



PARKS & RECREATION ADVISORY COMMITTEE (PRAC) AGENDA

January 03, 2023 at 5:30 PM

Zoom Webinar

<https://juneau.zoom.us/j/94184441385> or +1 253-215-8782 Webinar ID: 941 8444 1385

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF AGENDA
- D. APPROVAL OF MINUTES
- E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- F. NEW BUSINESS
- G. UNFINISHED BUSINESS
- H. STAFF REPORTS

1. **Board & Committee Reorganization** presented by *George Schaaf* - See attached memo.
2. **Aquatics** – The Aquatics Division hired seven new lifeguards from a training course held in November, and these new employees will complete on-the-job training later this month. Another lifeguard training session is planned for January, and is already full. While it will take a few weeks for these new lifeguards to be fully integrated into the staffing schedule, the additional capacity is a welcome relief and will allow us to resume normal operations and programs soon.

Staff continue to work with Dawson Construction and its subcontractors on the Augustus Brown Pool renovation project, which is scheduled to begin in April and last six to nine months. As the project draws closer, we will push out information about the closure at ABP and expanded operations at DPAC.

Treadwell Arena – Contractors are installing new HVAC system controls to update the arena’s 20-year-old system. Planning also is underway to host a state hockey tournament in March.

Parks & Landscape – CBJ Parks & Recreation, together with Trail Mix, the United States Forest Service, the Alaska Department of Natural Resources, and the Alaska Department of Transportation presented the revised Master Plan for the Montana Creek Recreation Area at a public meeting on Wednesday, December 7 at the Trail Mix shop in Lemon Creek. The plan was well-received and should be finalized in early 2023.

Construction on the Marine Park Deckover Project is continuing. For more information, visit the project website or contact Acting Port Engineer Matthew D. Sill P.E. at (907) 586-0398 or Matthew.Sill@juneau.org.

Dimond Park Field House – The Department’s Facilities Maintenance Division installed new LED lights throughout the Dimond Park Field House in December. More than one-third of the existing metal halide lights had failed, creating an unacceptably dark environment for games and practices. The new lights consume 76% less electricity than the original fixtures, provide instant illumination, and should last quite a bit longer than the original fixtures. The Field House also hosted another successfully Holiday Cup soccer tournament, one of the biggest events of the year.

Winter Pass – Our popular Winter Pass offers unlimited access to Augustus Brown Pool, Dimond Park Aquatic Center, Treadwell Arena, and now the Dimond Park Field House track from November 1 to March 31, 2023 for just \$200!

Sports & Community Recreation – More than 200 people participated in Juneau Parks & Recreation's Candy Cane Hunt! Thank you to the 40+ local businesses that donated fantastic prizes for this year's event.

Looking for something to do with the kids during winter break? How about a matinee at the Dimond Park Field House! Our next free Movie in the Park (at the Dimond Park Field House) will be "Minions: The Rise of Gru," playing on Thursday, January 5th at 2:30 p.m.

Registration for the 2023 Coed Volleyball league is underway! The ten-week season begins on February 13 and ends with a post-season tournament April 14-20.

- Registration opens: January 3
- Registration closes: January 12, 11:59 p.m.
- Late registration: January 13 until 4:30 p.m., \$50 late fee will be added
- Register online: bit.ly/registerCBJparks

I. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

J. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org.



TO: Parks & Recreation Advisory Committee
FROM: George Schaaf, Parks & Recreation Director
DATE: December 30, 2022
RE: Restructuring Parks & Recreation Boards and Committees

The Parks & Recreation Department supports five citizen advisory boards and committees, requiring 43 volunteer members:

1. Parks & Recreation Advisory Board
2. Treadwell Arena Advisory Board
3. Aquatics Board
4. Jensen-Olson Arboretum Advisory Board
5. Youth Activities Board

The Parks & Recreation Advisory Committee (PRAC) was established in the 1980s and charged with making recommendations to the Department and Assembly on all matters affecting recreation in the community. This broad mandate was eroded over the last 15 years as new committees were created to focus on specific issues or facilities (i.e. the ice rink, arboretum, pools, etc.). While most of these committees were intended to be temporary, they were all made permanent. Having so many boards engaging in different areas of the Department has resulted in a number of problems and challenges:

