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

September 29, 2014 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. August 11, 2014 Regular Human Resources Committee Meeting

B. August 25, 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. Americans with Disabilities Act Committee - Annual Report & Appointments
2. Douglas Advisory Board - Annual Report & Appointments
3. Jensen-Olson Arboretum Advisory Board - Appointments
4. Juneau Human Rights Commission - Appointment
5. Sister Cities Committee - Appointment
6. Social Services Advisory Board - Annual Report & Appointments
7. Utility Advisory Board Annual Report Follow-up

B. Other Business

1. Community Development Block Grant - Application Review

III. STAFF REPORTS

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

V. ADJOURNMENT

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

August 11, 2014 Regular Human Resources Committee Meeting

ATTACHMENTS:

	Description	Upload Date	Type
☐	August 11, 2014 DRAFT HRC Minutes	9/24/2014	Minutes

DRAFT MINUTES

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

August 11, 2014 6:00 PM
Assembly Chambers

I. ROLL CALL

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

Committee members present: Jesse Kiehl, Loren Jones, Kate Troll, and Jerry Nankervis.
Other Assemblymembers present: Karen Crane
Absent: None.

Staff Present: Beth McEwen, Deputy Clerk; Kathrin Millhorn, Aquatics Manager; Rob Steedle, Deputy City Manager; Myiia Whato, Recreation Superintendent

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A. June 30, 2014 Regular Human Resources Committee Meeting

Hearing no objection, the minutes of the June 30, 2014 Assembly Human Resources Committee meeting were approved.

B. July 10, 2014 Full Assembly Sitting as the Human Resources Committee Minutes

Hearing no objection, the minutes of the July 10, 2014 meeting of the Full Assembly sitting as the Human Resources Committee were approved.

C. July 17, 2014 Full Assembly sitting as the Human Resources Committee Minutes

Hearing no objection, the minutes of the July 17, 2014 meeting of the Full Assembly sitting as the Human Resources Committee were approved.

D. July 31, 2014 Special Human Resources Committee Meeting

Hearing no objection, the minutes of the July 31, 2014 Special Assembly Human Resources Committee meeting were approved.

IV. PUBLIC PARTICIPATION

None.

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

V. AGENDA TOPICS

A. Board Matters

DRAFT MINUTES

1. Aquatic Facilities Advisory Board Annual Report

   The Aquatic Facilities Advisory Board (AFAB) had submitted its annual report to the Assembly HRC.

   AFAB Chair Rosemary Hagevig and members Bob Storer, and Tom Rutecki were present to respond to questions from the HRC. Ms. Troll said she was pleased to see the information relating to the collaboration with the Juneau Community Foundation (JCF) regarding free swims and she asked what the response has been to that. Ms. Hagevig said they have seen an increase in the requests for assistance as it moves along the "Mom Network" in town. She said the goal was to approve any requests that were received with the intent to get as many of the neighborhood kids in the low income housing area to have access to swimming lessons and the JCF has been a very good partner with that.

   Mr. Nankervis asked about the status of the facilities evaluation that the city was doing. Ms. Hagevig explained that they are waiting to hear back from CBJ Administration about when that will be before the AFAB as they originally had it scheduled for the board's August 4 meeting but it wasn't ready.

   Ms. Troll asked if the AFAB will be doing any community education relating to the ballot item pertaining to the creation of an empowered board. Ms. Hagevig said the board was informed by the Clerk's office that there was an extremely limited role in anything pertaining to the ballot item. She explained that the board could do nothing officially and that they are to be pretty circumspect in what may be said as private citizens. Ms. Hagevig said in this official (HRC meeting) venue, the board supports it whole hearted and was very pleased that the Assembly moved forward with proposing a Charter amendment. Ms. Troll thanked her for the clarification on that.

   Ms. Troll commented on how nice it was to see a strong attendance record by all the members of the board and that it was very much appreciated. Ms. Hagevig said the attendance has been very good and credited Past-Chair Bob Storer in running a good meeting which was appreciated by all the members of the board. Mr. Kiehl thanked the AFAB members for their presentation and the board members for their service.

2. Juneau Commission on Aging - Appointment

   There was one open seat on the Juneau Commission on Aging for a term beginning immediately and expiring June 30, 2017.

   MOTION by Ms. Troll for the HRC to recommend the appointment of Charles Wilson to the open seat on the Juneau Commission on Aging for a term beginning immediately and expiring June 30, 2017. *Hearing no objection, the motion carried.*

3. Juneau Human Rights Commission - Appointment

There were four seats on the Juneau Human Rights Commission; two seats for terms beginning immediately and expiring May 31, 2017 and two seats for terms beginning immediately and expiring May 31, 2015.

MOTION by Mr. Nankervis for the HRC to recommend the reappointment of Caitlin Teaster and Haifa Sadighi to the open seats on the Juneau Human Rights Commission for terms beginning immediately and expiring May 31, 2017. *Hearing no objection, the motion carried.*

4. Sales Tax Board of Appeals - Appointment (No Annual Report)

There was one open seat on the Sales Tax Board of Appeals for a term beginning immediately and expiring December 31, 2016.

MOTION by Mr. Nankervis for the HRC to recommend the reappointment of Pat Watt to the Sales Tax Board of Appeals to a term beginning immediately and expiring December 31, 2016. *Hearing no objection, the motion carried.*

B. Liquor Licenses

1. Application for Dedesignation of Liquor Licensed Premises - Suite 907

Ms. McEwen reported that this type of dedesignation of a licensed premises has happened very infrequently and the last one she found record of occurred in 2008. In discussing the process for the review/approval of this type of permit, City Manager Kim Kiefer asked that this be presented first to the Assembly Human Resources Committee for review and discussion before it went to the full Assembly for action.

Suite 907 Owner Cynthia Isaak, Events Manager Melissa McCormick, and Bar Manager Liz Horvath were present to answer questions

Mr. Nankervis asked if any of them had experience doing something like this before in Juneau. Melissa McCormick said she has had experience. During the Taste of Juneau food and music festival, she said they designated part of that day just for kids; it was an outdoor venue so a bit different. She said the Hangar on the Wharf Ballroom had done some rock and roll nights where they shut down the bar at the end and any adults who wanted alcohol would have to go across the hall to the Hangar for that.

Ms. Isaak said what they are doing is different at Suite 907, with the ABC regulation, they are not able to serve alcohol two hours before and two hours after the dedesignation period. She said they are completely giving up that entire day/night for youth. She said that they have tried to change what was previously there and make it an event center that happens to have a liquor license so that for wedding receptions and private parties, that is their main focus. There is a club that happens on the weekends but their main focus is to have a venue for business meetings, private parties and receptions. She said she wanted to offer something for the youth and they originally wanted to do something for youth every week during the summer but they found out the process was a bit more than they thought. She said they looked at the school calendar and found one day a month that would work for them and after she met with the Chief of Police, they agreed together that this would be done on a trial basis.

Ms. Horvath said there will be no alcohol signs or anything liquor related during those times, all the alcohol will be locked away. They will have root beer on tap for root beer floats.

Mr. Nankervis said he likes the idea and asked what they will do when a kid shows up drunk. Ms. Isaak said they will turn anyone away and not let them in if they have been drinking. She said they will be treating it like a lock in, such that once they come in and pay, if they leave, they cannot come back. She said they will have security there constantly walking throughout, checking bathrooms and such.

Ms. Troll thanked them for providing an alternative venue for teens that is alcohol free and a positive experience.

Mr. Kiehl asked about if the coolers are glass display coolers. Ms. Isaak said the have a big walk in cooler and anything, including the pull tap handles, with any alcohol related displays will be removed during the events.

Discussion took place regarding approval of any dates/events outside of those on the current application. Ms. McEwen explained that the form does require Local Governing Body approval and that of the Police Department. She suggested that depending on how a motion is made by the Assembly to approve these, this could be somewhat streamlined for future date approvals. Ms. Troll said she would like the Assembly to approve what is currently proposed and see how these do before approving a broader date range. Mr. Kiehl asked if the committee would agree with treating the dedesignation applications the same as other liquor licenses that come before the Assembly and circumvent the HRC pre-approval process unless there are staff concerns for it to go before the HRC before it goes to the Assembly.

MOTION by Mr. Nankervis that the HRC recommend the Assembly approve the dedesignation permit for the dates of August 14, August 19, September 25, October 16, November 6, and December 29, (all 2014) and asked for unanimous consent. *Hearing no objection, the motion carried.*

MOTION by Mr. Nankervis that for future requests that the dedesignation permits before forwarded directly to the Assembly after first going through the police department and staff review process. *Hearing no objection, the motion carried.*

C. Other Business

IV. STAFF REPORTS

V. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:28 p.m.

Respectfully submitted this 8th day of September, 2014.

Beth McEwen
Deputy Clerk

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

August 25, 2014 Regular Human Resources Committee Meeting

ATTACHMENTS:

	Description	Upload Date	Type
☐	August 25, 2014 DRAFT HRC Minutes	9/24/2014	Minutes

DRAFT MINUTES

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

August 25, 2014 6:00 PM
Assembly Chambers

I. ROLL CALL

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

Committee members present: Jesse Kiehl, Loren Jones, Kate Troll.
Absent: Jerry Nankervis
Other Assemblymembers present: Karen Crane

Staff present: Beth McEwen, Deputy Clerk; Laurie Sica, Municipal Clerk; Rob Steedle, Deputy City Manager; Kirk Duncan, Public Works Director; David Pusich, Recreation Manager

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

None.

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. Utility Advisory Board Annual Report and Appointments

Utility Advisory Board (UAB) Chair Scott Willis was available to answer questions to the annual report which had been provided in the packet. He noted that most of the work of the board this past year was focused on the rate changes.

He said they have also received briefings and had discussions on other issues including the condition of the Last Chance Basin Wells, discussions on filtration at Salmon Creek, and what CBJ is going to do with its biosolids that are left over from the wastewater treatment process. Those issues will continue on and they will be revisiting those topics in the future.

He pointed out that there were a couple of vacancies on the board until just recently, and now there is only one vacancy. He said that out of the seven members currently on the board, five of those members have been there since the board was formed nearly ten years ago. He said that continuity has been a great thing for the work of the board but they are also looking forward to having new members on the board.

Ms. Troll noted that they discussed in their annual report the "continued work" on the Cost of Service approach to the rates. She asked what the "continued work" constitutes. Mr. Willis said the Cost of Service Study would be a study that is done by the rate consultant and different people have different understandings. Mr. Willis said what they mean by Cost of Service is determining how much it costs to serve each customer class, ie. how much it costs to serve a residential customer, how much for a commercial customer. He said the UAB did not feel that there was enough data to develop a Cost of Service Study that would be meaningful at this time. The board's recommendation to staff and the consultant was that Cost of Service impact on the rates not be instituted at this time but rather deferred until there was more data available on the actual cost of serving various customer classes. He said it would have also have confused people a lot to have this rate increase, which was significant in and of itself, and have that mixed with changing the rates to try to reflect the true cost of service. Ms. Troll she understood that but was wondering what the report meant by the board was going to "continue work" on that study. Mr. Willis replied that it should more accurately have said the UAB recommended that the Cost of Service Study not be implemented at this time but rather, that it continued to be studied and considered in the future.

