



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

March 04, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

- [1.](#) December 11, 2023 Assembly Human Resources Committee Meeting Minutes - Draft
- [2.](#) January 8, 2024 Assembly Human Resources Committee Meeting Minutes - Draft
- [3.](#) February 5, 2024 Assembly Human Resources Committee Meeting Minutes - Draft

F. AGENDA TOPICS

[4.](#) Building Code Board of Appeals (BCBA) Appointments

Per CBJ Code [19.02.010.1](#); the Building Code Board of Appeals consists of seven members who are qualified by experience or training in matters pertaining to building construction. One member of the board of appeals shall be an architect, one member an engineer, one member an attorney, one member a general contractor, one member a mechanical contractor, one member an electrical contractor and one public member. Members of the board of appeals shall be decision is being challenged; the last meeting of the board was in June 2015. All boards seats are currently up for reappointment or past reappointment. After reaching out to members we have **three** that have agreed to be considered for reappointment.

The Clerk's Office will continue to reach out to other members of the board to see if they wish to continue on the board and will also continue community outreach to fill any vacancies on the board.

Suggested Motion:

to forward to the full Assembly for action, the reappointments of Bradley Austin, Jeffrey Wilson and Darrell Wetherall to the Building Code Board of Appeals both for terms beginning immediately and ending August 31, 2026 an ask for unanimous consent.

[5.](#) Resolution 2986 Assembly Rules Committee Power and Dilatory Motions

[6.](#) Resolution 3054 Eaglecrest Donation from Estate of Duane Packer

[7.](#) Review of Empowered Boards Advanced Interview Questions & CBJ Board Application

As of Mid-February the Clerk's Office/CBJ transitioned from the [Granicus Board Management Program](#) and online application form to the [Board Program](#) hosted by Municode (CBJ's Agenda Management Program).

Staff Request:

Clerk staff request HRC committee members review the current board application in the HRC packet and recommend any additions or edits they would like to see on the application. The general application is used for all Advisory and Empowered Boards; so thinking about what information the committee considers important to see on the application to help during the appointment process would be helpful. The HRC Committee will still have the advanced interview questions as a tool for the Empowered Boards and Systemic Racism Review Committee (SRRC) to help gather specific attributes an applicant may have as it relates to those boards.

G. STAFF REPORTS**H. STANDING COMMITTEE TOPICS - *for discussion as meeting time allows*****8. Review of Boards/Committees for Possible Sunsetting or Reduction in Members - *as meeting time allows***

The Clerk's Office requests the HRC review advisory boards and committees that have not met since 2020 due to membership and/or lack of agenda topics and need. This request does not currently include appeal boards that meet only as needed when a sales tax or building code appeal has been submitted, however those boards also face membership issues. If the committee would like to look at potential sunsets or reduction in membership for struggling boards Clerk staff can pull more information together for discussion at one of the April HRC meetings.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**J. NEXT MEETING DATES**

Monday, April 1, 2024 @ 6pm

Monday, April 29, 2024 @ 6pm

K. SUPPLEMENTAL MATERIALS**L. 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.gov.

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - **DRAFT**



December 11, 2023 at 6:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

A. CALL TO ORDER

Chair Smith called the Assembly Human Resources Committee to order at 6:18 p.m. after tech issues were resolved.

B. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

C. ROLL CALL

Present: Chair Greg Smith, Wade Bryson, 'Wáahlaal Gídaag (via Zoom) and Ella Adkison (via Zoom)

Absent: None

Staff/Others: Municipal Clerk Beth McEwen, Deputy Clerk Andi Hirsh

D. APPROVAL OF AGENDA – *Agenda approved as presented.*

E. APPROVAL OF MINUTES - *None*

F. AGENDA TOPICS

1. Juneau Economic Development Council (JEDC) Board Appointment

(JEDC) Board Members serve staggered three-year terms and may serve two consecutive terms. Article Four, Section 2, Paragraph E, of JEDC Bylaws, states:

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

The three JEDC applicants are included in the Human Resources Committee packet along with a memo from JEDC Executive Director Brian Holst outlining the the process and recommendation.

Motion: by Mr. Bryson to forward to the full Assembly for approval, reappointments and appointment to the Juneau Economic Development Council Board as outlined in the memo presented by the Juneau Economic Development Council: reappointment of Marc Guevarra to the At-Large Seat and Jill Weitz to the Nonprofit Environmental Organization Seat and the appointment of Brian Kleinhenz to the At-Large Seat; all for terms beginning immediately and ending October 31, 2026 and asked for unanimous consent. ***Hearing no objection, motion passed.***

2. Local Emergency Planning Committee (LEPC) Appointments

Per [Resolution 2974](#), the LEPC serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the Local Emergency Planning Committee under SARA Title III. The Assembly nominates applicants and

final appointments are done by the State Emergency Response Commission. **A memo from Deputy Clerk Cathcart in the HRC packet outlines which LEPC seats are requiring action as well as a recommended motion.**

MOTION: by Mr. Bryson to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the reappointments of Scott Erickson, Peace Officer Seat 2, Destiny Sargeant, General Public Seat 4, Louisa Phillips, General Public Seat 4a, Evan Price, BRH Hospital Seat 5 and Kenneth Murphy, Haz/Mat Transporter Seat 10a and the appointment of Krag Campbell, Peace Officer Seat 2; all for terms beginning January 1, 2024 and ending December 31, 2026 and the appointments of Sabrina Boone, AK Native Tribal Representative Seat 12, and Rhonda Butler AK Native Tribal Representative Seat 12a for terms beginning immediately and ending December 31, 2024 on the Local Emergency Planning Committee and ask for unanimous consent. **Hearing no objection, motion passed.**

3. Douglas Advisory Board (DAB) Appointments

Per [Resolution 2331](#), the Douglas Advisory Board is a seven member board appointed by the Assembly; and to be appointed to the DAB must reside on Douglas Island. The purposes of the board shall be to advise Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

MOTION: by Mr. Bryson to forward to the full Assembly for appointment to the Douglas Advisory Board, Shannon Crossley to a term beginning immediately and ending September 30, 2024, and asked for unanimous consent. **Hearing no objection, motion passed.**

G. STAFF REPORTS

Ms. McEwen reported the HRC packets for December 14, 2023, HRC and Special Assembly meeting to hold interviews for the Hospital Board and Planning Commission have been distributed to Assemblymembers and posted online.

H. STANDING COMMITTEE TOPICS - for discussion as meeting time allows

4. Continued Committee Discussion on State of AK Title 4 Rewrite - Changes Effective January 1, 2024

SOA/Alcohol & Marijuana Control Office (AMCO) Title 4 [Rewrites](#); SOA/AMCO [website](#) as a resource

The committee discussed their comments and questions from the November HRC as well as the presentation AMCO gave at the Alaska Municipal League conference in early December.

