms

Annual Appointment Period (Annual Reports Due): November

Meetings: During code review, weekly meetings are held on Mondays at 5pm in the Juneau Fire Hall Classroom. See the online calendar at http://www.juneau.org/calendar/clerk/index.php for more information

Special Facts: While the term expiration dates for this board occur in November on a rotating 3-year cycle, the annual report which is usually done at the time of the annual appointments, is in fact scheduled to occur in June in accordance with Resolution 1130. Both the CBJ Building Codes Official Charlie Ford and the CBJ Fire Marshal Dan Jager provide staff support to the Building Code Advisory Committee.

Staff Contact: Charlie Ford, Building Codes Official - 586-0767 - Charlie_Ford@ci.juneau.ak.us

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

Discussion re: CBJ Board Evaluation/Review - Including Juneau Commission on Sustainability and Social Services Advisory Board

ATTACHMENTS:

	Description	Upload Date	Type
☐	Resolution 2686 Advisory Board Rules of Procedure	11/5/2014	Resolution
☐	Resolution 2528 Juneau Commission on Sustainability	11/5/2014	Resolution
☐	Resolution 2206 Social Services Advisory Board	11/5/2014	Resolution
☐	Juneau Commission on Sustainability Membership List	11/5/2014	Exhibit
☐	Social Services Advisory Board Membership List	11/5/2014	Exhibit

Presented by: The Manager
Introduced: 06/09/2014
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2686

A Resolution Repealing Resolution 2662 and Reestablishing the Rules of Procedure for Assembly Advisory Boards.

WHEREAS, citizen advisory boards are an important community resource for the Assembly; and

WHEREAS, "Advisory Board" is a general term and includes those boards, commissions, and committees that only have the authority to advise or make recommendations to the Assembly, but that do not have the authority to establish policies or make decisions for the Assembly; and

WHEREAS, it is necessary for the orderly conduct of board business that policies and rules of procedure are adopted.

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

SECTION 1. RULES OF PROCEDURE. The following rules of procedure are adopted:

Rule 1. Membership.

A. Residence. Members of Boards, Commissions or Committees shall be residents of the City and Borough of Juneau with special consideration to be made in certain instances to provide for necessary expertise as the need arises.

B. Non-discrimination. Unless otherwise required by federal or state programs, nominations to boards, commissions, or committees shall be made with due regard to talent, interest or requirements of code or ordinance, and without regard to race, creed, color, age, religion, national origin, sex, marital status, political ideology, sexual orientation, or sensory, mental or physical handicap.

C. Diversity. Committee appointments shall reflect a membership appropriate for accomplishing the goals of the committee, and should include cultural, social, political, technical and economic viewpoints sufficient to ensure wide-ranging and active debate.

D. Board Vacancies. Candidates for nomination to vacancies on advisory boards shall be solicited from residents through appropriate public announcement of vacancies. Vacancies shall be announced for a period of at least ten days between the public announcement of a vacancy and the date on which nominations take place, unless the Assembly has determined that a lesser time is appropriate under the circumstances of a particular appointment. During such periods, residents may convey recommendations of candidates for nomination to vacancies to members of the Assembly or the Clerk's office.

1. Definitions:

a. "Advisory Board" is a general term and includes those bodies entitled "board," "committee," "commission," "council," or the like, and comprise a governmental body of the City and Borough of Juneau having authority only to advise the Assembly rather than to establish policies or make decisions for the Assembly.

b. "Vacancies" include vacancies in positions which have never been filled; vacancies caused by the vacation of a position by an incumbent for any reason prior to expiration of term of office; and vacancies which will occur at the expiration of an incumbent's term whether or not the incumbent has signified a desire to succeed himself or herself.

c. A vacancy on a City and Borough advisory board shall exist under the following conditions:

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

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

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

(iv) If a member is physically unable to attend board meetings for a period of more than 90 days; or

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

The chair of the advisory board shall notify the Clerk's office of any vacancy on the board. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in this section.

Rule 2. Appointment Process.

