



# ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

September 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**

**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. **July 10, 2023 Assembly Human Resources Committee Meeting Minutes - Draft**

**F. AGENDA TOPICS**

2. **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.

**Recommended Motion for DAB Incumbents:** to forward to the full Assembly for reappointments to the Douglas Advisory Board, incumbents Mary Kay Pusich and Teri Tibbett both for terms beginning immediately an ending September 30, 2025; and incumbents Joyce Vick and Ed Schoenfeld both for terms beginning immediately an ending September 30, 2026.

There is one new applicant in the packet. That applicant could be placed in one of two vacant seats, both beginning immediately with one ending September 30, 2024 and the other ending September 30, 2025.

**Recommended Motion for New DAB Applicant:** to forward to the full Assembly for appointment to the Douglas Advisory Board, Ann Simard to a term beginning immediately and ending September 30, 2025.

3. **Board of Equalization (BOE) 2023 Annual Report**

4. **Youth Activities Board (YAB) - Annual Report**

Q & A Session with Committee Chair & Vice Chair, both attending via Zoom

**G. STANDING COMMITTEE TOPICS - *For discussion as meeting time allows***

**5. Discussions Regarding CBJ Boards & Committees**

Committee Recruitment, Member Development, Application & Interview Process, Other Related Topics

**Additional Document Tools for HRC**

2023 CBJ Boards-Committees Description List ([link to 3/20/2023 HRC agenda item](#))

**6. Assembly Goal - Specific to Human Resources Committee**

**Goal 4:** Community, Wellness and Public Safety - Juneau is safe and welcoming for all citizens

A. Acknowledge and honor Juneau's indigenous culture, place names, naming policy and recognize Elizabeth Peratrovich Day.

**H. STAFF REPORTS**

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**J. NEXT MEETING DATE**

*Due to Municipal Elections and the reorganization of Assembly Standing Committees there is no October Assembly Human Resources Committee meeting.*

**November 13, 2023 at 6:00 p.m. Assembly Chambers/Zoom Webinar**

**K. 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](mailto:city.clerk@juneau.gov).

# ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

July 10, 2023 at 6:00 PM



## Assembly Chambers/Zoom Webinar

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

### A. CALL TO ORDER

HRC Chair Smith called the Assembly Human Resources Committee meeting 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, Maria Gladziszewski, Alicia Hughes-Skandijs and Christine Woll

**Members Absent:** None

**Others Present:** Deputy Clerk Di Cathcart, Deputy Clerk, Andi Hirsh, City Attorney Sherri Layne, Assistant City Attorney Nicole Lynch, Deputy City Manager Rober Barr, JCOA Chair Emily Kane, JCOA Members: Deborah Craig, Linda Kruger, Kathleen Samalon, JHRC Chair Haifa Foroughi, JHRC Member Emily Mesch, Mary Wegner and UAB Vice Chair Geoff Larsen

### D. APPROVAL OF AGENDA

Agenda approved as presented.

### E. APPROVAL OF MINUTES

Minutes approved as presented.

1. 2023-06-12 Assembly Human Resources Committee Meeting Minutes - Draft
2. 2023-06-27 Full Assembly as HRC Meeting Minutes - Draft
3. 2023-06-28 Full Assembly as HRC Meeting Minutes - Draft

### F. AGENDA TOPICS

4. Juneau Commission on Aging (JCOA) FY23 Annual Report

JCOA Chair Emily Kane walked the HRC members through the Juneau Commission on Aging's annual report and asked for any questions from committee members. Ms. Gladziszewski thanked the commission for a great report and asked about the \$2.5 million grant referenced in the report. Chair Kane noted that JCOA member Deborah Craig has been working with and overseeing the grant in partnership with Juneau Economic Development Council (JEDC). Chair Smith asked about the senior center reference and if there no longer was one in Juneau. JCOA member Linda Kruger noted there has been a senior center in Juneau, located at the Mountain View Apartments, also known as Mountain View Senior Center, run by Catholic Community Service (CCS), however it was closed during the pandemic and CCS is facing the same staffing shortages that all organizations are facing. Ms. Kruger also noted that during the AARP listening sessions held in May, the number 1 request was for a stand-alone senior center vs. one attached to a living center. Chair Smith thanked the JCOA members for all their work.

## 5. Historic Resources Advisory Committee (HRAC) Annual Report & 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 general public.