MOTION: by Mr. Bryson to direct Law to draft a resolution without a number for REPL licenses and be brought back to the Assembly Human Resources Committee for further consideration and asked for unanimous consent. **Hearing no objection, motion passed.**

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - None

J. NEXT MEETING DATE

Full Assembly as HRC for PC & BRH Board Interviews December 14, 2023 at 5:30pm via Zoom

Regular HRC Meeting January 8, 2024 at 6pm Assembly Chambers/Zoom Webinar

K. SUPPLEMENTAL MATERIALS - None

L. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:48 p.m.

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - **DRAFT**



January 08, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

A. CALL TO ORDER

Chair Smith called the Assembly Human Resources Committee to order at 6:01 p.m.

B. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

C. ROLL CALL

Members Present: Chair Greg Smith, Wade Bryson, 'Wáahlaal Gídaag (via Zoom) and Ella Adkison

Members Absent: None

Staff/Others Present: Municipal Clerk Beth McEwen, Deputy Clerk Andi Hirsh, City Manager Katie Koester, and Assistant City Attorney Sherri Layne

D. APPROVAL OF AGENDA

Ms. Adkison requested JCOA appointments and SRRC appointments flip so the JCOA appointments become the last agenda topic item. ***Hearing no objections, agenda approved as amended.***

E. APPROVAL OF MINUTES

Minutes approved as presented.

1. December 14, 2023 Full Assembly as HRC Meeting Minutes - Draft

F. AGENDA TOPICS

2. DRAFT Resolution 3051 re: Alaska Beverage Control (ABC) Board petition for additional Restaurant Eating Place Licenses

Your packet contains a memo and draft Resolution 3051 from City Manager Katie Koester and Assistant Attorney Sherri Layne regarding the question of whether or not CBJ wishes to petition the ABC Board to allow for additional Restaurant Eating Place Licenses (REPLs) within the City and Borough of Juneau. If the committee is supportive of requesting additional REPLs, it should:

- Decide how many to request and amend lines 10, 45 and 59 of Resolution 3051 accordingly.
- Recommend Resolution 3051, as amended, for introduction to the Assembly.

See links under Standing Committee Topics for more information.

City Manager Koester reported she had spoken with Alcohol Marijuana Control Office (AMCO) staff and AMCO has granted Valdez 10 additional REPL's and Wasilla 20 additional REPL's. Valdez has issued one new license and Wasilla has issued two new licenses since receiving approval from AMCO and received no public opposition. AMCO staff wanted to remind the Assembly that AMCO publicly notices board hearings where a community's request for additional REPL's will be considered.

The committee discussed what was a good number to request to allow for potential restaurants trying to get started and to alleviate the need to make this request to AMCO again in the next two years. Chair Smith noted that in doing some research cross-referencing current restaurants and alcohol licenses there are roughly 20 restaurants without an REPL. Chair Smith requested Manager's and Clerk staff do some additional outreach to current REPL holders and he planned on possible outreach to those restaurants without an REPL.

MOTION: by Mr. Bryson to forward Resolution 3051 to the full Assembly with the number 20 (twenty) filled in for lines 10, 45 and 59 of the resolution and asked for unanimous consent. **Hearing no objection, motion passed.**

3. Board of Equalization (BOE) Appointments

Per [Ordinance 2022-21\(b\)](#) The Board of Equalization shall comprise a pool of no fewer than five, and up to nine, members, not Assemblymembers, appointed by the Assembly. The board shall hear appeals in panels consisting of three members and shall be appointed on the basis of their general business expertise and knowledge or experience with quasi-judicial proceedings. General business expertise may include, but is not limited to, real and personal property appraisal, the real estate market, the personal property market, and other similar fields. Terms of office shall be for three years and shall be staggered so that approximately one-third of the terms shall expire each year. No member of the board of equalization 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. Compensation for members shall be \$100.00 per meeting. Board members may decline compensation by providing written notice to the municipal clerk.

All four (4) incumbents have applied for reappointment as well as new applicants for the currently vacant seats.

MOTION: by Mr. Bryson to forward to the full Assembly for approval, reappointments to the Board of Equalization of Kenny Solomon-Gross to a term beginning immediately and ending December 31, 2025, as well as David Epstein, Gary Sonnenberg and Raymond 'Thor' Williams all to full terms beginning immediately and ending December 31, 2026 and ask for unanimous consent. **Hearing no objection, motion passed.**

MOTION: by Mr. Bryson to forward to the full Assembly for approval the appointments of Wayne Coogan and Andrew Miller to the Board of Equalization for terms beginning immediately and ending December 31, 2024; and the appointments of Benjamin Durrant and Douglas Salik to the Board of Equalization for terms beginning immediately and ending December 31, 2025 and asked for unanimous consent. **Hearing no objection, motion passed.**

CLERK NOTE: Andrew Miller notified the Clerk's Office that he was possibly relocating and no longer available. If that didn't happen, he would look at reapplying for the Board of Equalization in the Spring.

4. Building Code Advisory Committee (BCAC) Appointment

Per Resolutions 1116 and 1130; the Building Code Advisory Committee (BCAC) is a five-member committee with staggered 3-year terms. Committee members, to the extent possible, shall represent the following fields: Architects, Electrical Engineers, Civil Engineers, Mechanical Engineers and Contractors. **There are currently two seats up for renewal with a term beginning immediately and ending November 30, 2026.** The incumbent has applied for reappointment, no other applicants have applied for the currently vacant seat.

MOTION: by Ms. Adkison to forward to the full Assembly for approval, the reappointment of Armando Deguzman to the Building Code Advisory Committee for a term beginning immediately and ending November 30, 2026, and asked for unanimous consent. **Hearing no objection, motion passed.**

5. Historic Resources Advisory Committee (HRAC) Appointments

Per [CBJ Code 49.10.410](#) The Historic Resources Advisory Committee consists of nine members appointed by the Assembly. Members shall be appointed for a term of three years. The Assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers, and the public.

There are two (2) vacant seats with terms beginning immediately and ending June 30, 2026. The Clerk's Office has received three applications for the vacant seats.

MOTION: by Mr. Bryson to forward to the full Assembly for approval the appointments of Jerrick Hope-Lang and Steve Winker to the Historic Resources Advisory Committee for terms beginning immediately and ending June 30, 2026 and asked for unanimous consent. **Hearing no objection, motion passed.**

6. Juneau Commission on Aging (JCOA) Appointments

Per [Resolution 2944](#); the JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered **two-year terms**. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

There are currently three (3) 65+ seats and two (2) general public seats all with terms running January 1, 2024 through December 31, 2025.