- It is very difficult to recruit and retain 43 engaged volunteers who are interested in recreation. With over 30% of these board seats vacant, meetings are frequently cancelled or unable to proceed due to lack of quorum. More than 40% of Aquatics Board meetings since 2019 were cancelled due to lack of quorum; the Treadwell Arena Advisory Board cancelled 75% of its meetings this year for the same reason.
- Supporting five boards and committees requires over 1,000 hours of staff time each year. While about half of this time is devoted to supporting the Youth Activities Board, this workload diverts limited resources away from delivering core services and programs to the public.
- The ability of citizens to influence decision-makers is reduced when each facility or operation is represented by a niche board or committee. Fewer boards representing a larger portion of the community would be more effective and impactful.

- Board morale suffers when meetings have no purpose or no meaningful action is taken.

It is imperative that the public have meaningful opportunities to provide input and recommendations to staff and the Assembly regarding the services and programs delivered by the Parks & Recreation Department. With so many boards and committees, however, little has been accomplished: The Aquatics Board has approved one regulation in the eight years since it was established and the Treadwell Arena Advisory Board has not taken any action in three years. The Friends of the Jensen-Olson Arboretum, a private nonprofit organization, has grown significantly and largely replaced the Jensen-Olson Arboretum Advisory Board's role in fundraising, planning events, and recruiting volunteers. Considering the staff and volunteer resources required by more than 40 public meetings every year, there are more efficient ways to engage the public.

Juneau uses a "council-manager" form of government where elected officials set policy and the manager oversees day-to-day operations. According to the International City/County Management Association (ICMA), "Because decisions on policy and the future of the community are made by the entire governing body rather than a single individual, council-manager governments more often engage and involve their residents in decision-making. Residents guide their community by serving on boards and commissions, participating in visioning and strategic planning, and designing community-oriented local government services."ⁱ A 2009 report by the University of Tennessee distinguished between various standing committees that typically exist in city government (planning commissions, park boards, etc.) and "citizen panels that are appointed to investigate or review a single issue *and that are disbanded once recommendations on that issue have been delivered to the governing body.*"ⁱⁱ An informal survey of parks & recreation agencies nationwide by CBJ staff found that the vast majority use just one citizen board or committee. Only very large cities like Miami or Chicago have more than four advisory committees, mainly to represent large geographic areas rather than specific programs or facilities, such as pools.

The community would be better represented by a single, well-managed Parks & Recreation board that provides for diverse representation of the public in all of the Department's programs, facilities, and services. This approach would not only reduce the burden on staff, but also allow board members to accomplish meaningful and needed work throughout the year. The ordinance introduced on December 12, 2022 restores and expands the PRAC's original mandate to advise the Assembly and the Department on all issues affecting parks and recreation in Juneau, including Aquatics, Treadwell Arena, and the Jensen-Olson Arboretum. To ensure that the PRAC continues to be a robust body that represents the community's interests in meaningful ways, the ordinance explicitly requires that it review critical actions, including: planning and development of projects and programs; the Department's Capital Improvement Program; fee schedule; adopted and proposed legislation, including regulations; acquisition or disposal of lands managed or dedicated for park purposes; and naming of parks and facilities.

In recent weeks, staff met with the chairs of the Aquatics Board, Treadwell Arena Advisory Board, and Jensen-Olson Arboretum Advisory Board. Staff also presented information about the proposed restructuring to the Jensen-Olson Arboretum Advisory Board and the Aquatics Board (the Treadwell Arena Advisory Board has not called a meeting since March 2022). Understandably, some board

members expressed disappointment, but none of the boards or committees recommended against adopting the proposed ordinance.

The Assembly referred the proposed ordinance to the Human Resources Committee, which will consider it on January 9, 2022 at 5:30 p.m.

ⁱ ([International City/County Management Association](#))

ⁱⁱ ([Angerer, 2009](#))

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Presented by: The Manager
Presented: 12/12/2022
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-64

An Ordinance Reorganizing and Consolidating the Aquatics Board, the Treadwell Arena Advisory Board, the Jensen-Olson Arboretum Advisory Board, and the Parks and Recreation Advisory Committee.