A. Applications. All new applications are kept on file with the Municipal Clerk's office for one year. In the event a vacancy occurs in the interim, the applicants will be contacted by the Clerk's office to determine if the applicant would like his or her application submitted for the vacant seat. Applications, except those of appointed board members, are purged after the one-year period has expired and applicants will need to reapply for future vacancies.

B. Reappointment Of Committee Members. Incumbent committee members may seek reappointment at the end of their term of office. Incumbent members will need to submit new applications to be considered in the same manner as all other applications. Factors considered in re-appointing incumbents are the enthusiasm of the individual, need for continuity, and the attendance record of the individual. Appointments and reappointments are based on merit, and incumbent members are not automatically reappointed.

C. Terms. Members of advisory boards shall be appointed for a term of three years unless otherwise specified in their governing legislation. The Assembly shall endeavor to make appointments during the month in which the terms expire, provided that a board member shall continue to serve until a successor is appointed and takes office. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has 6 months or less remaining to the unexpired term, the Assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. The members of the boards who are serving at the time of adoption of this resolution shall continue to serve the duration of their terms of office.

Rule 3. Officers. Officers of each board shall consist of a Chairperson, Secretary, Treasurer, and any other officers as the board may from time to time deem necessary. Officers shall be elected at the first regular meeting after which the regular annual appointments of board members are made by the Assembly. Each officer shall serve for a one-year term or until such time as offices become vacant. The advisory board shall elect one of its members as a Secretary to record, keep, and file with the Clerk minutes of all committee meetings.

Rule 4. Staff Liaisons. The Manager may appoint a staff member or members as appropriate or as requested by the Assembly to serve as a liaison to an advisory board. The Manager, at the time of appointment, will provide the staff liaison with a memo outlining the duties of the assignment. The role of the staff liaison is to serve as a link between the board and the City's departmental staff and the Assembly. Boards shall not direct the work of staff liaisons in their advisory role to the Assembly. Liaisons shall not have the power to vote on the board or commission, and are not to be counted in determining whether a quorum of the board or commission is present.

Rule 5. Ad-Hoc Committees/Task Forces. Ad-Hoc Committees shall be appointed by the Mayor to develop recommendations on a single issue. The appointment of members shall be accompanied by a memorandum outlining the committee's charge, defining the deliverables, and giving the sunset date of no more than two years from the date of appointment.

Rule 6. Reports. Advisory Boards shall report to the Assembly at least annually. Reports to the Assembly shall be approved by a majority vote of the board. Minority reports may accompany the report approved by the Majority. Each board shall submit to the Assembly a brief annual report setting forth the activities and accomplishments of the committee and the attendance record of each committee member during the preceding twelve months. The Assembly will strive to review each board's annual report at the same time it takes up the annual appointments of members. A representative of the board should be present at any Assembly or Assembly committee meeting at which the report is to be considered.

Rule 7. Evaluation. The Assembly may periodically evaluate each advisory board. Such evaluation shall consider the board's mandate, its goals and objectives, its success at reaching its goals and objectives, its activities, the extent to which it has attracted citizen participation, and suggestions for methods of improving the disposition of board business. A report of the evaluation shall be made and returned to the advisory board and shall include recommendations for future functions of the board.

Rule 8. Removal. Unless otherwise specifically provided, members of boards, committees and commissions which are created by non-code ordinances, resolutions or motion and are appointed by the assembly serve at the pleasure of the assembly and may be removed at any time by an affirmative vote of six members of the assembly.

Rule 9. Procedure. Advisory committee procedure shall be governed by Robert's Rules of Order except where superseded by the Assembly Rules of Procedure, as such may be amended from time to time.

SECTION 2. REPEAL OF RESOLUTION. Resolution 2662 is hereby repealed.

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SECTION 3. EFFECTIVE DATE. This resolution shall be effective immediately upon adoption.

Adopted this 9th day of June, 2014.