Mr. Kiehl said the report mentioned that UAS had or has a water system of its own but now CBJ provides all water to UAS. He said that was a hole in his knowledge and he asked if UAS had its own system of wells before or what their water system was. Mr. Willis said he did not know the specifics of this issue. Mr. Kiehl asked Public Works Director Kirk Duncan if he could provide additional information. Mr. Duncan explained that "back in the day" UAS had its own independent well system but as the CBJ system expanded, just as they took over lots of water systems in the valley, they capped the UAS system and came into the CBJ system. He said that CBJ has now finally made it so there is now only one connection at UAS.

Mr. Duncan also mentioned as a follow up to Ms. Troll's earlier question, staff is proposing to work with the rate consultants. Public Works is expanding its residential rate study so that they can capture additional demographic information. They will be reaching out to people who voluntarily want to be part of the rate study and voluntarily say they have 2, 3, or 4 people living in their house etc... and they will connect potentially up to another 50 meters with very targeted numbers per household so they can give true figures on residential usage. He said they have approximately 92 people in their meter study but they only have accurate demographic information on approximately 45 of those which is a bit too small sample. The consultant said if they have 100 households in the study, that should be enough to model from. Ms. Troll asked if they would also be looking at the different types of homes such as mobile homes, duplexes, vs. single family homes. Mr. Duncan said that duplexes are already on seperate meters and what they would really be looking at are single family homes. Once they have that data, they will look at how commercial, large commercial, residential and how they fit into the big picture overall structure.

Mr. Jones said that after mine working group met, there was a lot of discussion about water system and having an adequate water supply for Juneau. He said he thought the Engineering Department held a series of public meetings to talk about water and their final findings were that the only usable water supplies in Juneau were the well field and Salmon Creek. He said they talked a lot about various water supplies in valley and about whether it was good, bad, or indifferent. He said they basically rejected the fact that there wasn't really a water supply in the valley. He asked how much of a water supply UAS had and why it was capped as opposed to being put into the system as additional water resources. He asked if there were any plans if there happened to be some disruption to our current supply, if it could be uncapped and put into the system at all.

Mr. Duncan said he would have to provide answers to those questions at some point in the future. He said with the specific questions, he does not have the history of the well field and it could be that it is another treatment area and they were not ready to take on treatment at another source. Mr. Jones asked if they also do wastewater for UAS. Mr. Duncan said that is correct. Mr. Kiehl asked if Mr. Duncan could forward the answers about the water supply to all the members of the committee. Mr. Duncan said there were studies done prior to him becoming director but while there had been approximately 17 possible sources identified, they all had issues of one type or another and the two main water systems currently in use were determined to be the best sources without major treatment needs.

MOTION by Mr. Jones to recommend the reappointment of Janet Hall Schempf and the appointment of David Hanna to the Utility Advisory Board for terms expiring May 31, 2017 and asked unanimous consent. *Hearing no objection, those names were forwarded to the Assembly for appointment.*

Mr. Kiehl thanked the members of the UAB and staff for all their work.

2. Youth Activities Board Annual Report & Appointments

Youth Activities Board (YAB) Vice-Chair and Youth Representative Colton Wolmack presented a summary of the annual report.He explained that the board considered a total of 27 grants this past year. The grants are given to various organizations that help youth between the ages of 2 to 9. The organizations help youth in the areas of sports, academics, music, art, and this year alone, they have helped 5,000 kids and are responsible for 420,000 hours of participation by youth.

He explained the grant awarding process which begins by the board receiving grant applications and then the board is split into three scoring groups focused on academics, athletics, and the arts. The board members in each scoring group, reviews and scores each of the grant applications and the awarding of the grants are determined based on those scores. He said this year, there were a lot of moderate requests which helped them spread the grant dollars out to a broader section of the community. There were 27 grants awarded for a total amount of $315,000. Of those three categories, the grants were split out as follows: Arts received $65,000, Academics received $86,000, and Sports received $164,000.

He thanked the Assembly and HRC for its support of the grants and the YAB. Ms. Troll commented that as the dollars have been reduced, there has been a challenge to reduce the amount being funded. She said in looking at the annual report, she could see that they did a very good job in trying to make the most of the grant funding. She and the rest of the HRC thanked the board for its diligent and hard work.

With respect to the board appointments, there were two open public seats on the board for terms expiring August 31, 2017, one public seat for a term expiring August 31, 2015, and the Juneau Sports Association (JSA) representative seat for a term to end upon JSA replacement.

MOTION by Mr. Jones to recommend the Assembly reappoint John White and Joyce Vick to the public seats on the YAB for terms expiring August 31, 2017 and for the appointment of Elizabeth Lange to the public seat expiring August 31, 2015 and for the reappointment of Robert Kuhn to the JSA representative seat and asked for unanimous consent. *Hearing no objection, the motion carried.*

3. 1% for Art Selection Panel - Expansion of Cruise Berth 16B/Seawalk Projects Panel

Staff Report:

On June 2, 2014, the Assembly in a joint meeting with the Docks and Harbors Board, expressed a desire to expand the role of the current 1% for Art Selection Panel for the Cruise Berth (16B) Project to look at the total picture of the port projects planned over the next 20 years, including but not limited to the various seawalk projects. The Assembly Committee of the Whole (COW) agreed to expand the Art Panel membership at its June 16, 2014 meeting and recommended approval of Kate Walters as the Parks and Recreation Advisory Committee Representative and Michele Elfers as Engineering Staff Liaison. The COW directed the City Manager to solicit two additional members from the Juneau Filipino and Alaskan Native communities. (Excerpts of the June 2 & June 16 minutes are attached for reference.)

Ms. Kiefer is forwarding the following names upon the recommendation of Douglas Indian Association Tribal Administrator Andrea Cadiente-Laiti who reached out to a variety of members of both the Filipino and Alaskan Native Communities over the course of this summer. Ms. Kiefer asked that these names be given to the Assembly Human Resources Committee for appointment consideration.

Mr. John Morris is a Tlingit artist and master carver, Yanyeidí of the T'aaku Kwáan, and a lifelong resident of Juneau and Douglas.

Ms. Ronalda Cadiente is also a skilled artist who is Tlingit and Filipino, Teikweidí, Xutsnoowú Kwáan, a retired CBJ School District administrator and a lifelong resident of Juneau.

Should the Assembly choose to appoint these two individuals, the expanded 1% for Art Selection Panel on Cruise Berth/Seawalk Projects will consist of the following membership:

2 General Public Members: **Chloie Watson and Dan Fruits**
2 Juneau Arts & Humanities Council Rep.: **Annie Calkins and Jeff W. Bush**
City Manager Appointee: **Kirby Day**
Department Representative: **David Logan (D&H Boardmember)**
Parks & Recreation Advisory Committee Rep.: Kate Walters
Filipino & Alaskan Native Community Reps.: **John Morris and Ronalda Cadiente**
Staff Liaisons (non-voting): **Gary Gillette (D&H) and Michele Elfers (Eng.)**

MOTION by Ms. Troll to recommend the Assembly appoint Mr. John Morris and Ms. Ronalda Cadiente to the 1% for Art Selection Panel for the duration of the project at hand and asked unanimous consent. *Hearing no objection, the motion carried.*

B. Other Business

III. STAFF REPORTS

None.

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

V. EXECUTIVE SESSION

VI. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:18p.m.

Respectfully submitted this 29th day of September, 2014.
Beth McEwen, Deputy Clerk

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

Americans with Disabilities Act Committee - Annual Report & Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	ADA Committee Annual Report	9/24/2014	Report
☐	ADA Committee Membership Information	9/24/2014	Cover Memo

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

DATE: September 11, 2014

TO: Human Resources Committee of the Assembly

FROM: Marianne Mills, Chair
Americans with Disabilities Act (ADA) Advisory Committee

SUBJECT: ADA Committee 2014 Annual Report

In November of 2013, we were joined by two new members: Matthew McGuan and Melanie Zahasky. On behalf of our complete committee of seven dedicated members, I am pleased to present the following accomplishments since the last Annual Report:

Follow-Up on Accessibility Survey: Staff and volunteers followed up on all concerns expressed by citizens who responded to the survey. CBJ staff responded to CBJ concerns while Southeast Alaska Independent Living (SAIL) and Southeast Senior Services (SESS) representatives organized a response to concerns relating to private businesses, state and federal government offices. The most helpful approach to addressing these concerns is increasing awareness while offering assistance in addressing the barriers. CBJ staff also sent a thank you postcard to those who responded to the survey.

Disability Awareness: One of our Committee members took photos of cars parked on the sidewalks and other accessibility barriers for people using wheelchairs. It was suggested that such photos are a powerful tool for awareness building to be used in the future with a newspaper article. Considering our fast growing senior population, the need for increased public awareness is great and we look forward to continuing our work in this area.

ADA Training: At the request of Committee members, Jason Burke, ADA Coordinator for the State of Alaska, provided our members with training on the basics of the Americans with Disabilities Act. ADA Committee members are interested in helping CBJ conduct a self-evaluation in regard to new laws and guidance which have gone into effect in recent years.

Access to Thunder Mountain High School After Hours: In response to a community member's concern, our committee wrote a letter to the TMHS Principal, Dan Larson, regarding the locked and hidden side power assist door. Thanks to the responsiveness of Mr. Larson and Mr. Curtis Blackwell, a sign has been posted for greater visibility and a staff person has

155 So. Seward Street, Juneau, Alaska 99801-1397

been assigned to unlocking the auto opening door for public events after hours.

Transit Communication of Winter Routes: People with hearing impairments are unable to know when the city bus is on the winter "snow route" schedule since the announcements are made on the radio. We wrote a letter to the Capital Transit Superintendent to suggest a phone number be designated so that people could text to inquire about the route changes. The Superintendent responded that they are working on a telephone information system which will do this.

Visitor Accessibility Information Subcommittee: A subcommittee was formed to look into disability signage to include disabilities other than mobility/wheelchairs and to investigate options for creating a standardized information document for local businesses. As the subcommittee wraps up its work, it is finalizing a document for distribution entitled Juneau Visitor Information for Visitors with Special Needs. We are also researching the possibility to link the CBJ website with third party disability awareness websites.

Guest Speakers:
In addition to the presentation by Alaska's ADA Coordinator, this year the Committee enhanced its awareness of ADA and related community issues through guest speakers. Speakers included Nathan Coffee, Architectural Associate with CBJ Engineering and Hal Hart, Director of CBJ Community Development about plans for the new Mendenhall Valley Library; Director Hart on transportation and comprehensive planning in the Auke Bay area; Kevin Crowley about SAIL's Accessible Travel Program; FaShandra Howard about Guide Dogs for the blind and the National Federation of the Blind; and Kirby Day about efforts Princess Cruises are making to best serve people with disabilities.