WHEREAS, the Jensen-Olson Arboretum Advisory Board was most recently created by Resolution 2377 (12/11/2006); and

WHEREAS, the Parks and Recreation Advisory Committee was most recently created by Resolution 2646 (6/3/2013); and

WHEREAS, the Treadwell Arena Advisory Board was most recently created by Ordinance 2019-04(b) (1/28/2019); and

WHEREAS, the Aquatics Board was most recently created by Ordinance 2019-03(b) (1/28/2019); and

WHEREAS, the Assembly appreciates the community engagement and extensive volunteer hours members of the Jensen-Olson Arboretum Advisory Board, the Treadwell Arena Advisory Board, the Aquatics Board, and the Parks and Recreation Advisory Committee invested into our community; and

WHEREAS, the current Assembly Advisory Board Rules of Procedure are located in Resolution 2686 (6/9/2014); and

WHEREAS, Resolution 2686 requires appointments to advisory boards based on talent and interest instead of race, creed, color, age, religion, national origin, sex, marital status, political ideology, sexual orientation, or sensory, mental or physical handicap; and

1 WHEREAS, Resolution 2686 also requires diverse appointments to advisory boards to
2 reflect a membership appropriate for accomplishing the goals of the board, which should include
3 cultural, social, political, technical, and economic viewpoints sufficient to ensure wide-ranging
4 and active debate; and

5
6 WHEREAS, consolidation of the Jensen-Olson Arboretum Advisory Board, the Treadwell
7 Arena Advisory Board, and the Aquatics Board duties into the Parks and Recreation Advisory
8 Committee is in the best interest of the community because recruitment and retention of 43
9 engaged volunteers is challenging, board morale is low when meetings are not meaningful, staff
10 support time can be better spent on other projects, and fewer boards representing a larger
11 portion of the community would be more effective and impactful.

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

14 **Section 1. Classification.** Sections 2, 3, 4, and 7 are noncode provisions. Sections 5
15 and 6 are code provisions.

16
17 **Section 2. Repeal of Resolution 2377.** Resolution 2377 is repealed. The Jensen-Olson
18 Arboretum Advisory Board is dissolved upon the effective date of this ordinance.

19
20 **Section 3. Repeal of Resolution 2646.** Resolution 2646 is repealed. The Parks and
21 Recreation Advisory Committee is reestablished consistent with Section 6 of this ordinance.

22
23 **Section 4. Repeal of Ordinance 2019-04(b).** Ordinance 2019-04(b) is repealed. The
24 Treadwell Arena Advisory Board is dissolved upon the effective date of this ordinance.
25

1 **Section 5. Repeal of Chapter 67.10.** Chapter 67.10 – Aquatics Facilities is repealed
2 and reserved. The Aquatics Board is dissolved upon the effective date of this ordinance.

3
4 **Section 6. Amendment of Chapter 67.01.** Chapter 67.01 – Recreation Areas is
5 amended by adding articles to reestablish the Parks and Recreation Advisory Committee.
6

7
8 **Chapter 67.01 – RECREATION AREAS**

9 **ARTICLE I. RECREATION AREA ORDINANCE**

10 **67.01.010 Short title.**

11 ...

12 **67.01.020 Other ordinances not affected.**

13 ...

14 **67.01.030 Areas regulated.**

15 ...

16 **67.01.040 Intent.**

17 ...

18 **67.01.045 Regulations.**

19 ...

20 **67.01.050 Hours of operation.**

21 ...

22 **67.01.080 Use; liability insurance.**

23 ...

24 **67.01.090 Prohibited uses.**

25 ...

67.01.095 Motorized uses on Auke Lake.

...

67.01.100 Criminal liability.

...

ARTICLE II. PARKS AND RECREATION ADVISORY COMMITTEE

67.01.200 Establishment.

There is established the Parks and Recreation Advisory Committee (“PRAC”).

67.01.210 Membership.

(a) Membership. The members of the PRAC shall be nine citizens of the City and Borough of Juneau.