Merrill Sanford, Mayor

Attest:

Laurie J. Sica, Municipal Clerk

Presented by: The Manager
Introduced: 05/19/2010
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2528

A Resolution Establishing the Juneau Commission on Sustainability, For the Purpose of Removing the Sunset Date.

WHEREAS, the City and Borough of Juneau is committed to a sustainable future that meets today's needs without compromising the ability of future generations to meet their needs, and accepts responsibility to:

- Support a stable, diverse, and equitable economy;
- Protect the quality of the air, water, land and other natural resources;
- Conserve native vegetation, fish, wildlife habitat, and ecosystems;
- Minimize human impacts on local and worldwide ecosystems; and
- Minimize energy usage and the release of greenhouse gases;

WHEREAS, the CBJ Comprehensive Plan, Policy 2.1, declares that "it is the policy of the CBJ to build a sustainable community that endures over generations and is sufficiently far-seeing and flexible to maintain the vital and robust nature of its economic, social, and environmental support systems."; and

WHEREAS, communities throughout the nation, both large and small, have promoted sustainability through focus on such issues as reducing dependence on fossil fuels; promoting fuel-efficient technologies; investing in the local economy for the long-term; adopting and enforcing land-use policies that reduce sprawl, promote infill, preserve open space, and create compact, walkable urban communities; promoting transportation options such as bicycle trails, incentives for car pooling and public transit; making energy efficiency a priority through building code improvements, retrofitting municipal facilities with energy efficient technologies; and urging employees to conserve energy and save money; practicing and promoting sustainable building practices; increasing the fuel efficiency of municipal fleet vehicles and reducing the number of vehicles; increasing recycling rates in municipal operations and in the community; and educating the public, business, and government about sustainability; and

WHEREAS, by Resolution 2397(b), the CBJ joined the International Council for Local Environmental Initiatives (ICLEI) and committed itself to complete the five milestones of the Cities for Climate Protection Campaign to reduce greenhouse gas and air pollution emissions; and

WHEREAS, the Assembly finds that it is in the public interest to create a panel to research and advise the CBJ on community sustainability, including but not limited to the items listed above; and

WHEREAS, this Resolution 2528 supersedes the amended Resolution 2401am adopted July 9, 2007.

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

Section 1. Establishment. There is established a Juneau Commission on Sustainability.

Section 2. Composition. The Commission shall comprise nine members appointed by the Assembly, plus one member of the Assembly and one Planning Commissioner. Commission membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability. Commission members serving three year staggered terms at the time of adoption of this resolution shall serve out their terms.

Section 3. Duration. The Commission shall have an indefinite duration.

Section 4. Public policy and purpose. A sustainable community seeks to advance the economic social, environmental and governmental well-being of the community without compromising the quality of life of future generations. The mission of the CBJ Commission on Sustainability is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

Section 5. Powers and Duties.

1. To coordinate, propose, and promote sustainability initiatives among residents, businesses, government, and non-governmental agencies and educational organizations through education and outreach programs.

2. To make recommendations to the Juneau Assembly and CBJ Boards and Commissions on policies and programs that promote sustainability.

3. To research and apply for grants or other funds or gifts from public or private agencies for the purpose of carrying out any of the provisions or purposes of this resolution.

4. To serve as an advisory group to the CBJ in reducing green house gas emissions to target levels as adopted by the CBJ Assembly.

5. To act as liaison between the public and the CBJ Assembly on sustainability related issues.

Section 6. Staff Liaison. The City Manager shall designate a staff liaison to the Commission.

Section 7. Procedure. The Commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure as they may be amended from time to time.

Section 8. Repeal. Resolution 2401am is repealed.

Section 9. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 19th day of May, 2010.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

Presented by:	The Manager
Introduced:	04/28/2003
Drafted by:	J.R. Corso

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2206

A Resolution Reestablishing the Social Services Advisory Board and Repealing Resolution No. 2053.