**There are three seats with terms due beginning July 1, 2023 and ending June 30, 2026.** The Clerk's Office received two applications for the vacant seat, however only one application is in the HRC packet as the other applicant does not meet the requirement of being a Juneau resident, they are registered as a Petersburg resident and neither incumbent applied for reappointment.

Historic Resources Advisory Chair, Zane Jones, was unable to attend the meeting. HRC members reviewed the annual report and did not have any questions.

**MOTION:** Ms. Gladziszewski to forward to the full Assembly for approval, the recommendation to appoint Eric Moots to the Historic Resources Advisory Committee for a term beginning Immediately (July 1, 2023) and ending June 30, 2026. **Hearing no objections, motion passed.**

## 6. Utility Advisory Board (UAB) Annual Report & Appointments

Per [Resolution 2299](#) the seven member Utility Advisory Board is established. To the extent possible, appointments shall be made with the following considerations: one engineer registered with the State of Alaska with experience in utility system design and operation, one accountant with utility financial management, one general contractor with experience in water/wastewater utility systems, two commercial customers of the CBJ water/wastewater utility, one residential customer of the CBJ and one member of the general public.

**There are three seats up for appointment with terms beginning Immediately (June 1, 2023) and ending May 31, 2026. all three incumbents have applied for reappointment.** There is also one seat for an unexpired term beginning immediately and ending May 31, 2025, no application has been received for this seat.

Utility Advisory Board Vice-Chair, Geoff Larson, gave an overview of the UAB annual report and highlighted some areas of note; aging plants and infrastructure, working on another 5-year plan, noting inflation costs and the need for rather significant rate adjustments. Ms. Hughes-Skandijs asked if CBJ utilizes the State's revolving fund. Mr. Larsen stated there are some funding sources however there aren't many grants anymore and there are some low interest loan options from DEC and have used the head-tax in the past.

**MOTION:** by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the recommendation to reappoint Grant Ritter, Janet Hall Schempf, and Stuart Cohen, to the Utility Advisory Board all for terms beginning immediately (June 1, 2023) and ending May 31, 2026. **Hearing no objections, motion passed.**

## 7. Juneau Human Rights Commission (JHRC) Annual Report, Appointments & Proposed MEI Resolution

Per [Resolution 2946](#) the Juneau Human Rights Commission is a seven member commission appointed by the Assembly for staggered three-year terms. Members shall be selected to provide the most balanced representation possible.

**There are three seats up for appointments beginning immediately (June 1, 2023) and ending May 31, 2026 as well as one unexpired seat for a term beginning immediately and ending May 31, 2025.** All three incumbents have applied for reappointment as well as one additional applicant.

Juneau Human Rights Commission Chair, Haifa Foroughi, gave an overview of what the JHRC has been working on and asked for any questions from the committee. Chair Smith asked for clarification regarding the Rosealee Walker proclamation noted in the annual report. Ms. Foroughi stated the commission is working on a resolution and will present that to the HRC at a future meeting. Ms. Hughes-Skandij's asked if the commission is working with staff on the draft MEI resolution. Ms. Mesch responded that while the commission has basic staff support from the Clerk's Office, the resolution is almost word for word from the State Human Rights Commission with an understanding that some requests or recommendations within the resolution may not be viable. Ms. Woll commented that several of the recommendations are worthy of deeper discussion and would like to have some time to discuss them at a future meeting. Ms. Gladyszewski asked if the specific recommendations were selected because of the MEI scoring and if the JHRC has reviewed existing CBJ law. Ms. Mesch stated that some are specific and to help identify the areas that need help to reach a 100% MEI score. Ms. Hughes-Skandij's recommended forwarding the resolution to staff in Law, Manager's Office and Human Resources Department for further review. Chair Smith thanked the JHRC for its work.

**MOTION:** by Ms. Woll to forward to the full Assembly for approval, the recommendation to reappoint Haifa Foroughi, Lance Mitchell, and Paula Drake, to the Juneau Human Rights Commission, all to terms beginning immediately (June 1, 2023) and ending May 31, 2026, and to appoint John Drips to the Juneau Human Rights Commission for an unexpired term beginning immediately and ending May 31, 2025. **Hearing no objections, motion passed.**

#### 8. 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.

**There is one application in the HRC packet for the vacant Management Representative Seat with a term beginning immediately and ending January 31, 2025.**

**MOTION:** by Ms. Hughs-Skandij's to forward to the full Assembly for approval, the recommendation to appoint Allison Radford to the Personnel Board Management Representative Seat for a term beginning immediately and ending January 31, 2025. **Hearing no objections, motion passed.**

#### 9. 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 Ms. Woll to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments of Nathan Rumsey to the BRH Hospital Seat 5a and Nicole Ferrin to the Haz/Mat Transporter Seat 10 both for less than 6-month unexpired terms beginning immediately and ending December 31, 2023 and full-terms beginning January 1, 2024 and ending December 31, 2026 on the Local Emergency Planning Committee and ask for unanimous consent. **Hearing no objections, motion passed.**

### G. STAFF REPORTS

#### 10. HRC Pending List - July 2023

No discussion was had regarding the pending list, included in the packet as an FYI.