As requested by the Human Resources Committee, following is the **Committee Attendance Record for the past 12 months:**

Meetings	Allen Hulett	Matthew McGuan	Marianne Mills	Pamela Mueller-Guy	Cheryl Putnam	Lesley Thompson	Melanie Zahasky
September 2013	X	Not yet appointed	X	X	X	X	Not yet appointed
October 2013	X	Not yet appointed	X	X	X	X	Not yet appointed
November 2013	X	X	X	X	X	X	X

Meetings	Allen Hulett	Matthew McGuan	Marianne Mills	Pamela Mueller-Guy	Cheryl Putnam	Lesley Thompson	Melanie Zahasky
December 2013	Meeting Cancelled due to no sign language interpreter available.						
January 2014	X	X	X	X	X	X	X
February 2014	excused	X	X	X	X	X	excused
March 2014	X	X	X	X	X	X	X
April 2014	X	excused	X	X	X	X	X
May 2014	excused	X	X	X	X	X	X
June 2014	X	excused	X	X	excused	X	X
July 2014	X	X	X	X	X	X	X
August 2014	excused	X	X	X	X	X	X

AMERICANS WITH DISABILITY ACT COMMITTEE

Governing Legislation: Resolution 2429

Total Seats: 7 Public Seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 4	Reappointed 5	Comments (Prior to adoption of Resolution 2429 some member seats were identified as Persons with Disability Seats, now all seats are considered Public seats)
Yes	Ms.	Melanie	Zahasky	Public	Alt. Secretary	11/4/2013	8/31/2014	11/4/2013						Hope Community Resources Inc.
Yes	Ms.	Cheryl	Putnam	Public		9/1/2012	8/31/2015	8/13/2012						Appointed 8/13/2012 to the seat held by Sydney Stredicke to begin 9/1/2012.
Yes	Mr.	Allen	Hulett	Public		9/19/2011	8/31/2014	9/29/2008	9/19/2011					
Yes	Ms.	Pamela	Mueller-Guy	Public	Vice Chair	11/4/2013	8/31/2016	11/1/1998	3/1/2001	3/1/2004	9/1/2007	10/25/2010	11/4/2013	Needs Sign Language Interpreter @ meetings
Yes	Ms.	Lesley	Thompson	Public	Secretary	3/4/2013	8/31/2015	3/4/2013						
Yes	Mr.	Matthew	McGuan	Public		11/4/2013	8/31/2016	11/4/2013						Civil Engineer @ DOWL HKM
Yes	Ms.	Marianne	Mills	Public	Chair	9/19/2011	8/31/2014	9/19/2011						

Americans with Disabilities Act Committee
3 seats for terms
expiring 8/31/2017.

List Last Updated: November 14, 2013 bjm

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Americans with Disabilities Act Committee Fact Sheet

Title: Americans with Disabilities Act Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

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

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

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

Membership: Seven public members serving staggered terms.

Officers: Chair

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): August

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

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

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

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

Back to List

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2429

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted this 26th day of November, 2007.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

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

Douglas Advisory Board - Annual Report & Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	Douglas Advisory Board 2014 Annual Report	9/2/2014	Report
☐	Douglas Advisory Board Membership Information	9/24/2014	Cover Memo

DOUGLAS ADVISORY BOARD
ANNUAL REPORT

SEPTEMBER, 2013 THROUGH AUGUST, 2014

The Douglas Advisory Board met on the second Wednesday of each month during the reporting period, with the exception of May, 2014.

Although no major issues came before the Board, the following briefly summarizes agenda items which did come before the Board.

At the February, 2014 meeting, CBJ Community Development Director Hal Hart met with the Board. Discussion included proposed/planned development throughout the borough and some of the issues considered when projects are proposed.

TREADWELL HISTORICAL SOCIETY: Linda Snow continues to be the Douglas Advisory Board liaison with the Treadwell Historical Society and continues to provide updates as needed.

DOUGLAS HIGHWAY BUS SHELTER(S): There continues to be a possibility of placing a bus shelter on the channel side of the Douglas Highway at the base of Cordova Street. The Board has been pursuing this possibility for some time now.

DAB BROCHURE/RACK CARD: This project has been tabled most of this last year, but work on getting an informational rack card on the Douglas Advisory Board will resume in late fall.

SIDEWALK EXTENSION ON SOUTHBOUND LANE OF DOUGLAS HIGHWAY, GASTINEAU SCHOOL TO CROW HILL: The Board discussed this sidewalk extension with positive support of it. Although a funding request was submitted for this, it was doubtful that funding would be received.

WELCOME TO DOUGLAS ISLAND SIGN: The Board is currently pursuing what would be required in order to put a welcome sign in the area of the roundabout at the Douglas-Juneau Bridge. At this point information is being gathered on criteria for the sign, possible placement locations, and which agency or agencies would be responsible for granting a permit for a sign.

John DelGado, Chair
Douglas Advisory Board

Douglas Advisory Board

Governing Legislation: Resolution 2331

Total # of Seats: 7

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	Douglas Advisory Board	Ms.	Sylvia	Harvey	Public	Secretary	12/7/2012	9/30/2015	1/10/2011	12/7/2012		Downtown Douglas Resident
Yes	Douglas Advisory Board	Ms.	Mary Kay	Pusich	Public	Vice-Chair	11/25/2013	9/30/2016	4/21/2008	4/21/2008	12/20/2010	Downtown Douglas Resident
* **Yes**	**Douglas Advisory Board**	**Ms.**	**Marcheta**	**Moulton**	**Public**		**5/23/2011**	**9/30/2014**	**5/23/2011**	**5/23/2011**		**Appointed to fill remainder of term exp. 9/30/2011 + full 3-year term immediately following, exp. 9/30/2014.** *
* **Yes**	**Douglas Advisory Board**	**Ms.**	**Joyce**	**Vick**	**Public**		**9/19/2011**	**9/30/2014**	**1/12/2009**	**9/19/2011**		**Downtown Douglas Resident** *
Yes	Douglas Advisory Board	Mr.	Adam	Garner	Public		11/25/2013	9/30/2016	1/10/2011	11/25/2013		North Douglas Resident
Yes	Douglas Advisory Board	Ms.	Linda	Snow	Public		12/7/2012	9/30/2015	2/28/2011	12/7/2012		Downtown Douglas Resident
Yes	Douglas Advisory Board	Mr.	John	DelGado	Public	Chair	11/25/2013	9/30/2016	6/2/2008	12/20/2010	11/25/2013	Downtown Douglas Resident; Original term expired 9/30/2009, continued to serve until reappointed to a three year term 12/2010-12/2013.

Douglas Advisory Board
2 Seats for Terms
expiring 9/30/2017.

List Last Updated: November 26, 2013 bjm

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

City and Borough of Juneau
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fax 907-586-5385
http://www.juneau.org

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Douglas Advisory Board Fact Sheet

Title: Douglas Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:
-Resolution 2331
-Date Created: July 01, 1970
-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: Provides advice to the Assembly and administration on matters which affect Douglas Island and its facilities and residents.

Membership: This is a seven-member board and all members must be qualified voters of the City & Borough residing on Douglas Island.

Officers: Chair, Vice-Chair, Secretary

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): September

Meetings: At the call of the chair and/or as set by the board at each meeting.

Special Facts: Previously named Douglas Service Area Advisory Board originally created through the adoption of the Charter with the unification of the City of Douglas, City of Juneau, and Greater Juneau Borough.

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

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

Back to List

Presented by: HRC
Introduced: 04/23/2007
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2331

A Resolution Reestablishing and Renaming the Douglas Service Area Advisory Board, and Repealing Resolution Nos. 210 and 1665.

WHEREAS, a temporary Advisory Board for Douglas Service Area, Service Area No. 2, was established by the Charter in Section 16.8(d); and

WHEREAS, the Douglas Service Area Advisory Board has continued to function under authority granted by the Assembly; and

WHEREAS, it is desirable that this board continue to function, and that it be renamed.

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

Section 1. The Douglas Service Area Advisory Board, shall be known as the Douglas Advisory Board

Section 2. The board shall consist of seven members appointed by the Assembly for staggered three-year terms.

Section 3. Any person appointed to serve on the Douglas Advisory Board must be a qualified voter of the City and Borough residing on Douglas Island.

Section 4. The purposes of such board shall be to advise the City and Borough Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

Section 5. Repeal of Resolutions. Resolution Nos. 210 and 1665 are repealed.

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

Adopted this 23rd day of April, 2007.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

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

Jensen-Olson Arboretum Advisory Board - Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	Jensen-Olson Arboretum Advisory Board Member Info	9/24/2014	Cover Memo

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**	**Ms.**	**Open Seat**	**Open Seat**	**School Superintendent's Designee**		**2/28/2011**	**1/31/2017**	**2/28/2011**	**1/27/2014**		**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			

Jensen-Olson Arboretum Advisory Board

- 1 School District Superintendent (or Designee) seat for term expiring 1/31/2017
- 1 Discovery Southeast Rep for term expiring 1/31/2016
- 1 Public (Artist) member for term expiring 1/31/2017.

List Last Updated: July 28, 2014 bjm

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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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

Back to List

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

Juneau Human Rights Commission - Appointment

ATTACHMENTS:

	Description	Upload Date	Type
☐	Juneau Human Rights Commission Membership Information	9/24/2014	Cover Memo

Juneau Human Rights Commission

Governing Legislation:
Resolution 2436

Total # of Seats: 7 Public Seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Reappointed 3	Comments
Yes	Ms.	Caitlin	Teaster	Public		8/11/2014	5/31/2017	11/25/2013	8/11/2014			Also appointed to SSAB
Yes	Ms.	Haifa	Sadighi	Public		8/11/2014	5/31/2017	2/11/2013				Assistant Principal at Floyd Dryden Middle School
Yes		**Open Seat**	**Open Seat**	**Public**			**5/31/2015**					**seat formerly held by Gail Marvin**
Yes	Mr.	Alavini	Lata	Public	Chair	5/13/2013	5/31/2016	8/24/2009	4/26/2010	5/13/2013		Appointed to unexpired term beginning 8/24/09 expiring 5/31/2010; Reappointed 4/26/2010 to term exp. 5/31/2013. [Work email: Alavini.lata@alaskaair.com]
Yes	Mr.	Washington	Parks	Public	Secretary	7/29/2013	5/31/2016	4/26/2010	7/29/2013			Social Security Administration District Manager
Yes		**Open Seat**	**Open Seat**	**Public**			**5/31/2015**					**seat formerly held by Patricia Hill**
Yes	Mr.	Steven	Wolf	Public	Vice-Chair	6/1/2014	5/31/2017	11/1/2006	9/29/2008	5/23/2011	5/19/2014	

Juneau Human Rights Commission
2 public seats for terms expiring 5/31/2015.

List Last Updated: Sept. 22, 2014 bjm

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Human Rights Commission Fact Sheet

Title: Juneau Human Rights Commission

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:
-Resolution 2436
-The Universal Declaration of Human Rights
-Date Created: January 11, 1993
-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 focus of the Juneau Human Rights Commission has changed over time and at this time their focus is on developing educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, to examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice within the City and Borough of Juneau, and to advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.

Membership: Resolution 2436 reduced the membership of the Commission from nine to seven members.

Officers: Chair, Vice-Chair, Secretary

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): May

Meetings: Meetings have been held every other Monday in the City Hall Conference Room #224 at 5:15pm or at the Downtown Library. For specific meeting dates/locations please refer to the CBJ Meeting Calendar at http://www.juneau.org/calendar/index.php

Special Facts: The Juneau Human Rights Commission was created in 1993 in response to the Alaska State Human Rights Commission Southeast Alaska component being disbanded. Its focus in the early years was as an advocacy and investigatory body. In the 2005-2007 period, the Juneau Human Rights Commission floundered due to lack of members and the inability to hold meetings due to lack of quorum. In 2007-2008 the Assembly, by adoption of Resolution 2436 on Feb. 11, 2008, recreated the commission removing the investigatory role and focusing its efforts on the community education aspect and its advisory role to the Assembly.

Staff Contact: Municipal Clerks Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Human_Rights_Commission/Juneau_Human_Rights_Commission.php

Back to List

Presented by: The Manager
Introduced: 02/11/2008
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2436

A Resolution Re-establishing the City and Borough of Juneau Human Rights Commission, and Repealing Resolution 2209.