(b) Term. Members shall be appointed by the assembly. Members shall be appointed to staggered three-year terms. A new member shall be seated upon appointment and serve until their term ends or until their successor is appointed. A member serves at the pleasure of the assembly and may be removed at any time by an affirmative vote of six members of the assembly.

(c) Quorum. Five members constitutes a quorum.

67.01.220 Meetings.

(a) Procedure. The PRAC shall be governed by the Advisory Board Rules of Procedure, which generally follows Robert’s Rules of Order.

(b) Regular and special meetings. The PRAC should hold regular meetings on a schedule established by the PRAC and may hold special meetings—at the call of the chairperson or three members—as necessary to conduct business.

1 **67.01.230 Subcommittees.**

2 (a) Jensen-Olson Arboretum Endowment Subcommittee. There is established a permanent
3 subcommittee to advise on use of the Jensen-Olson Arboretum Endowment. This subcommittee
4 should meet at least once per year and as necessary to effectuate the business of the
5 endowment.

6 (b) Special subcommittees. The chairperson—subject to ratification by the PRAC—or majority
7 of the PRAC may create temporary special subcommittees to facilitate any discrete PRAC
8 business issue. Members of such subcommittee are limited to PRAC members. While all PRAC
9 members may attend and participate in subcommittee proceedings, only designated
10 subcommittee members may vote. Temporary subcommittees should exist for no longer than 24
11 months and dissolve upon completion of the enabling charge.

13
14 **67.01.240 Duties.**

15 (a) Intent. With the exception of parking management and facilities maintenance services
16 provided to other departments, the PRAC should advise the assembly regarding all Parks and
17 Recreation Department managed lands, facilities, and services including, but not limited to, the
18 Treadwell Arena, the Aquatics Facilities, and the Jensen-Olson Arboretum.

19 (b) The PRAC should review and provide recommendations to the parks and recreation
20 director and assembly regarding the following:

- 21
22 (1) Planning and development of all aspects of recreation and associated issues affecting
23 parks and recreation in the community.
24 (2) The Capital Improvement Plan (excluding Facilities Maintenance and Centennial
25 Hall).
(3) The department's Fee Schedule (excluding parking).

1 (4) Adopted and proposed legislation, including regulations, related to the department.

2 (5) Acquisition or disposal of City and Borough of Juneau lands managed or dedicated
3 for park or recreation purposes.

4 (6) Naming of parks or recreation facilities.

5
6
7 **67.01.250 Staff Assistance.**

8 Staff support and assistance to the PRAC may be provided by the City Manager as
9 available and appropriate.

10
11 **Section 7. Parks and Recreation Advisory Committee Transition Period.** The
12 Assembly intends on reestablishing the PRAC by April 1, 2023. Current members of the PRAC
13 will continue to serve through March 30, 2023, and need to reapply if interested in a future
14 PRAC position. In addition to new public members, all members of the Jensen-Olson Arboretum
15 Advisory Board, the Treadwell Arena Advisory Board, and the Aquatics Board are encouraged
16 to apply for a PRAC position. The Assembly shall appoint transitional PRAC positions as
17 follows: three members for one-year terms, three members for two-year terms, and three
18 members for three-year terms.
19

20
21 **Section 8. Effective Date.** This ordinance shall be effective March 15, 2023.

22 Adopted this _____ day of _____, 2023.

23
24 _____
Beth A. Weldon, Mayor

25 Attest:

Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: 01/07/2019
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-03(b)

An Ordinance Amending the City and Borough of Juneau Code Related to Aquatics Facilities and Repealing the Associated Sunset Date.

WHEREAS, the Juneau voters approved a proposition in October 2014 amending the Charter to give the Assembly discretion to establish a board to oversee the City and Borough’s aquatics facilities; and

WHEREAS, Ordinance 2015-23(b) amended the City and Borough code to create a new chapter, Chapter 67.10 Aquatics Facilities, with an automatic sunset date of May 28, 2018; and

WHEREAS, Ordinance 2018-19 extended the sunset date to June 30, 2019.

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

Section 1. Classification. Except for Section 2, which is a non-code ordinance, this ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Repeal of Sunset Date. The sunset date created by Ordinance 2015-23(b) and extended by Ordinance 2018-19 is repealed. Chapter 67.10 no longer has a sunset date.