**H. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

None

**I. NEXT MEETING DATE**

July 31, 2023 - with Assemblymember commitments around City Manager recruitment this week, do HRC members wish to keep or cancel this meeting?

Members discussed and chose to keep the July 31 meeting but meet earlier at 5:30 p.m.

August 21, 2023 - Regular HRC at 6pm

**J. ADJOURNMENT**

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

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

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

**Serial No. 2331**

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

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

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

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

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

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

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

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

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

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

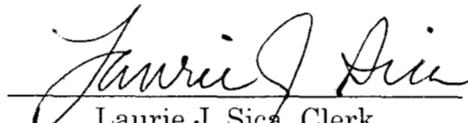
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**Section 6. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 23<sup>rd</sup> day of April, 2007.

  
\_\_\_\_\_  
Bruce Botelho, Mayor

Attest:

  
\_\_\_\_\_  
Laurie J. Sica, Clerk



**Board Roster**

 **Mary Kay Pusich** term would run: Immediately - Sept 30, 2025  
**5th Term** Oct 01, 2019 - Sep 30, 2022  
**Appointing Authority** Assembly  
**Position** Voting Member  
**Category** Public  
**Dais Seat** 5

 **Teri Tibbett** term would run: Immediately - Sept 30, 2025  
**3rd Term** Oct 01, 2019 - Sep 30, 2022  
**Appointing Authority** Assembly  
**Position** Voting Member  
**Office/Role** Chair  
**Category** Public  
**Dais Seat** 6

 **Joyce Vick** term would run: October 1, 2023 - Sept 30, 2026  
**5th Term** Oct 01, 2020 - Sep 30, 2023  
**Appointing Authority** Assembly  
**Position** Voting Member  
**Category** Public  
**Dais Seat** 7

 **Ed Schoenfeld** term would run: October 1, 2023 - Sept 30, 2026  
**1st Term** Mar 01, 2021 - Sep 30, 2023  
**Appointing Authority** Assembly  
**Position** Voting Member  
**Category** Public  
**Dais Seat** 4



**Joanna Wulffenstein**

**1st Term** Mar 14, 2022 - Sep 30, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 3



**Vacancy Immediately - Sept 30, 2024**

**Appointing Authority** Assembly **Position** Voting

Member **Category** Public

**Dais Seat** 2



**Vacancy Immediately - Sept 30, 2025**

**Appointing Authority** Assembly **Position** Voting

Member **Office/Role** Secretary **Category** Public

**Dais Seat** 1

# 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.]

Ann \_\_\_\_\_ M \_\_\_\_\_ Simard \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

presently interviewing for jobs \_\_\_\_\_  
Employer Job Title

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

\_\_\_\_\_

### Residence Address Line 2

Apt 4C

### Residence City

Douglas

### Residence State

AK

### Residence Postal Code

99824

Comments

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Douglas Advisory Board: 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...

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 love Douglas and love living here! So much beauty, history, and kind, friendly people who work together and support each other. I would love to serve on the board to both preserve this wondrous community as it is, as well as to look to the future in maintaining a safe, beautiful, and very desirable place to live.

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

General Public Seat

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

none

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

Former Borough Council Member, Tamaqua, Pennsylvania

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

LPN school, US Navy School of Photography, advanced courses in Studio Photography, US Navy School of Basic Electricity and Electronics, US Air Force School of Advanced Electronic and Microwave Calibration and Repair

**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.**

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**Demographics**

The following *optional* 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**

Female



Date of Birth

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**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.]

Teri \_\_\_\_\_ Tibbett \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_

Email Address

\_\_\_\_\_

Home Address

\_\_\_\_\_

Suite or Apt

\_\_\_\_\_

\_\_\_\_\_

State

\_\_\_\_\_

Postal Code

City

\_\_\_\_\_

Primary Phone

\_\_\_\_\_

Alternate Phone

State of Alaska \_\_\_\_\_  
Employer

Program Coordinator II \_\_\_\_\_  
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

North Douglas Resident

Teri Tibbett

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Douglas Advisory Board: 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...