WHEREAS, the City and Borough supports the provision of health and social services in the community, and

WHEREAS, the mental, physical, and social health needs of the community are often best met through multiple support services, and

WHEREAS, the City and Borough Assembly makes funds available annually for health and social services provided by community nonprofit organizations, and

WHEREAS, the City and Borough Assembly seeks the advice of citizens with expertise and experience in the arena of social services, and

WHEREAS, to further these ends, the Assembly by Resolution 2053 established the Social Services Advisory Board, and

WHEREAS, to broaden the service provided by the Board and to better draw upon the expertise of its members, it is now advantageous to expand the scope of Board activities.

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

Section 1. Social Services Advisory Board Established. There is hereby reestablished the Social Services Advisory Board.

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Section 2. Membership. The Board shall consist of seven members who shall serve without compensation. Nominations for appointment shall be made by the Assembly Human Resources Committee, and shall be subject to ratification by the Assembly. Appointments shall to the extent practicable include or represent social service consumers. Board members may not at the time of appointment be employees or directors of any agency applying for or receiving a CBJ social services block grant, and upon becoming so thereafter shall resign from the Board.

Section 3. Purposes.

(a) Social Services Block Grants. The Board shall oversee the process for recommending to the Assembly that CBJ funds be awarded to community health and social services organizations. Such oversight shall include:

(1) Establishing criteria for allocation of available funding among applicants based on an assessment of need in the community,

(2) Advising the Manager on the content of the "Request for Applications for Block Grants",

(3) Reviewing and evaluating grant applications,

(4) Recommending approval of applications and awarding of funds to the Assembly Finance Committee annually during consideration of the CBJ budget,

(5) Reviewing grantees' quarterly narratives and financial reports, and monitoring progress toward goals and objectives stated in grantee's applications for funds, and

(6) Advising the Assembly as needed on the level of block grant funding necessary to meet the need for supplemental local government support to nonprofit social services providers.

(b) Social Services Advocacy. The Board shall serve as a forum for social services issues in the community, shall advise the Assembly on any course of action that would help to resolve the issue, and shall advocate to the Assembly on behalf of Juneau social service nonprofit agencies.

Section 4. Frequency of Meetings. The Board shall hold regular meetings quarterly and schedule special meetings as necessary to carry out the purposes of the Board.

Section 5. **Rules of Procedure.** The rules of procedure for Assembly advisory committees established by Resolution No. 1180, as amended by Resolution No. 1213, shall govern the conduct of business by the Board and its committees.

Section 6. **Organization Chart.** The organizational chart attached hereto as Exhibit "A" depicts the relationships between the Assembly, the Assembly Human Resources Committee, and the Social Services Advisory Board.

Section 7. **Administrative Support.** The Manager shall provide the Board with such department staff support as may be available and appropriate.

Section 8. **Repeal of Resolution.** Resolution No. 2053 is repealed.

Section 9. **Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 28th day of April, 2003.

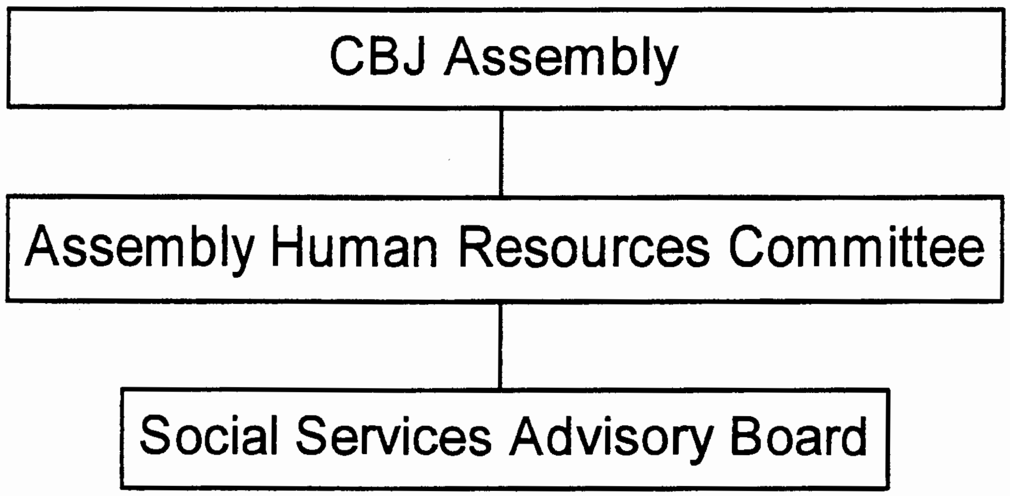
Sally Smith, Mayor

Attest:

Laurie J. Sica, Clerk

Vote: Unanimous

Social Services Advisory Board
Organizational Chart



JUNEAU COMMISSION ON SUSTAINABILITY **Governing Legislation: Resolution 2528**

Total # of Seats: 9 public + 1 Planning Commissioner + 1 Assemblymember

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Comments/ Subcommittee Assignments
Yes	Ms.	Beth	McKibben	Staff liaison	staff liaison	n/a	n/a			staff liaison
Yes	Mr.	Darrell	Wetherall	Public		9/19/2011	6/30/2015	9/19/2011	6/4/2012	Electrical Engineer at AEL&P
Yes	Mr.	Steve	Behnke	Public	**Vice-Chair**	7/19/2010	6/30/2015		6/4/2012	Energy/Green House Gas Subcommittee Member
Yes	Mr.	Duff	Mitchell	Public		7/1/2013	6/30/2016	4/2/2012	6/3/2013	Juneau Hydropower, Inc. Business Manager
Yes	Ms.	Amy	Skilbred	Public		7/1/2014	6/30/2017	6/3/2013	6/30/2014	Executive Director - Juneau Community Foundation
Yes	Ms.	Kate	Bevegni	Public		7/1/2013	6/30/2016	11/7/2012	6/3/2013	Consultant - Sustainable Construction & Planning
Yes	Mr.	Clint	Gundelfinger	Public		7/1/2014	6/30/2017	6/30/2017		Natural Resource Specialist @ AK DNR/DMLW Water Resources Section
Yes	Mr.	Robert	Deering	Public		11/7/2012	6/30/2015	11/7/2012		
Yes	Ms.	Lisa	Weissler	Public	**Chair**	7/1/2014	6/30/2017	5/23/2011	6/30/2014	
Yes		**Open Seat**	**Open Seat**	**Public**			**6/30/2016**			**Seat formerly held by Jenni Lefing**
Yes	Mr.	Ben	Haight	Planning Commission Seat	PC Seat	n/a	n/a	n/a		Planning Commission Seat (Voting Member)
Yes	Ms.	Kate	Troll	Assembly Liaison	Liaison	n/a	n/a	n/a		Assemblymember Term 10/2013-10/2016 (Voting Member)

SOCIAL SERVICES ADVISORY BOARD **Governing Legislation: Resolution 2206**

Total # of Seats: 7 Public

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Social Services Advisory Board	Ms.	Jenny	Fremlin	Public		11/25/2013	9/30/2016	11/25/2013			
Yes	**Social Services Advisory Board**		**Open Seat**	**Open Seat**	**Public**			**9/30/2017**				**Seat formerly held by Nate Vallier**
Yes	**Social Services Advisory Board**		**Open Seat**	**Open Seat**	**Public**			**9/30/2017**				**Seat formerly held by Joanne Schmidt**
Yes	Social Services Advisory Board	Ms.	Suzanne	Dutson	Public	Vice Chair	10/1/2012	9/30/2015	11/8/2010	4/27/2009	9/17/2012	
Yes	Social Services Advisory Board	Ms.	Elizabeth	Lange	Public		9/29/2014	9/30/2015	9/29/2014			Also serving on YAB
Yes	Social Services Advisory Board	Mr.	Scott	McAdams	Public		9/29/2014	9/30/2015	9/29/2014			Former Mayor & School Board Member in Sitka
Yes	Social Services Advisory Board	Ms.	Diana	Wright	Public		11/25/2013	9/30/2016	11/25/2013			
Yes	Social Services Advisory Board	Mr.	Sam	Muse	liaison	staff liaison	n/a	n/a				