WHEREAS, discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern; and

WHEREAS, this discrimination not only threatens the rights and privileges of the inhabitants of the municipality, but also menaces the institutions of the municipality and threatens peace, order, health, safety, and general welfare of the municipality and its inhabitants; and

WHEREAS, it is therefore the policy of the municipality to eliminate and prevent discrimination and harassment; and

WHEREAS, it is also the policy of the municipality to encourage and enable all citizens to participate fully in the social and economic life of the municipality and to engage in remunerative employment; and

WHEREAS, in order to address the issue of discrimination and harassment, the Assembly in 1992 by Resolution 1615(am) established the City and Borough of Juneau Human Rights Commission.

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

Section 1. Human Rights Commission re-established.

(a) There is established a human rights commission consisting of seven persons, which shall be known as the City and Borough of Juneau Human Rights Commission.

(1) The Assembly shall appoint members of the commission to staggered three-year terms. Members shall be selected to provide the most balanced representation possible. A member of the commission shall be eligible for reappointment.

(b) The commission is charged to:

(1) Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, including hate crimes;

(2) Promote harmonious intergroup relations within the City and Borough of Juneau by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor, and governmental organizations, fraternal and benevolent associations, education and other groups concerned with human rights.

(3) Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the City and Borough of Juneau.

(4) Advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.

(5) Recommend to the Assembly, action, policies, and legislation to be considered by state and local governments.

Section 2. Procedure. The board's procedure shall be governed by Roberts Rules of Order except where superseded by the Advisory Board Rules of Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

Section 3. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the board shall select its own officers, and shall hold regular meetings on a schedule established by the board, as well as such special meetings as required to conduct business. The presence of four members constitutes a quorum and any action of the commission requires four or more affirmative votes to be approved.

Section 4. Staff Assistance. Staff support to the board shall be provided by the City Manager as available and appropriate.

Section 5. Repeal of Resolution. Resolution 2209, adopted on October 27, 2003, is repealed.

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

Adopted this 11th day of February, 2008.

Bruce Botelho, Mayor

Attest:

Elizabeth J McEwen, Deputy Clerk
for Laurie J. Sica, Clerk

-3-

Res. 2436

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

Sister Cities Committee - Appointment

ATTACHMENTS:

	Description	Upload Date	Type
☐	Sister Cities Committee Membership Information	9/24/2014	Cover Memo

SISTER CITIES COMMITTEE

Governing Legislation: Resolution 2508

Total # of Seats: 5

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Comments
* **Yes**		**Open Seat**	**Open Seat**	**Public**			**1/1/2015**			**Seat formerly held by Glenn Gray** *
Yes	Ms.	Susan M.	Baxter	Public	Chair	2/24/2014	1/1/2017	2/28/2011	2/24/2014	Retired Teacher; Volunteer @ Juneau School District & JD City Museum
Yes	Ms.	Brenda **Joan**	Mize	Public		2/11/2013	1/1/2016	2/11/2013		
Yes	Ms.	Maria E.	Uchytil	Public	Vice-Chair	7/16/2012	1/1/2015	7/16/2012		
Yes	Ms.	Cloie L.	Watson	Public		2/11/2013	1/1/2016	2/11/2013		

Sister Cities Committee
1 open seat for a term
expiring 1/1/2015.

List Updated: September 24, 2014 bjm

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

Sister Cities Committee Fact Sheet

Title: Sister Cities Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:
-Resolution 2508
-Date Created: September 08, 2008
-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 Sister Cities Committee Advises and assists the Assembly with respect to the CBJ's ongoing sister cities relationship, hosting foreign guests, and promotion of international relations. This is a five-member committee which encourages participation from the general public in its meetings and activities.

Membership: Section 1. Sisters Cities Committee. (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.

Officers: Chair, Vice-Chair, Secretary

Quorum: 3

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

Meetings: The committee meets approximately once a month - dates for the next meeting are determined at each meeting held. Please click on the "Calendar" link in the gold menu bar at the top of this page to find out more.

Special Facts: Juneau's Sister Cities are: ~ Whitehorse, Yukon Territory, Canada ~ Chai Yi City, Taiwan, China ~ Vladivostock, Russia ~ Mishan City, Heilongjiang Province, People's Republic of China

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

Website: http://www.juneau.org/clerk/Sister_Cities/CBJs_Sister_Cities.php

Back to List

Presented by: HRC
Introduced: 11/23/2009
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2508

A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2420(c).

WHEREAS, the Sister Cities Committee has requested that its membership be increased from three to five members in order to better facilitate the committee's work on its various activities and projects; and

WHEREAS, at its meeting of November 2, 2009, the Human Resources Committee recommended approval of this request and directed that this resolution be prepared for presentation to the Assembly for adoption.

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

Section 1. Sister Cities Committee.

(a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.

(b) Purposes of Committee. The purposes of the committee shall be:

1. To focus on nurturing the City and Borough's relationships with each of the cities the Assembly has designated as a Sister City, including improving and maintaining the City and Borough's communications with each of its sister cities;

2. To promote and foster mutually beneficial cultural exchanges, international municipal cooperation, and bonds of friendship and understanding between the City and Borough and its sister cities;

3. To provide planning and coordination of activities in relation to the sister cities, including official visits by sister city guests to the City and Borough and hosting of events for the visiting sister city; the committee may establish subcommittees and ad hoc volunteer groups to assist the committee in these efforts;

4. To make recommendations to the Assembly regarding official visits by the City and Borough to its sister cities;

5. To make recommendations to the Assembly regarding the establishment of additional sister city relationships;

6. To periodically evaluate whether existing sister city relationships are achieving their purpose, and advise the Assembly accordingly; and

7. To perform such other functions and advise the Assembly on such other matters regarding the City and Borough's sister cities as the Assembly may request.

(c) Procedures. The committee's procedures shall be governed by the Rules of Procedure for Assembly Advisory Boards, as such may be amended from time to time.

Section 2. Repeal of Resolution. Resolution 2420(c) is hereby repealed.

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

Adopted this 23rd day of November, 2009.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

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

Social Services Advisory Board - Annual Report & Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	Social Services Advisory Board Annual Report	9/24/2014	Report
☐	Social Services Advisory Board Membership Info	9/24/2014	Cover Memo

September 16, 2014

City and Borough of Juneau
CBJ Assembly, Human Resources Committee
Attn: Jesse Kiehl, Chair
155 S. Seward Street
Juneau, AK 99801

RE: SSAB Annual Report - July 1, 2013 through June 30, 2014

Dear Mr. Kiehl, Members of the Committee:

The Social Services Advisory Board (SSAB) has had a husy year, and we completed our bi-annual review and award of grant funds to local social service agencies for the SSAB Block Grant and SSAB Utility Waiver Grant during March and April.

The SSAB received 35 applications, which was an unexpected and substantial increase of 12 applications from the 2012-2014 grant cycle. Due to an increase in the advertising efforts by CBJ to promote this opportunity, as well as changes to the Proposal Criteria and Guidelines, more agencies/programs were eligible to apply.

Unfortunately, the funding appropriated to the SSAB this year was decreased by $46,300. As such, we were able to fund only 26 of the 35 Block Grant applications, and one was not approved because the agency did not have current 501(c)3 status as a non-profit agency. We were able to provide a total of 826,700 to agencies under the SSAB Block Grant. We were able to fund 5 agencies with the Utility Waiver Grant and offset a total of $47,500 in utility expenses for the agencies (Please see Attachment A for a complete list of agencies awarded the SSAB Block and Utility Waiver Grants).

The SSAB experienced some changes in membership; four new members were appointed and one member was removed due to poor attendance (Please see Attachment B, Monthly Attendance Record for SSAB members). We have a nearly full board now, with the membership comprised of people with a broad range of knowledge, skill and ability, and the desire to get things done.

The SSAB continued to work on a set of Policies and Procedures, and a draft was reviewed by Kim Kiefer, City Manager, and members of the Human Resources committee. Comments, feedback and edits were passed on to the SSAB, and these have been incorporated into a final draft that is ready for review and approval.

During the next fiscal year, the SSAB will continue to review agency quarterly reports. This summer we approved a review form for quarterly reports to streamline the process, identifying what we review for the agencies so they can simplify and standardize their reports.

The term currently held by me will expire September 2014, and I will not seek reappointment at that time. I have been with the SSAB for nearly 10 years; I have seen enormous growth and positive change in the way SSAB business is conducted and the provision of services by our grantee agencies. It has been a pleasure to serve my community, and I appreciate the opportunity to have been a part of such a hardworking, professional group of people.

Thank you for all that you do for Juneau, and I wish the SSAB much success in the future.

Best Regards,

Joanne M. Schmidt, Chair
Social Services Advisory Board

SOCIAL SERVICE ADVISORY BOARD
REGULAR MEETINGS

ANNUAL ATTENDANCE REPORT FY14

Member Name	**9/16/13**	**10/16/13**	**11/25/13**	**12/10/13**	**12/16/13**	**1/27/14**	**2/24/14**	**3/24/14**	**4/21/14**	**5/20/14**	**6/10/14**	**6/24/14**	**7/23/14**	**8/19/14**	**9/16/14**	**9/23/14**
Schmidt, Joanne	R	R	X	X	X	X	X	X	X	X	X	X	A	X	LQ	X
Dutson, Suzanne	R	R	X	X	X	X	X	X	X	X	X	X	X	X	LQ	X
Vallier, Nate	R	R	X	A	X	X	A	A	A	A	A	N/A	N/A	N/A	N/A	N/A
Christenson, Michael	R	R	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Jenny Fremlin	N/A	N/A	N/A	X	X	X	A	X	X	X	X	X	X	X	LQ	X
Caitlin Teaster	N/A	N/A	N/A	X	X	X	X	X	A	X	A	A	X	X	LQ	X
Adeline Violas	N/A	N/A	N/A	X	X	A	A	X	X	X	X	X	X	N/A	N/A	N/A
Diane Wright	N/A	N/A	N/A	X	X	X	X	X	A	X	A	X	A	X	LQ	X
Staff Name:																
Sam Muse	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	LQ	X
Lopez-Campos, Angelica	R	R	X	X	X	X	X	X	X	X	X	N/A	N/A	N/A	N/A	N/A

X = present **A** = Absent **R**= Recess **NA =** Not a current board member **LQ** = Lack of Quorum