MOTION: Mr. Bryson to forward to the full Assembly for approval, the reappointment of Linda Kruger and Emily Kane to the Juneau Commission on Aging Public/65+ Seats and the reappointment of Ann Stepetin and the appointment of Kimberly Adkison to the Juneau Commission on Aging General Public Seats, all for terms beginning immediately and ending December 31, 2025, and asked for unanimous consent. **Hearing no objection, motion passed.**

7. Systemic Racism Review Committee (SRRC) Appointment

Per [Ordinance 2023-20b](#), the Systemic Racism Review Committee is a seven-member committee appointed by the Assembly. Members shall be selected to provide the most balanced representation possible. Members shall have experience identifying unlawful discrimination—including based on race, color, or national origin—experience identifying social justice inequity, or intimate knowledge of local cultures and practices, including tribal culture and practices.

There is currently one vacant seat on the SRRC up for action with a term beginning immediately and ending June 30, 2025. The Clerk's office has received applications and question responses from two individuals as found in your packets.

MOTION: by Mr. Bryson to forward to the full Assembly for approval the appointment of John Drips to the Systemic Racism Review Committee for a term beginning immediately and ending June 30, 2025, and asked for unanimous consent. **Hearing no objection, motion passed.**

G. STAFF REPORTS

None

H. STANDING COMMITTEE TOPICS - for discussion as meeting time allows

8. Review of Empowered Boards Advanced Interview Questions & CBJ Board Application

The committee reviewed the material in the packet. 'Wáahlaal Gídaag recommended that questions should be culturally equitable and phrased more as scenario questions. She noted in Yupik culture it is taboo to speak of oneself. The committee will discuss updating the questions at the next HRC meeting.

9. Continued Committee Discussion on State of AK Title 4 Rewrite - Changes Effective January 1, 2024

SOA/Alcohol & Marijuana Control Office (AMCO) Title 4 Rewrites can be found at: <https://www.commerce.alaska.gov/web/amco/Title4Rewrite.aspx>

SOA/AMCO website as a resource
<https://www.commerce.alaska.gov/web/amco/OtherAlcoholResources.aspx>

Discussion around the topic of Title 4 rewrites took place under the agenda topic: Resolution 3051.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - None

J. NEXT MEETING DATE

February 5, 2024 at 6pm, Assembly Chambers/Zoom Webinar

K. SUPPLEMENTAL MATERIALS - None

L. ADJOURNMENT

There being no business to come before the committee, meeting adjourned at 6:37 p.m.

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - DRAFT



February 05, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

A. CALL TO ORDER

Chair Smith called the Assembly Human Resources Committee to order at 6:01 p.m.

B. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

C. ROLL CALL

Members Present: Chair Greg Smith, Wade Bryson, 'Wáahlaal Gídaag and Ella Adkison

Members Absent: None

Staff/Others Present: Deputy Clerk Di Cathcart, Municipal Clerk Beth McEwen, City Attorney Rob Palmer (via Zoom), and Mayor Weldon (via Zoom)

D. APPROVAL OF AGENDA

Agenda approved as presented.

E. APPROVAL OF MINUTES

Minutes approved as presented.

1. November 13, 2023 Assembly Human Resources Committee Meeting Minutes - Draft

F. AGENDA TOPICS

2. Juneau Commission on Aging (JCOA) Appointment

Per [Resolution 2944](#); the JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered **two-year terms**. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

There is currently one (1) general public seat with a term running January 1, 2024 through December 31, 2025.

MOTION: by Mr. Bryson to forward to the full Assembly for approval, the appointment of Ethel Stokes to the Juneau Commission on Aging General Public Seat, for a term beginning immediately and ending December 31, 2025, and asked for unanimous consent. *Hearing no objection, motion passed.*

3. Local Emergency Planning Committee (LEPC) Appointment

Per [Resolution 2974](#), the LEPC serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the Local Emergency Planning Committee under SARA Title III. The Assembly nominates applicants and final appointments are

done by the State Emergency Response Commission. **A memo from Deputy Clerk Cathcart in the HRC packet outlines which LEPC seat is requiring action as well as a recommended motion.**

MOTION: by 'Wáahlaal Gídaag that the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the reappointment of Nathan Rumsey, BRH Hospital Seat 5a for a term beginning immediately and ending December 31, 2026 and the appointment of Steven Karnazes, Vulnerable Populations Seat 11a for a term beginning immediately and ending December 31, 2025 on the Local Emergency Planning Committee and asked for unanimous consent. **Hearing no objection, motion passed.**

4. Personnel Board (PB) Appointment

Per [CBJ Code 44.05.060](#); the Personnel Board is composed of five members appointed by the Assembly. All appointments shall be for staggered three-year terms. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public.

The incumbent in the general public seat is applying for reappointment for a term running February 1, 2024 and ending January 31, 2027.

MOTION: by Ms. Adkison to forward to the full Assembly for approval, the reappointment of Mila Cosgrove to the Personnel Board General Public Seat, for a term beginning immediately and ending January 31, 2027 and asked for unanimous consent. **Hearing no objection, motion passed.**

5. Ordinance 2023-04 An Ordinance Establishing a City and Borough of Juneau Whistleblower Act.

The HRC reviewed this item on November 13, 2023, and requested that it come back for consideration of amendments.

Suggested Motions:

1. Move to amend if necessary.
2. Then, move to forward this ordinance to the full Assembly for introduction and public hearing.

City Attorney Palmer walked the committee through the ordinance noting it mirrored state law with a few small changes that came out of the last HRC meeting where Ordinance 2023-04 was first reviewed. Under section 01.46.020 Mr. Palmer noted he removed the verbiage pertaining to maximum penalty of a dollar amount since CBJ has some discretion to identify what penalties should be. If there is a loss it can be left up to the judge to determine what's reasonable instead of paying a set maximum or minimum as addressed in state code. 01.46.020(c)(1) lines 21-22, when the employee believes with reasonable certainty that the activity, policy, or practice is already known by the manager. The policy and practice language is slightly different than State law to account for CBJ's different set of rules from the state and that the Manager's Office produces the actionable Administrative policies that apply to CBJ so 'policy' and 'practices' were added to this section. Under 01.46.040(2) Definitions expanded the language related to "matter of public concern".