Section 3. Amendment of Section. CBJ 67.10.010 Board of directors, is amended to read:

67.10.010 Board of directors.

(a) The aquatics board shall consist of nine voting members appointed by the assembly to serve without compensation for staggered three-year terms. Members of the board shall serve at the pleasure of the assembly. Terms shall commence on July 1. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No board member who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly.

(b) One board member shall be from and represent the Juneau School District. One board member shall be from any local aquatics organization that rents a pool facility. To the extent possible, appointments to the remaining seven seats on the aquatics board shall include persons having skills relevant to matters concerning the aquatics facilities. No more than two members of the aquatics board shall be a member or employee of any local aquatics organization, or the immediate family member of any member or employee of any local aquatics organization.

(c) The parks and recreation department director may participate in any board proceedings like a member but shall not have the power to vote and shall not be counted in determining whether a quorum of the board is present.

Section 4. Amendment of Section. CBJ 67.10.020 General powers, is amended to read:

67.10.020 General powers.

(a) Subject to state laws and City and Borough ordinances, the aquatics board shall make policy decisions and generally direct the operation and maintenance of the municipally-owned aquatics facilities according to the best interests of the public and in a sound business manner. The aquatics board:

(1) Shall be responsible for generally directing the operation, maintenance, development and marketing of the municipally owned and operated aquatics facilities, except as otherwise provided by the assembly by resolution.

(2) Shall prescribe the terms under which persons and groups may use the aquatics facilities under the board's management and establish and enforce standards of operation.

(3) May adopt regulations pursuant to CBJ 01.60 necessary for the administration of the aquatics facilities under the board's management.

(4) Shall facilitate and receive citizen input on the management and operations of the aquatics program.

(b) Shall ensure all legal services for the aquatics board and aquatics facilities are provided by or under the supervision of the municipal attorney.

(c) Shall annually provide to the assembly a written review of the aquatics program. The review shall include public usage, financial trends, facility maintenance needs, capital needs, and the efficiency of the program operation.

(d) Shall annually provide a personnel evaluation to the parks and recreation department director of the aquatics manager's performance in supporting the board and implementing board direction. The aquatics manager personnel evaluation and the board's deliberation of it shall be confidential unless the aquatics manager requests a public discussion.

(e) Shall participate in the selection process for the hiring of the aquatics manager. In the event the board does not support the hiring recommendation of the parks and recreation department director, the board chair shall timely notify the city manager. The city manager shall then make the hiring decision.

Section 5. Amendment of Section. CBJ 67.10.050 Meetings, is amended to read:

67.10.050 Meetings.

(a) The aquatics board shall meet at least once each month at an accessible location and time to be designated by the board. The board chair may cancel a monthly meeting when a quorum will not be present. Subject to public notice requirements, any three board members may call for a special meeting.

(b) Every meeting of the board, including its committees, shall have an agenda. The agenda shall be prepared by the board or committee chair in consultation with the aquatics manager.

Section 6. Amendment of Section. CBJ 67.10.070 Manager designated, is amended to read:

67.10.070 Aquatics manager designated.

The aquatics manager shall provide staff support to the board but is supervised by the parks and recreation department director.

Section 7. Amendment of Section. CBJ 67.10.080 Director; duties and responsibilities, is amended to read:

67.10.080 Aquatics manager; duties and responsibilities.

The aquatics manager is responsible for the overall supervision of the municipally-owned aquatics facilities under the aquatics board's policy direction. The aquatics manager's authority and duties shall include, but are not limited by, the following:

- (1) To be responsible for carrying out all applicable laws, ordinances and regulations.
- (2) To be responsible for carrying out policies established by the aquatics board not in conflict with policies established or adopted by the assembly or manager.
- (3) To prepare an annual budget as required by City and Borough ordinance.
- (4) To attend all meetings of the aquatics board and its standing committees except as otherwise directed by the board and not otherwise conflicting with other duties of the position of aquatics manager.