FY15-16 Cycle

Organization/Project/Program Title		Averaged Scores
TIER I:		
(AWARE) Juneau Choice & Accountability Program	$25,000.00	231.71
(AWARE) Domestic Violence/Sexual Assault Prevention Education	$25,000.00	230.86
(SERRC) Adult ESL, Citizenship, and Employment Program	$25,000.00	229.86
(CCS) Young Parent Healthy Teen Center	$25,000.00	229.83
(SAIL) Adult Orca	$25,000.00	228.71
(CCS) Bridge Adult Day Program of Southeast Senior Services (SESS)	$25,000.00	227.67
(JFHBC) Donated Healthcare:Empowering Individuals, Strengthening Families	$25,000.00	221.71
(JYS) Teen Intervene (Substance Use Screening and Early Intervention	$25,000.00	217.86
(NCADD) School Prevention - SADD/TATU Peer Modeling	$25,000.00	217.57
(NCADD) School Prevention - CHOICE ATI Retreats	$25,000.00	214.57
(HAVEN HOUSE) Transitional Housing Program	$24,999.00	212.43
(DCUMC) Feed the Hungry	$25,000.00	181.14
(ADC) Juneau Homeless Medical Respite Program	$18,000.00	166.43
(HUB) After School Program	$25,000.00	165.29
(Juneau Sympony) Symphony Sundays	$870.00	130.86
TIER II:		
(SERRC) The Learning Connection - Family Literacy Center	$50,000.00	237.86
(JYS) Cornerstone Emergency Shelter	$50,000.00	236.71
(JYS) Transitional Living Program	$50,000.00	233.86
(The Glory Hole) Emergency Shelter, Soup Kitchen, Care Center	$50,000.00	233.71
(SAIL) Aging and Disability Empowerment	$50,000.00	233.00
(AWARE) Domestic Violence Children's Program Services	$50,000.00	232.00
(CCS) Senior Wrap-Around Services	$50,000.00	232.00
(CCS) Hospice and Homecare of Juneau (HHCJ)	$50,000.00	230.33
(SERRC) The Learning Connection - Computer Literacy Center	$50,000.00	229.29
(NCADD) Formal Intervention Services for Juneau (PARTIAL)	$32,831.00	229.00
(NCADD) Formal Intervention Services for Juneau (PARTIAL)	$17,169.00	225.14
(AEYC) Juneau Parents as Teachers for Infant Toddler Classrooms	$50,000.00	225.14
(ALSC) Juneau Families at Risk Project	$50,000.00	222.71
(NCADD) Senior Outreach & Intervention	$50,000.00	220.43
(REACH) Project Now	$50,000.00	217.14
(CIS) JUMPP: Connecting Our Medical and Mental Health Prevention Efforts	$50,000.00	216.17
(GHS) Healthy Relationships & Family Recovery	$44,050.00	214.43
(NAMI Juneau) Mental Health Initiative	$50,000.00	214.29
(CIS) Dropout Prevention	$50,000.00	198.43
(HAVEN HOUSE) Intermin Staffing Pattern	$49,999.00	187.71
	$1,287,918.00	

Total Requested for FY15-FY16 Cycle:	**$1,340,118.00**
FY15-FY16 cycle budget:	**$878,900.00**
Under Funded/(Missing $$) to fund ALL grants:	**-$461,218.00**
Requested for Diversity Training:	$5,000.00
5% decrement:	-$300.00
PLUS Diversity Training w United Way:	$4,700.00

Utility Waiver

The Glory Hole	$13,400.00	95.29
St Vincent de Paul	$16,100.00	95.00
Gastineau Human Services	$4,700.00	93.29
Wildflower Court	$10,000.00	91.86
AWARE	$3,300.00	90.14
Haven House	$0.00	47.29
	$47,500.00	

Block Grant, Diversity Training & Utility Waiver FY15-16:	**$878,900.00**

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			9/30/2014				Seat formerly held by Nate Vallier
Yes	Social Services Advisory Board	Ms.	Joanne	Schmidt	Public	Chair	11/14/2011	9/30/2014	9/29/2008	11/14/2011		
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		Open Seat	Open Seat	Public			9/30/2015				Seat formerly held by Caitlin Teaster
Yes	Social Services Advisory Board		Open Seat	Open Seat	Public			9/30/2015				Seat formerly held by Adeline Violas
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				

Social Services Advisory Board
4 open seats:
2 seats for terms expiring 9/30/2015
2 seats for terms expiring 9/30/2017.

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Social Services Advisory Board Fact Sheet

Title: Social Services Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Finance

Status: Active

Governing Legislation:
-Resolution 2206
-Date Created: March 21, 1988
-Sunset Date: N/A

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

Description: Section 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.

Membership: 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.

Officers: Chairperson

Quorum: 4

Term Limits: None

Annual Appointment Period (Annual Reports Due): September

Meetings: 5:30p.m. on the Third Tuesday of each month in the Downtown Library Large Conference Room. Check the online CBJ Meeting Calendar for specific month's to see if the meeting date has changed for any reason. Additional meetings may also get scheduled during the Grant Review/Scoring process.

Special Facts:

Staff Contact: Sam Muse - 586-0341 - Sam_Muse@ci.juneau.ak.us

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

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.

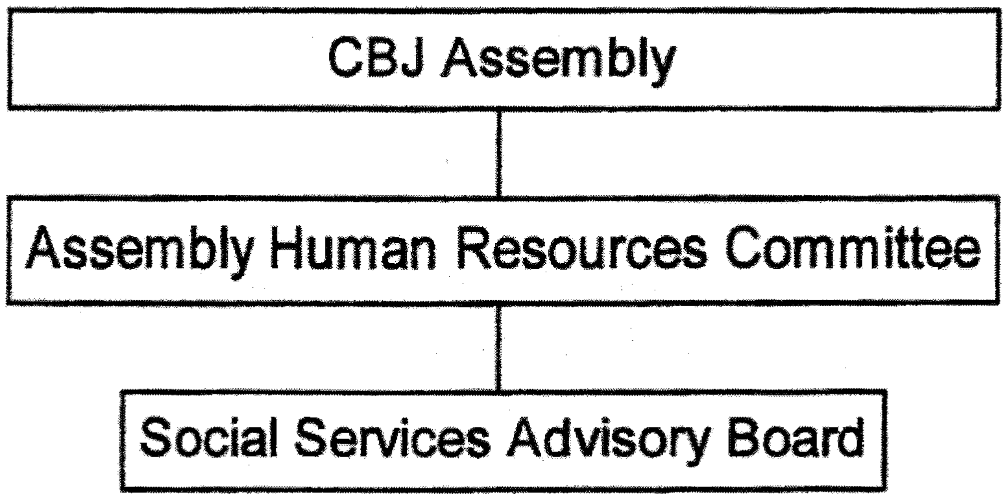
Sally Smith, Mayor

Attest:

Laurie J. Sica, Clerk

Vote: Unanimous

Social Services Advisory Board
Organizational Chart



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

Utility Advisory Board Annual Report Follow-up

ATTACHMENTS:

	Description	Upload Date	Type
☐	Follow Up Email to Utility Advisory Board Annual Report	9/24/2014	Cover Memo

Beth McEwen

From: Jesse Kiehl
Sent: Wednesday, August 27, 2014 8:08 AM
To: Beth McEwen
Subject: FW: UAS Water

Beth,

Please include this follow-up info as an information item in the next HRC packet.

Thanks,
Jesse

From: Dave Crabtree
Sent: Tuesday, August 26, 2014 10:08 AM
To: Rorie Watt; Kirk Duncan; Loren Jones
Cc: Kim Kiefer; Rob Steedle
Subject: RE: UAS Water

From: Rorie Watt
Sent: Tuesday, August 26, 2014 9:27 AM
To: Kirk Duncan; Dave Crabtree; Loren Jones
Cc: Kim Kiefer; Rob Steedle
Subject: RE: UAS Water

Almost all wells in the valley have had issues with iron, salinity and/or manganese. These wells met drinking water standards, but taste, odor and color was less than satisfactory. The one exception to quality that I know about is a well that feeds the Thunder Mountain trailer park, I've been told it is very good quality water. It is likely fed by streams off of Thunder Mountain, so is anomalous compared to the rest of the valley.

Additionally, in the hydrology reports that I've read about the valley, there is some question as to whether a sustained high volume pumping effort in an area with good water (if you found it) would eventually pull lower quality water into its draw down area. The only way to find out is to spend a bit of money to do a high volume test pumping program.

I don't know the specifics about the UAS system, but they are a big customer for the water utility and immediately connected to CBJ water when it was made available in the mid 80's. I can only assume that their water quality wasn't good or that operating a small system was not efficient for them. I can't imagine that wouldn't be true for us as well. In terms of operating costs, I can't see that adding a third source would be desirable. Our current trajectory of upgrading production at LCB and Salmon Creek allows us access to significant volume at only an incremental increase in operating costs.
What I know about the old UAS system is that it was of poor quality. Small wells pumping into a tank that also fed the NOAA facility around the corner. Rorie is correct that the Auke Bay phase of the water utility expansion ended at the UAS facility and traversed through the campus property to the UAS housing facility before any homes were connected. The priority was to get the facility reliable/quality water. The campus was much smaller then and they had inadequate fire protection in place. While UAS still has their own system, it is supplied by water from CBJ, they pump it up to meet their needs. There are no components left of the old system to help supply the needs of the community from what I understand.

Is that enough information? Thanks.

____

From: Kirk Duncan
Sent: Monday, August 25, 2014 8:13 PM
To: Dave Crabtree; Rorie Watt; Loren Jones
Cc: Kim Kiefer; Rob Steedle
Subject: UAS Water

Dave – At the Human Resources Committee tonight, during the portion dedicated to the Utility Advisory Board, Assembly member Jones asked a questions about the UAS water system and whether it could be developed as a backup water source for the CBJ. Could you provide information concerning when and why the UAS system was decommissioned and any other facts you think are relevant.

Rorie – I believe that you have stated that drilling wells in the valley in the past have identified no good, useable water sources in the valley. Is that correct?

Loren – I have asked the questions you wished answered?

Thanks
Kirk

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

Community Development Block Grant - Application Review

ATTACHMENTS:

	Description	Upload Date	Type
☐	Beth McKibben Memo re: CDBG FFY 2014	9/25/2014	Cover Memo
☐	CDBG FFY 2014 Memo Attachment A	9/25/2014	Exhibit
☐	CDBG FFY 2014 Memo Attachment B Helping Rock	9/25/2014	Exhibit
☐	CDBG FFY 2014 Memo Attachment C - North Wind Architects	9/25/2014	Exhibit

MEMORANDUM

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

DATE: September 24, 2014

TO: Human Resources Committee

FROM: Beth McKibben, Planner BMc
Community Development Department

SUBJECT: Applications for FFY 2014 Community Development Block Grant

INTRODUCTION

This memorandum contains the staff recommendation for application to the FFY 2014 Community Development Block Grant (CDBG) program.

Project ideas were solicited from the community for a grant from the federal Community Development Block Grant (CDBG) program administered in Alaska by the State Department of Community and Economic Development (DCED). Grant proposals must be sponsored by a local government and sent to DCED by December 5, 2014, where the proposals will be reviewed and compete against each other on a statewide basis. A local government has the choice of generating its own project ideas or soliciting ideas from the general public. The CBJ has a tradition of working with community organizations to develop proposals and has been successful in obtaining CDBG grants using this method in the past.

<u>Process</u>
This year we used the standard process adopted in 2011, modified in 2014, for soliciting project ideas, review, selection and timelines. This process and the modification were developed by CDD staff and endorsed by the Human Resources Committee. It creates a more formal framework and timeline than was used in prior years. The purpose is to create a level playing field for applicants, so that all applicants are submitting similar types and amounts of information about their proposal. This will help CBJ staff and elected officials in evaluating the projects.

The Community Development Department (CDD) placed display ads in the Juneau Empire, as well as public service announcements on the local radio stations, advertised an informational meeting that was held August 6, 2014. Letters of invitation were also sent to social service agencies. This meeting explained the CDBG program, the CBJ process and established deadlines for project idea submittals as well as what to include in the preliminary submittal. This meeting was well attended, with representatives from five organizations attending. Additionally, one other organization was unable to send a representative to this presentation. Instead, staff

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

provided the power point and overview individually. The deadline for submittals was 5 P.M. Friday, September 12, 2014; two proposals were received.

A staff review committee made up of four CDD staff members met and reviewed the proposals. In the initial review committee meeting, staff discussed the proposals, and reviewed the CDBG criteria. One of the proposals does not appear to fit within one of the three project categories of the CDBG program. The three categories are: Special Economic Development, Planning, and Community Development. Staff has requested additional information, but at the time of the writing of this report it has not been received.