MOTION: by Mr. Smith to include language in the ordinance requiring public posting in reasonable public areas similar to the postings for fair labor laws and asked for unanimous consent. **Hearing no objections, motion passed.**

MOTION: by 'Wáahlaal Gídaag to move Ordinance 2023-04 as amended, to the full Assembly for action and asked for unanimous consent. **Hearing no objections, motion passed.**

G. STAFF REPORTS

Deputy Clerk Cathcart notified committee members there is one vacancy on the Docks & Harbors Board and the Clerk's Office is advertising the vacancy. Staff will reach out to Port Director Uchytel and D/H Board Chair Etheridge regarding the vacancy and whether it needs to be filled during the month of March or can wait until May or June when the standard recruitment and interviews are held for D/H Board seats coming open July 1 and report back to Chair Smith for his final determination.

H. STANDING COMMITTEE TOPICS - *for discussion as meeting time allows***6. Review of Empowered Boards Advanced Interview Questions & CBJ Board Application**

As of Mid-February the Clerk's Office/CBJ will transition from the current [Granicus Board Management Program](#) and online application form to the [Board Program](#) hosted by Municode (CBJ's Agenda Management Program). Right now they are running parallel as we migrate information from one platform to the other, with the exception of the board application which is still hosted by Granicus.

Staff Request:

Clerk staff request HRC committee members review the current board application in the HRC packet and recommend any additions or edits they would like to see on the application. The one caveat is this application is the general application used for all Advisory and Empowered Boards; so thinking about what information you think is important to see on the application to help during the appointment process would be helpful. The HRC Committee will still have the advanced interview questions as a tool for the Empowered Boards and Systemic Racism Review Committee (SRRRC) to help gather specific attributes an applicant may have as it relates to those boards.

At the request of Chair Smith and the Committee, Ms. Cathcart will send an email to all Assembly members requesting any recommendations on the wording of questions or other edits. Deadline to submit those potential changes is Wednesday, February 28th for inclusion in the March 4 Human Resources Committee packet.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - *None***J. NEXT MEETING DATE**

March 4, 2024 at 6pm Assembly Chambers/Zoom Webinar

K. SUPPLEMENTAL MATERIALS - *None***L. ADJOURNMENT**

There being no further business to come before the committee, meeting adjourned at 6:22 p.m.

PART II - CODE OF ORDINANCES
TITLE 19 - BUILDING REGULATIONS

Section F, Item 4.

Chapter 19.02 - BOARD OF APPEALS

19.02.010.1 - Created; membership.

In order to determine the appropriateness of orders, decisions and determinations made by the building official or fire chief concerning the application and interpretation of the codes, there is created a board of appeals, consisting of seven members who are qualified by experience or training to pass upon matters pertaining to building construction. One member of the board of appeals shall be an architect, one member an engineer, one member an attorney, one member a general contractor, one member a mechanical contractor, one member an electrical contractor and one public member. Members of the board of appeals shall be appointed by the assembly for three-year staggered terms. The board of appeals shall elect from its membership a chair, a vice-chair and a secretary and shall adopt reasonable rules for the conduct of its proceedings pursuant to section [01.50](#). The City and Borough shall provide secretarial and other staff support required by the board of appeals.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.02.010.2 - Form of appeal.

Appeals shall be conducted in accordance with [chapter 01.50](#), except that if the order appealed from relates to a building or structure which has been determined by the building official to be in such condition as to make it immediately dangerous to life, limb, property or safety of the occupants, the public, or adjacent property and is ordered vacated and is posted in accordance with the applicable section of the International Property Maintenance Code as adopted, such appeal must be filed within ten days from the date of the service of notice and order of the building official.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.02.010.3 - Limitations of authority.

An application for appeal shall be based on a claim that the true intent of the building codes or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of these codes do not fully apply, or an equally good or better form of construction is proposed. The board of appeals shall not be empowered to waive requirements of the building codes.

All variance requests to IRC 323.3.1 through 323.3.5 and IBC 1612 shall be heard by the Board of Adjustment, under procedures established per [49.70.410](#).

(Serial No. 2009-16(b), § 2, 9-21-2009)

FOOTNOTE(S):

⁽⁶⁴⁾ **Editor's note**— Serial No. 2009-16(b), §§ 1, 2, adopted September 21, 2009, effective October 22, 2009, amended Title 19 in its entirety to read as herein set out. See the editor's note at Tit. 19 and also the Code Comparative Table for a detailed analysis of inclusion. ([Back](#))

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Bradley

S

Austin

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Plumbers and Pipefitters UA
Local 262 JATC

Employer

Training Coordinator/Instructor

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Building Code Board of Appeals: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

N/A

Interests & Experiences

Please tell us about yourself and why you want to serve. *[Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]*

Please explain, with specificity, your reasons for applying to serve on this particular board.

I have lived in Juneau for over fifty years and find it fulfilling to give back to my city by way of bringing my knowledge and experience to the Building Code Board of Appeals. I have always felt that the occupants that live in residential structures work or visit commercial buildings, attend schools or churches should be assured that the buildings they are in have been built to the health and safety standards adopted by the City of Juneau and the State of Alaska.

Please select the type of board seat for which you are applying *

☒ Criteria specific seat as listed in the board's governing legislation

Please list any organizations for which you currently serve as a board member, officer, or employee.

I serve on the Alaska Workers Compensation Board as a Labor member, President of the Plumbers and Pipefitters Local Union 262, President of the Pioneers of Alaska Men's Igloo Number 6, Trustee for the Plumbers and Pipefitters LU 262 Supplemental Pension Plan, Training Coordinator/Instructor for the Plumbers and Pipefitters LU 262 Joint Apprenticeship Training Committee employee, and I'm a contract Instructor for the International Association of Plumbing and Mechanical Officials (IAPMO).

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

I have served on the CBJ Building Code Board of Appeals periodically since 2012. I have served on the Alaska Workers Compensation Board (AWCB) since 2010, this is a quasi-judicial board that holds hearings to decide contested Workers Compensation claims and performs Regulation work.

Education/Training: Please list both formal and informal education & training experiences:

Graduated from Juneau Douglas High School in 1976, attended Washington State University 1979 to 1982, received my Instructor certificate from the United Association of Plumbers and Pipefitters in 2002, received my Training Coordinator Certificate from the United Association of Plumbers and Pipefitters in 2016, and received an Associates Degree in Industrial Training through Washtenaw Community Collage. I receive numerous continuing education classes through the United Association of Plumbers and Pipefitters and IAPMO as well as training for the AWCB.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

State of Alaska Department of Labor, Certificate of Fitness, Plumber Journeyman. State of Alaska Department of Community and Economic Development, Division of Occupational Licensing, Mechanical Administrator for: Residential Plumbing, Heating; Heating, Cooling, and Process Piping; and Unlimited Commercial/Industrial Plumbing. NITC Certified Medical gas Installer and Medical Gas Instructor. ASME IX Brazer Certificate. ASSE Backflow Protection Assembly Tester Certificate. American Heart Association First Aid, AED, CPR certificate. OSHA 10 Construction Safety and Health Certificate. UA STAR Plumbing Mastery Certificate.

Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Jeffrey

W

Wilson

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

retired

Employer

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Civil Engineer

Secondary Email Address (if any)

Which Boards would you like to apply for?

Building Code Board of Appeals: Appointed

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]

Please explain, with specificity, your reasons for applying to serve on this particular board.

over 40 years civil & structural engineering experience in Juneau, in design, planning, code review, project management and testing.

Please select the type of board seat for which you are applying *

☒ Criteria specific seat as listed in the board's governing legislation

Please list any organizations for which you currently serve as a board member, officer, or employee.

Board Member - Alaskan Brewing

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

15 years on CBJ PRAC, 7 years as Chair, 7 years on CBJ Lands Committee

Education/Training: Please list both formal and informal education & training experiences:

BSCE, 1985 - CALIFORNIA STATE UNIVERSITY SACRAMENTO

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

AK CE6778

Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Darrell

A

Wetherall

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

AEL&P

VP of Transmission & Distribution

Employer

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Building Code Advisory Committee: Submitted
Building Code Board of Appeals: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 3

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. *[Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]*

Please explain, with specificity, your reasons for applying to serve on this particular board.

Just making myself available if an appeal were to come up due to lack of applicants. If someone else applies for or shows interest in this I would say give them an opportunity to serve.

Please select the type of board seat for which you are applying *

☒ Criteria specific seat as listed in the board's governing legislation

Please list any organizations for which you currently serve as a board member, officer, or employee.

Alaska Society of Professional Engineers, KWETICO, AEL&P, Allweather Real Estate, Inc.

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

JCOS, BCBOA

Education/Training: Please list both formal and informal education & training experiences:

BSEE

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

PE, Electrical

Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

1 Presented by: The Manager
2 Presented:
3 Drafted by: R. Palmer III
4

5 **RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

6 **Serial No. 2986 vHRC1**

7 **A Resolution Repealing and Reestablishing the Assembly Rules of**
8 **Procedure.**
9

10 WHEREAS, the Assembly relies on its committees to generate, review, and mature
11 policies for later consideration by the Assembly, including committees that include all nine
12 Assemblymembers; and
13

14 WHEREAS, the scope of Assembly committee power and the binding effect of votes taken
15 by committees with all nine Assemblymembers is complicated because of Robert’s Rules of
16 Order; and
17

18 WHEREAS, the following general rule of parliamentary law is expressed in various
19 Robert’s Rules: “During the session in which the Assembly has decided a question, another
20 main motion raising the same or substantially same question cannot be introduced.”
21 (136:26-28); and
22

23 WHEREAS, Robert’s Rule 52, as applied to a body with less than 50 members like the
24 Assembly, considers a vote taken at a Committee of the Whole a formal decision of the
25 Assembly that is not voted on again (531:2-4); and
26

27 WHEREAS, while Robert’s Rule 52 clearly applies to the Committee of the Whole, it does
28 not explicitly apply to the other nine-member committees like the Finance Committee; and
29

30 WHEREAS, application of Robert’s Rule 52 creates unnecessary complexities because the
31 City and Borough of Juneau Charter 5.3(a) requires public comment opportunities when an
32 ordinance is up for public hearing, which can be late in the development of a policy and
33 public comment can enlighten a policy issue that necessitates amendments or renewal of
34 previously decided motions without going through the cumbersome process to suspend the
35 Assembly Rules or other procedural escape valves; and
36

37 WHEREAS, upon balancing the timing of public comment and the Assembly’s scarce
38 meeting time, the Assembly amends the Assembly Rules of Order to reconcile the

unnecessary complexities created by Robert's Rule 52 on the Committee of the Whole and any other nine-member Assembly committee with the public comment requirement of Charter 5.3(a) while recognizing occasionally a motion previously decided by a committee may be renewed at the Assembly without being treated as dilatory; and

WHEREAS, the following additional amendments would clarify the rules and make necessary changes to maximize public engagement, public body deliberations, and meeting efficiency.

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

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

RULE 1. AGENDA.

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

- I. Call to Order
- II. Flag Salute
- III. Land Acknowledgment
- IV. Roll Call
- V. Special Order of Business
- VI. Approval of Minutes
- VII. Manager's Requests for Agenda Changes
- VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than ~~Five~~ Three Minutes for Any Individual)
- IX. Consent Agenda
 - A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction
 - B. Assembly Requests for Consent Agenda Changes
 - C. Assembly Action
- X. Ordinances for Public Hearing
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- XI. Unfinished Business
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
 - D. Potential Issues for Reconsideration
- XII. New Business
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- XIII. Staff Reports

XIV. Assembly Reports

A. Mayor's Report

B. Committee, Liaison Reports, Assemblymember Comments and Questions

C. Presiding Officer Reports

~~XV. Assembly Comments and Questions~~

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

XVI. Executive Session

XVII. Supplemental Materials

XVIII. Adjournment

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

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

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

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

RULE 2. MEETINGS.

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

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 Heritage Way ~~South Seward Street~~,

Juneau, Alaska. However, the location of a regular meeting may be changed (a) up to 24 hours in advance of the meeting ~~(a)~~ by the Assembly, at a preceding regular or special meeting, by motion or otherwise, upon designating a different place for a particular meeting; or (b) if the meeting was previously noticed with remote participation, by the Mayor, the committee chair, or any three Assemblymembers due to extenuating circumstances (i.e. public health requirement, equipment or facility problem in Assembly Chambers, inability to get a quorum in-person, weather) to hold the meeting virtually with only remote participation (i.e. video conferencing technology).

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

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

E. Public seating area. People in a meeting room must comply with all laws, including occupancy and public health requirements.

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

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

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

RULE 4. LEGISLATION.

A. Drafting. The Attorney shall draft ordinances and resolutions:

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

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

RULE 5. COMMITTEES.

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

1. Committee of the Whole
2. Finance Committee
3. Human Resources Committee
4. Lands, Housing, and Economic Development Committee
5. Public Works and Facilities Committee
6. Joint Assembly/School Facilities Committee (per Charter 13.8)

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Standing committee meetings are work sessions without public testimony unless otherwise noticed at the time of packet publication, or earlier, by the committee chair. ~~Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.~~

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

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

1. Standing Committees.

- (a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one, but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.
- (b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember

203 nominated for appointment to each committee who has expertise in the
204 areas assigned to the committee.

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

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

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

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

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

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

236 (c) Reviewing and proposing amendments to these Rules;

237 (d) Reserved.