- (5) Direct and supervise the maintenance and operation of the municipal pools.
- (6) Keep the aquatics board fully advised on the financial circumstances of the program budget, the physical condition, and the maintenance needs of the aquatics facilities.
- (7) At the direction of the aquatics board, prepare draft regulations and draft fee changes for consideration.
- (8) Assist the aquatics board in all matters, including the preparation of the annual report to the assembly.

Section 8. Amendment of Section. CBJ 67.10.100 Preparation and submission of budget, is amended to read:

67.10.100 Preparation and submission of budget.

The aquatics manager shall prepare the budget in accordance with approved City and Borough procedure and shall submit it to the aquatics board for approval. The aquatics manager shall submit to the board the draft Capital Improvement Plan no later than December 1 and the draft operating budget no later than February 1.

The operating portion of the budget submitted by the aquatics board shall, to the extent practical given safety concerns and maximizing operating hours of the pools, minimize its general fund subsidy. The aquatics board shall make its recommendations and submit the budget to the city manager for transmittal to the assembly in the same manner as general government departments.

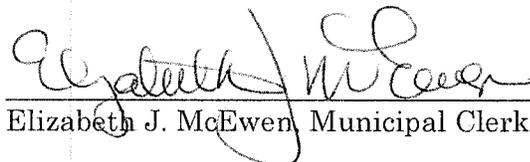
Section 9. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 28th day of January, 2019.



 Beth A. Weldon, Mayor

Attest:



 Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: 01/07/2019
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-04(b)

An Ordinance Repealing Ordinance 2015-18(am) and Re-establishing the Treadwell Arena Advisory Board.

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

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

WHEREAS, the Assembly created the Treadwell Arena Advisory Board with Ordinance 2015-18(am); and

WHEREAS, the Treadwell Arena Advisory Board proposed these changes to keep its enabling ordinance consistent with its vision and mission.

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

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

Section 2. Repeal of Ordinance 2015-18(am). Ordinance 2015-18(am), An Ordinance Establishing the Treadwell Arena Advisory Board, is repealed.

Section 3. Treadwell Arena Advisory Board Established. There is established the Treadwell Arena Advisory Board.

Section 4. Membership Qualifications. The Board shall be comprised of seven voting members appointed from the general public, and one liaison from the Parks and Recreation Advisory Committee. The liaison shall not have the power to vote and shall not be counted in determining whether a quorum of the Board is present. Members shall be appointed to staggered three-year terms. To the extent practicable, each organization that provides activities at Treadwell Ice Arena should have at least one representative on the Board. No more than five members shall be employees or board members of an organization, or the immediate family member of any employee or board member of an organization, that provides activities at the Treadwell Ice Arena.

Section 5. Treadwell Arena Advisory Board Purpose. The Treadwell Advisory Board shall work with the Treadwell Arena Manager to ensure operations are consistent with cost recovery goals, identify opportunities to generate net revenue, and identify ways to improve the experience of rink users. The Board shall report to the Assembly Human Resources Committee on an annual basis on issues relating to the Treadwell Ice Arena. The Board's report shall address, at a minimum, the following:

1. The number and types of annual users as compared to preceding years;
2. Annual cost recovery data;
3. A review of ice scheduling and allocation of rink resources to assess whether the rink provides equity of opportunity for a diversity of community rink users;
4. Any identified opportunities to generate net revenue or increase operational efficiencies; and
5. Any identified opportunities to improve the experience of risk users.

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

Section 7. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and shall hold regular meetings on a schedule established by the Board, as well as such special meetings as required to conduct business.

Section 8. Liaison. The City Manager shall designate a staff liaison to the Board as available and appropriate.

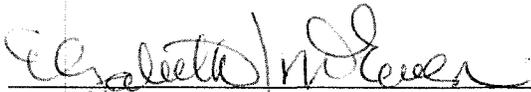
Section 9. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 28th day of January, 2019.



Beth A. Weldon, Mayor

Attest:


Elizabeth J. McEwen, Municipal Clerk

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2686

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

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

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

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

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

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

Rule 1. Membership.

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

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

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

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

1. Definitions:

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

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

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

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

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

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

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

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

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

Rule 2. Appointment Process.