BACKGROUND

Any Alaskan municipal government (except Anchorage) is eligible to apply for the Community Development Block Grants. Non-profits may apply as co-applicants for these pass-through funds. In a typical year, applications are distributed to municipalities in late fall, and awards are made the following spring. Federal regulations require that at least 51 percent of the persons who benefit from a funded project must be low and moderate income persons as defined by HUD.

CBJ will be competing with the rest of the eligible communities in the state for this opportunity. As such, it is imperative we put together as strong a proposal as possible.

The Goals of the Program are to:

- Ensure that the CDBG funds will be used to principally benefit low and moderate income persons;
- Provide financial resources to communities for public facilities, planning and special economic development activities which encourage community self-sufficiency, reduce or eliminate conditions which are detrimental to the health and safety of local residents, and reduce the costs of essential community services, and;
- Provide capital to assist in the creation or retention of jobs that primarily benefit low and moderate income persons.

The following objectives guide distribution and use of funds:

- To support activities which provide a substantial or direct benefit to low and moderate income persons;
- To support activities which eliminate clear and imminent threats to public health and safety;
- To support local efforts toward solving public facility problems by constructing, upgrading, or reducing operational/maintenance costs of essential community facilities;
- To support activities which demonstrate the potential for long-term positive impact;
- To support activities which encourage local community efforts to combine and coordinate CDBG funds with other available private and public resources whenever possible, and;
- To support activities which will result in business development and job creation or retention which principally benefit low and moderate income persons.

Past successful projects that CBJ has funded through the CDBG program include the Community Crisis Respite Center created under the umbrella of Gastineau Human Services, and the Family oriented homeless shelter built by Saint Vincent de Paul and the 2007 grant that grouped four separate projects together in one application formalized by a memorandum of understanding. This grant funded renovations and energy improvements to the AWARE shelter, the Glory Hole, Gastineau Human Services housing, and the St. Vincent De Paul shelter. In 2011 CBJ was again successful in obtaining $850,000 of CDBG funds for the AWARE transitional housing. There were unforeseen expenses at the project site and CBJ released those funds. AWARE is constructing their transnational in a different location, without CDBG funds.

We are asking the HRC to make a recommendation to the Assembly. Printed grant applications, with original signatures must be received in Fairbanks by 5 p.m. December 5, 2014.

PROPOSALS

This year the Community Development Department received two proposals; maximum funding available from CDBG for FFY 2014 is $850,000.

A Helping Rock

The applicant, recognized non-profit, proposes to use CDBG grant funds for program funding for assistance to non-English speaking residents of Juneau. By providing assistance these individuals will have easier access to city and state services. They propose to offer translation/interpretation assistance with state certified individuals in a centralized location. They will offer self-advocacy workshops. They indicate that these services will bridge a gap and remove barriers and improve quality of life.

Budget numbers were provided. Total for the first year is $343,800. Matching funds shown are $30,600 for the first year - approximately 9%. They did not state how much funding they are seeking

Willoughby District Development Plan to Reintroduce Low/Moderate Income Housing

North Wind Architects submitted this proposal to develop this planning document in collaboration with Tlingit and Haida Regional Housing Authority. The goal is to develop a culturally sensitive development plan and articulate the long term needs and vision for the citizens of the village to be incorporated with the Willoughby District Area Plan. The plan would include assessment, anthropological research, facilitation and a phased development strategy.

The proposal requests $100,000 in grant funds. Matching funds of $2000 are in place and request for another $1000 has been made, for a total match of 3%.

EVALUATION OF PROPOSALS

Will the proposal compete well at the state level?

Is it responsive to the rating criteria used by DCED? (See attachment A.) If CBJ puts in the effort to make a selection and prepare an application, we want to have a good chance of it succeeding. If a particular project is felt to be very desirable and worthy, but does not respond well to the CDBG goals, then some other means should be found to fund it.

Does the project meet local needs and concerns?

Projects which respond to officially expressed concerns should be given more consideration than those which do not.

How much matching contribution will be provided by the project sponsors?

A project that has a higher match percentage or which will attract or enable significant additional participation should score higher than one that generates little or no match.

How likely or reliable is the match?

Does the sponsor have the match on hand? How much assurance can the sponsor provide that the match will be materialized?

A Helping Rock

- The project does not appear to be a CDBG eligible project (more information requested.
- The applicant match is low (9%).
- The applicant has made the program clear but the need will require more documentation.
- Benefit to those of low/moderate income will have to be documented for the grant application.
- A Helping Rock is a recognized non-profit.

Willoughby District Development Plan to Reintroduce Low/Moderate Income Housing

- This project is eligible under the CDBG plan as a Planning.
- The applicant match is very low (3%).
- The positive impact is somewhat limited as it only looks at a small region of Juneau.
- The project can be completed with the CDBG funds without seeking additional

funds.

- Benefit to those of low/moderate income will have to be documented for the grant application.
- Project is not well defined but then end product is.
- NorthWind Architects is not an eligible applicant, but THRA is.

RECOMMENDATION

Based on the above review and for the reasons given below staff is recommending that the Human Resources Committee recommend to the full Assembly that the City and Borough apply on behalf of Tlingit and Haida Regional Housing Authority as at the writing of this report it appears to be the only eligible proposal.

While these decisions are not easy, it seems that the City and Borough will have the best chance of competing for CDBG funding with the NorthWind proposal, for the reasons outlined in this report.

ATTACHMENTS:

Attachment A, which contains:

1. List of Eligible Activities from the DCED.
2. Rating Criteria in detail (from 2014 CDBG Grant Application Handbook).

Attachment B – A Helping Rock Proposal

Attachment C – North Wind Architects Proposal

F. ELIGIBLE PROJECT CATEGORIES & ACTIVITIES

The State of Alaska CDBG Program may be used to fund projects in three categories: **Community Development, Planning, and Special Economic Development.** The following summary, identifying the common types of eligible activities in each category, is for general reference only. A complete list of eligible and ineligible activities can be found in Title I of the Housing and Community Development Act of 1974, as amended.

Each applicant is expected to consult with CDBG Program staff about project eligibility and structure prior to submission of an application. It is important that applications be submitted under the appropriate category.

Community Development

Under Section105(a)(2),(4),(5),(14)&(15), CDBG grant funds may be used for:

Public Facilities

- ✓ Health Clinics
- ✓ Daycare Centers
- ✓ Homeless Shelters
- ✓ Water & Sewer Systems
- ✓ Solid Waste Disposal Facilities
- ✓ Flood & Drainage Facilities
- ✓ Docks & Harbors
- ✓ Acquisition
- ✓ Construction
- ✓ Reconstruction
- ✓ Installation
- ✓ Improvements
- ✓ Electrical Distribution Lines
- ✓ Fuel & Gas Distribution Systems

Transportation Improvements

- ✓ Local Service Roads
- ✓ Boardwalks
- ✓ Barge Facilities
- ✓ Airports

Access to Public Facilities & Structures

- ✓ Removal of architectural barriers in conjunction with current renovations
- ✓ Improve access for handicapped & elderly persons

Real Property

- ✓ Acquisition
- ✓ Building Removal
- ✓ Improvements
- ✓ Clearance
- ✓ Demolition

Fire Protection Facilities & Equipment

- ✓ Acquisition
- ✓ Design
- ✓ Construction
- ✓ Rehabilitation
- ✓ Purchase

Note: *Community Development activities do not include the purchase of any personal property or any equipment unless it is attached to a facility or building and considered an "integral structural feature." Fire protection equipment is the only exception.*

Attachment A1

Planning

<u>Under Section 105(a)(12), CDBG grant funds may be used for:</u>

- ✓ Data Collection
- ✓ Analysis
- ✓ Plan Preparation
- ✓ Marketing Studies
- ✓ Feasibility Studies
- ✓ Community Economic Development Plans
- ✓ Community Land Use Plans
- ✓ Capital Improvement Plans
- ✓ Plan Updates

Note: *Planning activities do not include engineering, architectural, and design costs related to a specific project activity. These activities may be eligible under the Community Development category.*

Special Economic Development

"Special Economic Development," as used in the CDBG Program, must meet the criteria below. See "Unique Requirements of Special Economic Development Projects" on page 10 for more information about the specific requirements for projects under this funding category.

<u>Under Section 105(a)(14) CDBG grant funds may be used for:</u>

- ✓ Commerical or Industrial Improvements
- ✓ Carried out by Grantee or Non-Profit Recipient
- ✓ Involving Commercial or Industrial Buildings, Structures, and Other Real Property Equipment & Improvements

Includes:

- ✓ Acquisition
- ✓ Construction
- ✓ Reconstruction
- ✓ Rehabilitation
- ✓ Installation

<u>Under Section 105(a)(17), CDBG funds may be used for:</u>

- ✓ Assistance (through eligible applicant) to an identified private, for-profit entity or entities

The project must:

- ✓ Create and maintain jobs for low or moderate income persons
- ✓ Assist businesses that provide goods or services needed by and affordable to low and moderate income residents

Special Economic Development Projects must fit under one of those two categories.

If your project is not for the purpose of acquisition, construction, reconstruction, rehabilitation, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, OR it is not for the purpose of providing assistance to an identified private for-profit entity **IT IS NOT** appropriate to submit it under the Special Economic Development category.

Note: *The examples provided under each of the three funding categories are for general information only and are not intended to be all-inclusive. Each community is encouraged to consult with CDBG Program staff about project eligibility and structure.*

V.

Rating Criteria

As described previously under the Grant Selection process, applications will be reviewed at two stages: threshold review and project rating and selection. During the threshold review process, staff will screen all applications for eligibility without awarding points. An application must meet all of the threshold review requirements in order to qualify for the second stage of the selection process. The project rating and selection process, stage two, will be conducted by the ASC using the criteria described below.

Applications will be evaluated and assigned points by the ASC based on the following criteria:

CRITERION #1 / Maximum Points Available 15

Project Description & Selection / Citizen Participation Plan

- ✓ Did the applicant describe the existing conditions, the nature of the proposed project, and what needs the project will address in the community? Although not required, did the applicant submit photos that show existing conditions?
- ✓ Did the applicant describe how the community decided on this project and why?
- ✓ Is there evidence of an active citizen participation plan which encourages citizen participation, provides reasonable access to public meetings, and provides technical assistance to low and moderate income citizens in developing proposals?
- ✓ Did the applicant describe the public participation process and explain how low and moderate income residents had the opportunity to comment?
- ✓ Does the applicant demonstrate there is a community consensus about this project?
- ✓ Did the applicant attach minutes of at least one public hearing, held within six months of the submission of this application, which verifies community consensus? Do the public meeting minutes demonstrate that citizens were asked to prioritize potential CDBG requests and that the majority selected this project?
- ✓ Did the applicant submit verification of public notification of the meeting? Were sign-in sheets attached?
- ✓ Does the applicant appear to have adopted a community development plan which identifies the proposed project as a community priority?

CRITERION #2 / Maximum Points Available 25

Project Plan / Readiness

- ✓ Did the applicant provide a clear and reasonable plan for implementing the proposed project?
- ✓ Did the applicant identify specific time lines, goals, objectives, and expected outcomes? Do these appear to be reasonable and achievable?
- ✓ Has the applicant identified and addressed permitting requirements, site control, State Fire Marshal approvals if appropriate, Energy Standards if appropriate, and Cooperative/Joint Agreements if appropriate?
- ✓ Has the applicant identified other agencies which will be or should be involved with this project?
- ✓ Is the applicant ready to proceed with the proposed project upon notification of award?
- ✓ Has the applicant obtained market assurances if appropriate? (Only for Special Economic Development Projects)
- ✓ In this section, does the applicant describe in detail that substantial efforts have been made to identify and seek other resources besides CDBG to support this project?
- ✓ Did the applicant receive CDBG funding within the past two years for project design, engineering, feasibility, and/or planning?