238 (e) Reserved. ~~Overseeing Juneau's relations with its sister cities;~~

239 (f) Membership for Certain Appointments. The full Human Resources
240 Committee shall meet as needed to recommend appointments to the
241 Planning Commission, the Hospital Board, the Ski Area Board, the Docks
242 and Harbors Board, and the Airport Board, ~~and the Systemic Racism~~
243 ~~Review Committee.~~ The Mayor and all Assemblymembers shall serve as

members of the full Committee and the Human Resources chair shall serve as chair at these meetings.

3. Finance Committee. The Finance Committee may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as members of the Finance Committee. ~~Finance Committee meetings will be conducted as work sessions unless public testimony is permitted by call of the Chair at least 24 hours in advance of the meeting.~~ The duties of the Finance Committee shall include:
 - (a) Review of the Manager's proposed budget and recommendations to the Assembly for a final budget;
 - (b) Review of the fiscal policies of the CBJ as deemed necessary by the committee.
4. Committee of the Whole. The Committee of the Whole may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor. ~~Committee of the Whole meetings will be conducted as work sessions unless public testimony is permitted by call of the Chair at least 24 hours in advance of the meeting.~~
5. Lands, Housing, and Economic Development Committee. The Lands, Housing, and Economic Development Committee may take up issues relevant to the lands, housing, economic development, water or air within the City and Borough. The duties of the Lands, Housing, and Economic Development Committee shall include recommendations to the Assembly regarding:
 - (a) The preparation and revision of a land management plan and the acquisition and disposal of CBJ lands;
 - (b) The administration of the lands fund and the mineral holdings of the CBJ;
 - (c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront;
 - (d) Promotion of improved housing availability in the City and Borough; and
 - (e) Promotion of a vibrant and diverse local economy.
6. Public Works and Facilities Committee. The PWFC may take up issues relevant to the infrastructure of CBJ, including transportation and utilities. The duties of the PWFC shall include:

- (a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;
- (b) Advising each newly elected Assembly of unfinished capital projects to be continued;
- (c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan;
- (d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming, and green building.

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

D. Scope of Committees. Committees, including the Committee of the Whole and the Finance Committee, are empowered to only make recommendations. No vote taken at an Assembly committee, including at the Committee of the Whole or at the Finance Committee, is binding on the Assembly. At the Assembly, an Assemblymember is free to move the Assembly to amend a prior adopted motion and renew a failed motion from a committee, and such motions can pass by five votes in favor. *Reserved.*

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

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

G. Role of Board Liaison. Board liaisons shall be recommended by the board to the Assembly for approval. Any board liaison to an Assembly committee should sit with the committee at all times. A board liaison may have the right to participate in committee discussions at the pleasure of the chair of the Assembly committee except that Assembly members of the committee shall have priority in obtaining the floor. Only Assembly members on the committee may vote.

RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.

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

Planning Commission
Hospital Board
Docks and Harbors Board
Airport Board
School Board
Ski Area Board
~~Aquatics Board~~

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

B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly and the board or commission to establish and maintain communication between the bodies on issues, projects, and other matters of mutual concern and interest. Assembly liaisons should regularly attend appointed board or commission meetings. 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, unless specifically identified as voting members in the governing legislation of a particular board. An Assembly liaison may participate in board or commission discussions when invited by the board chair.

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

RULE 7. DEBATE.

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

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

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

RULE 8. RULES OF PUBLIC PARTICIPATION.

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

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

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

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

D. People are encouraged to submit written presentations and exhibits to the Municipal Clerk and the Assembly via email (boroughassembly@juneau.gov).

E. The Mayor will set forth the item or subject to be discussed and will rule non-germane speech out of order. A member of the public may not be stopped for speaking because of the viewpoint being expressed. However, a person may be stopped for disrupting, disturbing, or impeding the meeting when speaking longer than the time limit, when being unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from accomplishing its business in a reasonably efficient manner or when the speech interferes with the rights of other speakers. A person stopped for non-germane speech during a meeting is welcome to submit a writing, presentation, recording, and exhibit to the Municipal Clerk and to the Assembly via email (boroughassembly@juneau.gov).

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

G. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Mayor, the area of town in which they reside.

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

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

J. The public may direct questions to the Assembly or the administration.

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

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

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

N. Members of the public that want to provide oral public comment via remote participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal Clerk Office or register online, when available). A person is not required to notify the Municipal Clerk prior to the meeting when providing in-person oral public comments.

O. Reasonable accommodations are available upon request. To the extent allowed by law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a disability wishing to provide oral public testimony should advise the Municipal Clerk. Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so arrangements can be made if other accommodation requests like closed captioning or sign language interpreter services are desired. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov -~~city.clerk@juneau.org~~.

RULE 9. MOTIONS.

A. Seconds. Seconds to motions are not required.

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

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

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

RULE 10. CLERICAL ERRORS.

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

RULE 11. VOTE REQUIRED.

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

- A. Limiting, extending, or closing debates
- B. Suspension of the rules
- C. Setting of or postponement of special orders
- D. Objection to consideration of question
- E. Motion for immediate vote (previous question)
- F. Rescind
- G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

RULE 12. PARLIAMENTARIAN.

The Attorney shall act as the parliamentarian with the Municipal Clerk to act as parliamentarian in the absence of the Attorney.

RULE 13. SESSIONS.

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

RULE 14. PUBLIC PARTICIPATION ~~CONFINED TO THAT AGENDA ITEM.~~

- A. Public participation shall be permitted on all items on the agenda, except public participation is not allowed on the following:
 - i. for committee meetings advertised as work sessions only;
 - ii. items before the body for information purposes only;
 - iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-judicial item for further consideration (CBJC 01.50.030(e)(1)). Public participation—including by named parties—is authorized to aid the body in deciding whether to accept an appeal, but public participation—including by parties—is prohibited after the body makes the acceptance decision. This limited public participation rule is necessary to protect the due process rights of the parties.
- B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body may authorize public participation on a specific agenda item when in the best interest of the community.
- C. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion.

476 D. When public participation is provided, public participation is confined to that agenda
 477 item. No person except a member or the Manager may participate in Assembly proceedings
 478 except as provided in the agenda item for public participation. However, the Attorney or
 479 Municipal Clerk may comment on professional or procedural aspects.
 480

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

489 490 **RULE 15. RECONSIDERATION.**

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

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

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

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

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

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

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

511 512 **RULE 16. REMOTE PARTICIPATION.**

513 When a meeting is conducted entirely remotely (i.e. video conferencing technology), then
 514 all members are expected to attend remotely. The following apply to meetings that are held
 515 completely in-person or as a hybrid (partially in-person and partially remotely):
 516

517 A. A member may participate remotely in an Assembly meeting, or an Assembly
 518 Committee meeting, if the member declares that circumstances prevent physical attendance
 519 at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall
 520 preside. If a committee chair chooses to participate remotely, they should designate an
 521 alternative committee member to chair the meeting unless the entire meeting is held
 522 remotely.