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

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

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

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

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

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

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

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

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

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

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

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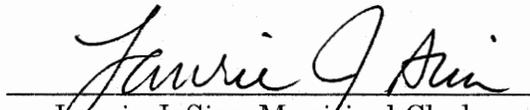
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SECTION 3. EFFECTIVE DATE. This resolution shall be effective immediately upon adoption.

Adopted this 9th day of June, 2014.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

Presented by: Manager
Introduced: 06/03/2013
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Resolution 2646

A Resolution Reestablishing the Parks and Recreation Advisory Committee and Repealing Resolutions 711 and 1082.

WHEREAS, the Assembly, by Resolution 711, as amended by Resolution 1082, established a Parks and Recreation Advisory Committee (PRAC) of nine members in order to advise the City and Borough on matters affecting parks and recreation issues in the City and Borough; and

WHEREAS, the Parks and Recreation Advisory Committee adopted its own bylaws on May 12, 1999, in order to achieve its objectives and goals; and

WHEREAS, the CBJ Parks and Recreation Department and the PRAC wish to repeal the Parks and Recreation Advisory Committee bylaws, as well as Resolutions 711 and 1082, in order to simplify them and incorporate them into a single resolution;

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

Section 1. Parks and Recreation Advisory Committee Reestablished. There is established the Parks and Recreation Advisory Committee, which shall consist of nine members appointed by the Assembly.

Section 2. Membership Qualifications. The Assembly shall appoint members to the Committee to staggered three-year terms. A new member shall be seated upon appointment by the Assembly and serve until their term ends or until their successor is appointed.

Section 3. Parks and Recreation Advisory Committee's Purpose. The purpose of the PRAC is to act in an advisory capacity for planning and development of all aspects of juvenile and adult recreation in the City and Borough. This direction includes authority to advise the Assembly and the Parks and Recreation Department Director on issues affecting parks and recreation in the community.

A secondary purpose of the Committee is to act as a citizens' proponent for parks and recreation facilities, recreation activities, and trails within the City and Borough.

The Committee shall gather relevant information from all sources available, hold public meetings as necessary on issues under review, and report to the Assembly concerning the status of the above-named issues.

Section 4. Procedure. The Committee'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 5. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Committee shall select its own officers, and shall hold regular meetings on a schedule established by the Committee as well as such special meetings as required to conduct business.

Section 6. Special Committees. Special committees to facilitate any PRAC business may be created either at the sole discretion of the PRAC chairperson or by a majority vote of the members. The PRAC chairperson shall appoint one member to serve as chairperson of each special committee.

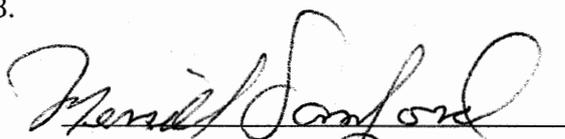
Section 7. Staff Assistance. Staff support and assistance to the PRAC may be provided by the City Manager as available and appropriate.

Section 8. Repeal of Resolutions. Resolution 711, adopted November 6, 1980, and Resolution 1082, adopted January 7, 1985, are hereby repealed.

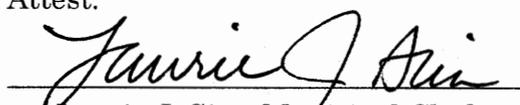
Section 9. Repeal of Bylaws. The Bylaws of the Parks and Recreation Advisory Committee, adopted May 12, 1999, are hereby repealed.

Section 10. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 3rd day of June, 2013.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

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.

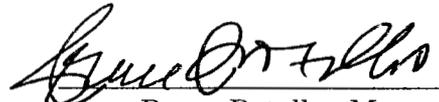
Section 5. Regular Meetings. The Arboretum Advisory Board shall meet at least quarterly. The Endowment Subcommittee shall meet at least twice per year.

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.

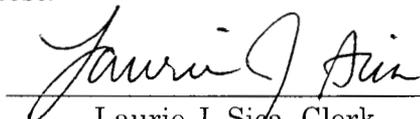
Section 8. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 11th day of December, 2006.



Bruce Botelho, Mayor

Attest:



Laurie J. Siqa, Clerk