CRITERION #3 / Maximum Points Available 25

Project Impact

- ✓ Does the applicant provide evidence that the proposed activities will provide a substantial or direct benefit to low and moderate income persons?
- ✓ Does the applicant demonstrate that the proposed activities have the potential for long-term positive impact?
- ✓ Does the proposed project support activities that eliminate clear and imminent threats to public health and safety?
- ✓ Does the proposed project support local efforts toward solving public facility problems by constructing, upgrading, or reducing operational/maintenance costs of essential community facilities?
- ✓ Does the applicant document the specific health and safety needs that will be addressed by this proposed project? Does the applicant identify and document how long these health and safety needs have existed and the extent of the need?
- ✓ Does the applicant demonstrate that the proposed project is economically feasible and will have long-term viability?
- ✓ Does the proposed project provide development or encourage development in underdeveloped rural areas?
- ✓ Does the proposed project promote self-sufficiency and diversification in local economies?
- ✓ Does the proposed project make use of local resources and/or improve existing production/delivery capacity?

CRITERION #4 / Maximum Points Available 25

Budget / Match / In-Kind

- ✓ Is the overall Project Budget reasonable?
- ✓ Has the applicant clearly identified and submitted its proposed budget according to the four budget components (CDBG Request, Cash Match, In-Kind Contributions, and Total Project Cost)? Has the applicant included a Budget Narrative?
- ✓ Has the applicant identified whether the proposed project will be Force Accounted or Contracted Out, if appropriate?
- ✓ Has the applicant secured other funds which are needed to complete this project? Is documentation included?
- ✓ Are matching funds at least 25% of the total project cost and has the applicant documented that this match is committed to the project? Has the applicant identified the source and type of this match?
- ✓ Has the applicant identified and documented all In-Kind Contributions, including their source and type? Is the amount of the In-Kind Contribution what could be reasonably expected of the community, given its financial position? Does the amount of In-Kind Contribution indicate that the community is committed to making this project happen and willing to contribute significantly to its support? Are the computations for In-Kind Contributions reasonable and supported with documentation?
- ✓ Has the applicant completed the Labor and Fringe Benefits computation chart contained in the Application Packet? Are the proposed wage rates appropriate and reasonable? Are the Fringe Benefits appropriate and reasonable?
- ✓ Has the applicant identified costs and attached price quotes or cost estimates for materials, freight, equipment rental, equipment purchase, contractual, insurance, administration, and other line items for which CDBG funds are requested? Are the costs reasonable and appropriate?
- ✓ Is no more than 5% in administrative costs requested from the CDBG funds?
- ✓ Does it appear that the applicant can complete this project and provide a benefit to the residents of the area with the funds currently available?

CRITERION #5 / Maximum Points Available 10

Administrative Capabilities

- ✓ Does the Application Packet and information provided therein support that the applicant has the administrative capability to properly manage CDBG funds and comply with all federal and state requirements?
- ✓ Has the applicant identified who will have the day-to-day management responsibility and oversight for this project?
- ✓ Does the applicant have the cash resources to administer a cost reimbursable grant or have they identified an alternative course of action which will allow this project to proceed?
- ✓ Has the applicant successfully administered other federal or state grants which have had similar requirements to the CDBG program? Has the applicant documented that it was successful with those grants?
- ✓ Did the applicant attach a copy of last year's audit or Certified Financial Statement with the Application Packet if appropriate? Does the audit identify findings? Have those findings been satisfactorily resolved? Did the applicant include management letters and any other reports received with its audit?
- ✓ Has the applicant noted any tax liens or judgments and addressed them?
- ✓ Has the applicant clearly described what Administration costs will be charged to this grant?
- ✓ Did the applicant use the application form provided, adding pages if needed? Was the minimum font size used in the application (at least size 12) and was it easy to read? Was supplemental information (designs, comprehensive plans, etc.) inserted in appendices attached to the back of the application?

Total Maximum Score for all Five Criteria

Project Description & Selection/Citizen Participation Plan	**15**
Project Plan/Readiness	**25**
Project Impact	**25**
Budget/Match/In-Kind	**25**
Administrative Capabilities	**10**
Total Maximum Score	**100 Points**

Our Motivation is "To change One life." This proposal seeks to assist the city to breech the gap in providing basic services to Alaska's non-English speaking persons.

Problem: Alaskans who speak no English are barred too often from the ability to enjoy the goods the state has to offer, which include living in the lifestyle that their work allows, and pay their state dues.

Idea: Assist the non-English speaking community with proven tools for self help through The Right Question Institute's Right Question Project. To assist the individual to overcome obstacles by asking "The Right Question", then taking action.

This Project contains a "micro-enterprises" component, that sets a dynamic within the community for discussion of entrepreneurial topics, and work with volunteer business professionals in joint business ventures within the communities.

The Plan is to have a "hands-on" location in Juneau where non-English speakers can seek assistance with their multi system that is taught to the community once, provide sufficient support and establish a communal atmosphere where the communities of non-English speakers can go to be instructed and connected. This connectedness means that eighty percent of the minute number which comprises Juneaus' non-English speakers will be constitutionally made whole within two years of the Project's launch.

Case-in-Point(s)

A non-English speaking Alaskan walks to an office of the Division of Motor Vehicles with a Spanish birth certificate and was turned away because the certificate could not be understood. A Helping Rock assisted by providing credible translation to the Division, and this Alaskan left with the ability to drive, as afforded by the state;

Another non-English speaking Alaskan has to file papers for domestic violence. The Court referred them to A Helping Rock who assisted them in the completion of the English forms, and the matter was proferly filed;

Another suffered from identity theft and receives a large bill from the IRS from the fraudulent activities in his account and A Helping Rock assisted with the process of filing police reports and related charge dispute process;

A Helping Rock is also being sought out to assist in signing children up at school, with the process of interpreting and filling out forms;

A*laska's* Helping Rock has successfully assisted an individual with Medicaid needs while suffering from cancer and now routinely assists with the filling out of applications and interpreting for individuals in need of public assistance and other forms for service provision.

Attachment B

The inequality that precludes non-English speakers from obtaining things so basic as a valid I.d., driver's liscence so that they may have freedom and opportunity is maintained by a wall made of language that will not be easily breached. This creates a cycle that keeps most avenues of support for these families closed and which takes away from the quality of life they could have, but for the language barrier. A Helping Rock is actively assisting with increasing frequency but is not able to reach the gamit systematize the discemination of information and fascilitating within the communities with a

We understand that breaching a language barrier is a complex and multi-fascetical problem, however, we believe that its solution must not also be complex, but simple. We have obtained success using the The Right Question Institute from Cambridge, MA, on other capacity buiding projects with which we have part-taken on our journey to this proposal.

We hold a long-term relationship with The Right Question Institutes' founder and Co-Director, Luz Santana. [http://rightquestion.org/] We have discussed, planned and layed out the installation of the Project's (The Right Question's) techniques within the Alaskan culture for the benefit of non-English speakers. The installation of the Project will be used to create individual change in non-English speakers by teaching individuals self advocacy through the process of obtaining the answer to "The Right Question". The work and workshops depicting the organization's record are incorporated herein as if fully stated: http://rightquestion.org/ .

The Right Question also provides a component for those inclined to "micro-enterprise. This will enable the groups to brainstorm in familiar settings set to assist in brainstorming and development of entrepreneurial ideas.

We propose these successes by virtue of strong collaboration among a coalition of the willing, from wherever they may be on the face of the planet. These include professionals and simple passionate individuals, all with a passion for integral work and visible charitable growth. As a nonprofit coalition, A Helping Rock has gathered the talents of other collaborators even as it seeks to establish collaboration with the city and the state in order to assit in the benefit of every Alaskan.

Financials:

Please see attachments.

Re: Financials.

These preliminary projections will shift as we continue coalition building and our expenses are otherwise absorved by the symbiotic relationship, fundraising initiatives and other program fostered resource advances. Our program fiscal will simultaneously assist in the management of quality controls in training and program/contract reporting, annonymous surveys mailed to the documented point of contact for review of the standards of the contracted work.

We have begun a strategic plan enabling our organization to start fundraising at the street level and are setting up to the presentation for legislative assistance, as well as all other funding venues. We believe that the strategic use of all the resources, including our preemtive move toward the silent wall awareness campaign, and our expected colaboration with city of Juneau and state offices in Alaska will be the mixed necessary for the cementation of this program's foundation.

Other information we consider relevant.

The Right Question is a proven system which, in tandem with other collaborators, who have been working with this problem hands-on with Alaska's non-English speakers to access government service ports available to all English-speaking residents of the City of Juneau, Alaska. Latinos alone comprise approximately five percent (5%) of the total population of Juneau, and total just over 1,500 persons. Juneau is a city of just over approximately 32,000 persons. As Juneau Alaskan non-English speakers continue to increase in number, the language barrier that precludes this segment of the population from the acquisition of basic requirements for proper functioning in the state becomes increasingly noticeable.

Our program will establish the provision of assistance begining with Spanish speakers with state systems' access points to persons during business hours, and will establish a central point for access or central office in Juneau, AK.

Our motivation is to be able to bridge the gap for other, smaller, minority groups comprised of persons who also endure hardship by the same non-access barrier caused by language.

WHEN: A Helping Rock's proposal envisions an immediate surge in assistance to the general target public. The program will run for two years.

HOW: By assisting individuals in the city have easier access to the city and state service ports; By providing state-certified translation/interpreting services; by teaching the use of self advocacy tools; by promoting self advocacy and collective micro enterprising; through collaboration with the City of Juneau, the State of Alaska and all those willing to assist in this cause, in our state, for the benefit of every Alaskan.

A Helping Rock volunteers are ready to launch the initiative to reach one Alaskan. Every one.

SERVICE SYSTEM DESCRIPTION

1) Providing translation/interpreting assistance by state-certified individuals out of a centralized location in Juneau, AK. Also the provision of more complex direction, information and assistance where the cases warrant.

a) Coordinating government services access contact by non-English speakers who are calling in from city or state offices.

b) Offering self advocacy workshops.

2) Will teach the target persons how to fish individually and/or collectively with self advocacy and micro-economics

developing their small businesses. (This in-kind is being negotiated and does not appear in the training portion of the presented budget.)

3) Program Will Expand to Cover Eighty Percent of Non-English Speaking Residents.

We will be using "The Right Question" project as the foundational tool for our outreach and life skills training; we will establish a mentality of self help and self advocacy, through culturally appropriate workshops, and assist with a positive atmosphere for cultural gathering and idea exchanges.

A Helping Rock - Alaska is a grassroots organization, made up of passionate individuals who thrive in assisting others make better lives for themselves. This Juneau move is intended to resound through all four corners of the state of Alaska, via electronic means and aid in remotely make a better living using this seedling beginning.

WHY: A*laska's* Helping Rock Program is needed because the first amendment of the Constitution of the Great State of Alaska sets it as a right for any individual residing on the state's soil to have the ability to enjoy the life the state can give and partake from its responsibilities. ... Because someone daily is turned away at a government service point because of language and cultural barriers, and A*laska's* Helping Rock is actively working to bridge the gap. Bridging the gap means an improved quality of life, and a change that is radical and quantifyable in a short period of time.