523 B. ~~Reserved. No more than the first three members to contact the Clerk regarding~~
 524 ~~remote participation in a particular meeting may participate remotely at any one meeting.~~

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

529 D. At the meeting, the Clerk shall establish the remote connection technology when
 530 the call to order is imminent.

531 E. A member participating remotely shall be counted as present for purposes of
 532 quorum, discussion, and voting.

533 F. The member participating remotely shall make every effort to participate in the
 534 entire meeting and must have video turned on except during breaks. From time to time
 535 during the meeting the presiding officer shall confirm the connection.

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

538 H. To the extent reasonably practicable, the Clerk shall provide backup materials to
 539 members participating remotely.

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

545 J. Meeting times shall be expressed in Alaska time regardless of the time at the
 546 location of any member participating remotely.

547 K. Participation remotely shall be allowed for regular, special, and committee
 548 meetings of the Assembly.

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

553 M. Any member of the public present with the member participating remotely shall be
 554 allowed to speak to the same extent the person was physically present at the meeting.
 555

N. As used in these rules, “remote” means any system for synchronous two-way voice communication (i.e. telephone) or video conferencing technology. If a member needs to participate remotely, video conferencing technology is preferred. “Mayor” includes the Acting Mayor or any other member serving as chair of the meeting.

O. Regular and special meetings of the following entities must be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting:

- i. Assembly
- ii. Assembly Standing Committees
- iii. Planning Commission
- iv. Hospital Board
- v. Docks and Harbors Board
- vi. Airport Board
- vii. Ski Area Board
- viii. Systemic Racism Review Committee

Any other board, commission, or committee meeting with anticipated substantial public interest should be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting.

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

The conduct of the meetings of Assembly shall be governed by the Mayor according to ~~the current edition of Robert’s Rules of Order, 11th Edition~~, except as otherwise provided by Charter, law, or these rules.

Section 2. Repeal of Resolution. Resolution No. 2976 is repealed.

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

Adopted this _____ day of _____ 2024.

Attest:

Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager
Presented:
Drafted by: S. Layne

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3054 vHRC1

A Resolution Accepting a Gift of \$431,870.34 from the Estate of Duane Levi Packer to the Eaglecrest Foundation to Benefit the Eaglecrest Ski Area Maintenance Department.

WHEREAS, Duane Levi Packer included in his Last Will and Testament, dated October 26, 2017, a gift to “Eaglecrest Ski Area, Juneau, Alaska (Maintenance Department)”; and

WHEREAS, the decedent also intended his bequests be made to organizations qualifying under Section 501(c)(3), charitable organizations, of the Internal Revenue Code; and

WHEREAS, the Eaglecrest Foundation is an entity qualifying under Section 501(c)(3); and

WHEREAS, on December 6, 2023, the First Judicial District, Superior Court for the State of Alaska Probate Court issued an order in case 1JU-22-00160PR, for funds to be distributed to the “Eaglecrest Foundation to benefit Eaglecrest Ski Area, Juneau, Alaska (Maintenance Department)”; and

WHEREAS, the amount of \$431,870.34 has been accepted by the Eaglecrest Foundation, and will benefit Eaglecrest Mountain Maintenance as needed, with conditions; and

WHEREAS, Eaglecrest and the Assembly thank the Estate of Duane Levi Packer for this generous gift of \$431,870.34 for Eaglecrest Mountain Maintenance expenses.

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

Section 1. Eaglecrest Ski Area, Juneau, Alaska (Maintenance Department) accepts the bequest of \$431,870.34 from the Estate of Duane Levi Packer via the Eaglecrest Foundation.

Section 2. Any expense or purchase from this bequest equal to or exceeding the amount of \$5,000.00 shall be approved by the Eaglecrest Board of Directors prior to spending the funds.

Section 3. All items purchased with funds from this bequest shall be the property of the City and Borough of Juneau, will only be spent on Eaglecrest Mountain Maintenance

44 expenses, and Eaglecrest will submit documentation to the City and Borough of Juneau
45 Purchasing Division for all expenditures, regardless of cost.

46
47 **Section 4. Effective Date.** This resolution shall be effective immediately after its
48 adoption.

49
50 Adopted this _____ day of _____ 2024.

51
52
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54 _____
Beth A. Weldon, Mayor

55 Attest:
56
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58 _____
59 Elizabeth J. McEwen, Municipal Clerk

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NEW CBJ APPLICATION WITHIN THE MUNICODE PORTAL -DRAFT-

Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau-ak.municodemeetings.com>)

CBJ Board Application

Interested in serving on a CBJ Board, Committee or Commission, please fill out and submit the below application. The Clerk's Office keeps applications on file for one year from time of submission and will reach out to applicants as vacancies become available; you do not have to wait for a vacancy to apply for a board/committee/commission.

NOTE: ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

First Name *

Last Name *

Residence Address *

Must be a CBJ resident to serve on a CBJ board/committee/commission

Mailing Address *

Please list your mailing address if different from your residence address or write 'same'

Primary Phone Number *

Secondary Phone Number

Email *

If adding more than one email address separate addresses with a comma

Board, Commission, Committee *

To apply for more than one board/committee/commission - hold down the Ctrl button & click on the boards you are interested in being considered for.

American with Disabilities Act Committee
 Bartlett Regional Hospital Board
 Bidding Review Board

Current of Prior Experience on CBJ Boards/Commissions/Committees *

List any current or past CBJ boards/commissions/committees you have served on, include years of service when possible

Section F, Item 7.

Prior Board or Committee Experience

Reasons for Wanting to Serve *

Reasons for Serving

Experience/Professional Expertise/Education

Please provide dates of education and/or experience as it pertains to the board/committee/commission you are applying for

Education and Experience

Civic Activities, Memberships or Non-profits Involved With

List any groups or organizations you are involved with that may relate to the board/committee/commission you are applying for (list dates when possible)

Civic Activities

Meeting Schedule and Attendance

For the board/committee/commission you are applying for, are you aware of the meeting schedule/how to participate and available to attend regularly scheduled meetings? Appointed members are expected to attend all meetings. A member who misses more than 3 consecutive meetings shall tender their resignation to the board/committee chair per Resolution 2686 - Vacancies Section

Date of Birth (Optional)

Optional unless applying for an age specific seat on Juneau Commission on Aging or the Youth Activities Board

Ethnicity (Optional)

CBJ strives within the make-up of its boards/committees/commissions to reflect the rich cultural diversity of Juneau residents.