And because we believe that the only solution to bridge the gap is to be the bridge, with the strong support of proven programming and techniques wrought by decades of collective dedication and experience.

Coalition Building

A Helping Rock is supported by a coalition with like vision in the following disciplines.

A*laska's* Helping Rock – Provides management support and direction to "Piedra de Ayuda", the Juneau chapter of A Helping Rock, based in Dade City, FL.

We are presently establishing agreements with individuals and organizations to assist with program development and troubleshooting, independent survey of client service reviews and fiscal and regulatory transparency in all programming . A Helping Rock better understands and assimmilates the needs of the non-English speaker within and without the city of Juneau, state and out to other points of service. We are presently engaging a group of nonprofit professionals within the city to assist in management and systems development and troubleshooting. We believe coalition building is a great strategy.

We propose a clear program with management and quality controls, outcome-based measures clearly defined and adhered to; clear reporting and oversight of training of interpreters or paraprofessionals to a specialized level of service and commitment.

As we prepare this writing a local network of charities and is being approached and enlisted in Juneau and other Alaskan major cities. We are extending our plan as an idea to bring equality to those facing the language wall.

We hope to have presented enough warrant more detail in the grant application. We will endeavor to work excellently, diligently and with integrity if chosen for the task.

Gratefully presented by:

Eliezer Velez for

Eddy Reyes of

A*laska's* Helping Rock

3407 Foster Ave., 131

Juneau, AK 99801

907-723-0837

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YEARLY PROPOSAL	1ST YEAR	2ND YEAR	$850,000.00	2 YRS	MONTLY	In Kind
Director(s)	$42,000.00	$42,000.00	$84,000.00	24	$3,500.00	
nce, Training & Program Management	$42,000.00	$42,000.00	$84,000.00	24	$3,500.00	
rector	$42,000.00	$42,000.00	$84,000.00	24	$3,500.00	
	$7,000.00	$7,000.00	$14,000.00	24	$583.33	
			$266,000.00		$11,083.33	
Management	$20,000.00	$20,000.00	$40,000.00	24	$1,666.67	
t Question Project	$4,000.00	$6,000.00	$10,000.00	24	$416.67	$1,500.00
nterprise Project	$5,000.00	$2,500.00	$7,500.00	24	$312.50	
zation Project	$5,000.00	$5,000.00	$10,000.00	24	$416.67	
osts	$5,000.00	$5,000.00	$10,000.00	24	$416.67	$3,600.00
omputer	$7,500.00		$7,500.00	24	$312.50	
oftware	$5,000.00		$5,000.00	24	$208.33	
upplies	$5,000.00	$3,500.00	$8,500.00	24	$354.17	
es	$5,000.00	$5,000.00	$10,000.00	24	$416.67	$2,000.00
			$108,500.00		$4,520.83	
	$18,000.00	$18,000.00	$36,000.00	24	$1,500.00	$18,000.00
s	$54,000.00	$54,000.00	$108,000.00	24	$4,500.00	
			$144,000.00		$6,000.00	
ng & Advertising						
ROMOTIONS	$4,500.00	$4,000.00	$8,500.00	24	$354.17	$1,000.00
D PROMOTIONS	$1,500.00	$1,500.00	$3,000.00	24	$125.00	$500.00
			$11,500.00		$479.17	
h Serv. & Prog. Development						
e Contracts & Training of Paraprofessionals	$20,300.00	$20,300.00	$40,600.00	24	$1,691.67	

y stipend pool	$2,000.00	$2,000.00	$4,000.00	24	$166.67	$4,000.00
nity Outreach and Awareness	$20,400.00	$20,400.00	$40,800.00	24	$1,700.00	
nterprise Funding pool	$20,600.00	$20,600.00	$41,200.00	24	$1,716.67	
			$126,600.00		$5,275.00	
nications						
ax	$900.00	$900.00	$1,800.00	24	$75.00	
	$1,500.00	$1,500.00	$3,000.00	24	$125.00	
	$600.00	$600.00	$1,200.00	24	$50.00	
edia	$5,000.00	$5,000.00	$10,000.00	24	$416.67	
			$16,000.00		$666.67	$30,600.00
ALS	$343,800.00	$328,800.00	$672,600.00		$28,025.00	**$30,600.00** *

* In Kind Numbers Shown are Current Only.

NorthWind
Architects, LLC

September 12, 2014

CBJ Community Development Staff
City and Borough of Juneau
230 South Seward St
Juneau, AK 99801

Re: Proposal for CDBG

Beth McKibben, Community Development Department Staff:

126 Seward Street
Juneau, Alaska 99801
T (907) 586-6150
F (907) 586-6181
james@northwindarch.com

Introduction

Representing the Juneau Native Village residents and the interests of THRHA, I ask that we be considered for the formal application process for the State of Alaska Community Development Block Grants.

The proposed use of this grant is to provide the necessary funding for a full and comprehensive development plan to reintroduce low and medium income housing into the Willoughby District. This is in support of the interests of the Juneau Native Village and THRHA's goal of reestablishing the Tlingit Native Village as a vital neighborhood component in the revitalization efforts of Juneau's Willoughby District.

Background

It was realized through our involvement as part of the Sheinberg and Associates report for the 2011 Willoughby District Land Use Plan that at the earliest opportunity, priority should be placed in developing a unique and meaningful process involving the Juneau Indian Village interests to develop new housing opportunities with the Willoughby District.

As a member of consultant group working on the Use Plan, discussion during that assessment phase of that plan's development brought us across the table with the interests of the Indian Village leadership. We realized that separate and in-depth facilitation efforts with Indian Village stakeholders were necessary and important to Juneau's long-term interests in balancing historical and cultural interests within the Willoughby District. I was clear at the time of that report development that we did not have a clear understanding of the magnitude of the Indian Village residence's desire to be at the forefront of change and the understanding of the challenges required to bring their interest to the forefront of discussions.

There was a wonderful opportunity in front of us. Our community needed to realize this opportunity and act upon it in front of the larger community efforts.

Through of discussions, we realized that the Tlingit community provides and authentic contribution to the Willoughby planning effort because it connects our community with a relevant and valued culture and history. From this effort will stem a community value in having the Tlingit interest of redeveloping their historical neighborhood as a primary complement to the Arts and Cultural theme established as the latest identity given to the Willoughby Districts redevelopment theme. If the Willoughby District develops with ernest, what better theme than to highlight our rich Tlingit Culture and history as for us as a community, regional center, State Capital and a international destination. We saw a neighborhood "language" as it pertains to a simple identity to place or "place-making".

Current Efforts

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In August of 2013, my office with the help of Corvus Design and RIM First People through the leadership of THRHA, facilitate a series of meetings with the Juenau Indian Village residents to help them discuss how best to partake in the discussion with the Willoughby District Revitalization efforts.

The immediate discussion did not simply pose a question as to what impact change will have on their neighborhood over the next few years. The discussion centered upon what would their neighborhood be in 100 years. The insight and wisdom provided lessons to our own perspective towards planning; that they have been here for thousands of years and they expect to be here in the future as well.

There was also concern. Reintroducing housing and rebuilding a community with an understanding of the current Tlingit cultural would be critical. The Juneau Native Village residents want to be in the leadership role as it comes to the reintroduction of housing into the Willoughby District.

Following is a summary highlighting the current involvement strategy working in collaboration with THRHA:

THRHA supports a process to support Village revitalization and housing improvements based on input from the Village by:

- **Thoughtful process** that is driven by the needs and desires of the Village (current Village occupants, historic residents, and current land owners). This effort will substantiate citizen participation for the purpose of THRHA funding applications to address Village resident desires and needs as well as provide necessary back-up documentation that is valuable to collaborative funding efforts and input to the CBJ and the Willoughby District Master Plan.

- **All stakeholders encouraged to participate** THRHA is in support of activities that includes ALL village landowners. The outcome of a series of meetings with each continuing meeting expanding to include others by order;

    1. Native land and homeowners in the village (this first meeting was held on 8/16/13)
    2. Native land and homeowners in the village (during the 8/16/13 meeting it was requested that another meeting be held with just Village residents before graduating to the next series of meetings.
    3. Traditional occupants of the Village that may not currently have landholdings

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4. Native residents of Fireweed Place
5. Representatives of CCTHITA landholdings in the village
6. all other land holders and residents of the village area,

- **THRHA Support** THRHA's objective and desired outcome is to:
    1. better understand Tribal member long-term vision and needs for their community and learn if/how THRHA can be of support,

    2. establish a forum for citizens of the Village to express their interests for the Willoughby District plan,

    3. support the Village in seeking funds and partnerships for collaboration to revitalize the Village based on the interests and desires of the Village residents and businesses.

Next Steps:

1. The series of meetings will continue with all residents of the Village to listen to resident interests for their Village and documented for potential use in funding applications and incorporating ideas to the Willoughby District Master Plan.

2. A anthropological review of history of the Juneau Tlingit leadership will be conducted as a basis for Tlingit involvement and leadership structure.

Goals Resultant from the above activities to include:

1. Documentation of Tlingit village citizen participation "listening sessions" for inclusion in the Willoughby District master plan, resource and support to future funding applications.

2. Tlingit perspective and history of the area for future consideration and development.

3. A basis for the entire Willoughby District planners/committee to learn and become sensitive in all future planning i.e. value of the historic land owners and activities.

4. Influence to the entire district from the Tlingit perspective and history of the area for future planning and development.

5. If desired by Village land owners and occupants, THRHA works to support partnerships and collaboration to seek / secure funding and incorporate CBJ funds intensively for Indian Village revitalization.

We have completed 2 sessions of a proposed 6 session discussion process with The Juneau Indian Village Residences. We need financial support to continue.

Current financial support:

We anticipate a comprehensive study and housing/community plan to cost up to $100,000 with the involvement of assessment, anthropological research, facilitation and a phased development strategy. This is based on the consulting costs of the Willoughby Use Plan report, roughly $50,000 and the assumed cost of a thorough involvement of an Native Anthropologist to insure that the history and culture of the local Tlingit people is authentically documented to insure that future decision will be honored and supported by the Tlingit Community as a whole.

As part of the final proposal, we would develop a comprehensive explanation of all consultant costs and we assume that with a proper grant, we would be able to attract sufficient matching grant interests.

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Currently we have an important contribution of $2000 from and the Juneau Community Foundation and an ask commitment from CBJ Lands Department of $1000 of discretionary funds. Our plans for those funds are to document the proposed process stemming form the first two meetings with the Indian Village residents and to create an information portal to communicate the importance of this effort.

Proposal as it Applies to the CDBG Mission and Goals:

PROGRAM MISSION
"The overall mission of the State of Alaska Community Development Block Grant Program is to enhance the quality of life for low and moderate income residents."

We propose communicated the history of change for the Juneau Indian Village residents and convey the the "quality of life" value as it pertains the result this effort for the future of the Tlingit community. THRHA recognizes this efforts in the need for housing for their constituents.

PROGRAM GOALS
The proposal will support items 1, 2, 3, of the CDBG stated goals. The current state of the Juenau Indian Village is that it has "blight" characteristics. This effort through a neighborhood renewal effort will meet stated CDBG Goals.

PROGRAM OBJECTIVES
We see the proposal meeting CDBG Objectives and will be able to show this in our proposal highlighting the "potentail for long-term positive impact".

Juneau Native Village community

Sincerely,

NorthWind Architects
James Bibb AIA