Gender (Optional)

CBJ strives for equity and inclusivity within the make-up of its boards/committees/commissions

Acknowledgement/Certification *

In order to submit this application, please read and agree to the following statement: * By signing/e-signing this document, I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

Resume, Education, etc. (Optional) No file chosenFiles must be less than **128 MB**.Allowed file types: **pdf**.

- [Home](#)
- [Staff Login](#)

[Municode - Connecting You and Your Community](#)

Source URL:<https://juneau-ak.municodemeetings.com/bc/application>

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Employer

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

- ☐ Airport Board
- ☐ Americans with Disabilities Act Committee
- ☐ Animal Hearing Board
- ☐ Bidding Review Board
- ☐ Board of Equalization
- ☐ Building Code Advisory Committee
- ☐ Building Code Board of Appeals
- ☐ Docks & Harbors Board
- ☐ Douglas Advisory Board
- ☐ Eaglecrest Ski Area Board
- ☐ Eaglecrest Summer Operations Task Force
- ☐ Historic Resources Advisory Committee
- ☐ Hospital Board
- ☐ Juneau Commission on Aging
- ☐ Juneau Commission on Sustainability
- ☐ Juneau Economic Development Council
- ☐ Juneau Human Rights Commission
- ☐ Juneau Public Libraries Endowment Board
- ☐ Local Emergency Planning Committee
- ☐ Personnel Board
- ☐ Planning Commission
- ☐ Sales Tax Board of Appeals
- ☐ Sister Cities Committee
- ☐ Systemic Racism Review Committee
- ☐ Utility Advisory Board
- ☐ Wetlands Review Board
- ☐ Youth Activities Board

Are you applying for reappointment to this board?

☐ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Question applies to multiple boards

How many hours per month are you able to serve?

Interests & Experiences

Please tell us about yourself and why you want to serve. [Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]

Please explain, with specificity, your reasons for applying to serve on this particular board.

Please select the type of board seat for which you are applying *

None Selected

Please list any organizations for which you currently serve as a board member, officer, or employee.

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Education/Training: Please list both formal and informal education & training experiences:

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

None Selected

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☐ I Agree

Generic intake form for all boards and commissions:

Interests and Experiences:

Please describe your reasons for applying for this board. What about this board interests you and what type of impact would you like to have?

Please describe your experience that makes you qualified to serve on this board. This can include employment and volunteer history; education and training; or lived experience.

Describe your experience and approach to working with a group with diverse and/or conflicting perspectives.

City & Borough of Juneau
Full Assembly Sitting as the Human Resources Committee
Airport Board Interview Questions-2023

Applicant Name: _____

1. Why are you reapplying/applying for the Airport Board? Please be specific on issues leading to your application.
2. What is your vision for the future of Juneau's airport?
3. What is the biggest challenge facing Juneau's airport?
4. What specific experience or background do you have that would help the Airport Board do its work?
5. What is your vision of the role and appropriate balance of the major user groups of the airport?

**Full CBJ Assembly Sitting as the Human Resources Committee
Bartlett Regional Hospital (BRH) Board of Directors
Advance Interview Questions-2023**

Applicant Name: _____

1. What about this board interests you and how do you feel it is relevant to your experiences in life?

2. What do you perceive as the major issues facing Bartlett Regional Hospital and what is your perspective on those issues?

3. What do you believe is the fundamental role of the BRH Board of Directors?

4. Do you have any interests that would pose a potential conflict of interest on matters coming before the Board of Directors?

5. What is your idea of the role of a community hospital?

6. What role, if any, does the BRH play in the economy and well-being of the community?

7. What do you think the appropriate relationship between the Board of Directors and the Assembly should be?

8. With recent changes at the executive level, what qualities do you feel are most valuable in hospital leadership?

**City and Borough Of Juneau
Full Assembly Sitting as the Human Resources Committee
Docks & Harbors Board Interview Questions-2023**

Applicant Name:_____

1. Why are you applying/reapplying for the Docks & Harbors Board? Please be specific on issues leading to your application and what specific experience or background do you have that would help the Docks & Harbors Board do its work.

2. What is your vision for the future of Juneau's docks and harbors facilities?

3. What is your vision for Juneau's downtown waterfront?

4. What is your understanding of the role of the Docks & Harbors Board?

5. What is your vision of the role and appropriate balance of the major user groups in our harbors including live-a-boards, transient users, fishing fleet, and commercial users?

**City and Borough Of Juneau
Full Assembly Sitting as the Human Resources Committee
Eaglecrest Ski Area Board Interview Questions-2023**

Applicant Name: _____

1. Why are you reapplying/applying for the Eaglecrest Board? Please be specific on issues leading to your application.

2. What is your vision for the future of Eaglecrest?

3. What are the challenges facing Eaglecrest in the next decade and how would you propose to meet them?

4. What is your understanding of the role of the Eaglecrest Board?

5. What specific experience or background do you have that would help the Eaglecrest Board do its work or address issues you identified in question 1 above?

6. What is your vision of the role and appropriate balance of the major user groups of Eaglecrest including both winter and summer users?

**Full CBJ Assembly Sitting as the Human Resources Committee
Planning Commission
Advance Interview Questions-2023**

Section F, Item 7.

Applicant Name: _____

1. What about your life experiences or interests makes you want to be a Planning Commissioner?

2. What do you think is the fundamental role of the Planning Commission?

3. What are your thoughts on the Comprehensive Plan and its updating process?

4. Do you have any interests that would pose a potential conflict of interest on matters coming before the Planning Commission?

5. Describe your experiences in the areas of land use, construction, and/or transportation.

6. What do you think is the role of the Planning Commission in economic development and community building?

7. Please describe the appropriate relationship between the Planning Commission and the Assembly.

8. What role should sustainability concerns play in Planning Commission decisions?

9. Describe how you have helped to resolve conflicts while working in groups with members who disagree.

10. The Planning Commission requires a significant investment of your time. Twice monthly meetings (from 2-10 hours). Committee meetings and prep time (equal to meeting time or more). Are you committed to be at all the meetings as required?

**Systemic Racism Review Committee
Advanced Applicant Questions - 2023**

Section F, Item 7.

Applicant Name: _____

1. Describe your experience identifying and addressing systemic racism.
2. Please describe your knowledge of local and minority cultures and practices.
3. How does your current work, community service and other activities and interests relate to and prepare you for the duties of this committee?
4. Tell us about work you have participated in on similar topics: work, education or community settings.
5. What most interests you about the work of this committee?
6. Can you tell us about a time where you have worked to balance different community interests?
7. How do you see this committee working with the Juneau Human Rights Commission?
8. Please tell us of any experience you may have reading, writing or reviewing legislation including budgets.