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 live on Douglas Island and care about what goes on there. I have been a member of the Douglas Advisory Board since 2017, and have served as chair since 2020. The board is currently working on several projects, which I hope to continue to be a part of, including planning for the Juneau-Douglas North Crossing, a welcome sign at the round-about, ownership and maintenance of the Douglas Island cemeteries, and Eaglecrest summer expansion.

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

General Public Seat

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

I am an employee of the State of Alaska, Department of Health. I serve on several boards/organizations as part of my job. They include: Alaska Reentry & Justice Partnership (coordinator 2018-present) Alaska Fetal Alcohol Spectrum Disorders (FASD) Partnership (coordinator 2010-present) Juneau Reentry Coalition (founding member 2013-present; co-chair 2018-present) Juneau Homeless Coalition Chair, Outreach Committee (member 2007-2010)

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

See above. Other current and past volunteer/board experiences include: Douglas Advisory Board (member since 2017; chair 2020-present; secretary 2017-2020) Montessori Borealis Site Council (member 2012-2014) Juneau-Douglas High School Site Council (member 2006-2010; chair 2008-2010; secretary 2006-2008) Eaglecrest Ski Area Board of Directors (member, secretary 2003-2008) Advisory Committee to Develop the Secondary Educational Plan for Juneau (member 2007-2008) Substance Abuse Directors Association (volunteer advocate 2003-2006) Children’s Community Center Board of Directors (member 1992-1993)

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

Master of Fine Arts (Creative Writing Fiction) Institute of American Indian Arts, Santa Fe, New Mexico (2015) Bachelor of Liberal Arts (Early Childhood Development, Mental Health, Music, Spanish) University of Alaska Southeast, Juneau (1991)

**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.**

n/a

**Demographics**

The following *optional* 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**

Female



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.]

Joyce \_\_\_\_\_ Vick \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_

Email Address

\_\_\_\_\_

Home Address

\_\_\_\_\_

Suite or Apt

\_\_\_\_\_

\_\_\_\_\_

State

\_\_\_\_\_

Postal Code

City

\_\_\_\_\_

Primary Phone

\_\_\_\_\_

Alternate Phone

Taku Plumbing \_\_\_\_\_ Office Assistance \_\_\_\_\_  
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

Downtown Douglas Resident

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Douglas Advisory Board: 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...

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.

Have been the liaison with the Treadwell Historical Society Board as well as the Douglas 4th of July Committee. Also attend the Douglas Island Neighborhood Assn. to make sure their voices are heard for Douglas Island.

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

General Public Seat

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

Douglas Advisory Board, Moose Lodge, Douglas 4th of July Committee, Treadwell Historical Society, Capital City Toastmaster Club, Taku Toastmaster Club, Valley Toastmaster Club.

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

I have served on the Douglas Advisory Board and the Youth Activities Board for several terms. I would like to continue to service the City of Douglas in this capacity. I think it is important for people to be involved and take responsibility for their community.

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

na

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

---

Female



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.]

Ed \_\_\_\_\_ Schoenfeld \_\_\_\_\_  
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

Douglas 99824

### Residence State

Ak

### Residence Postal Code

99824

### Comments

\_\_\_\_\_

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Douglas Advisory Board: 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.

I've lived in Douglas for close to 40 years, most of my adult life. As a journalist, and a resident, I became very familiar with our island community and its residents and issues. I've volunteered at Gastineau School, on island trail repair projects and with a food bank that helps Head Start families in need. I've researched and presented programs on true crime topics from Douglas (and other parts of Juneau) and take on anyone who tries to call our crossing the Juneau-Douglas Bridge. I've also written and performed songs about Douglas for adults and kids. We raised our daughters here and, though retired, have no plans to leave. I also run a Facebook group, I Live in Douglas, with almost 1,000 members.

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

General Public Seat

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

None.

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

See first listing.

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

I've trained hundreds of journalists statewide and locally. I attended UAS and a Lower-48 school. And I've attended dozens of trainings in my profession.

**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**

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.]

Mary Kay \_\_\_\_\_ Pusich \_\_\_\_\_  
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

Douglas

### Residence State

AK

### Residence Postal Code

99824

### Comments

Downtown Douglas Resident

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Douglas Advisory Board: 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.

My family has deep roots in the Douglas community and I wish to continue to contribute to the DAB. Douglas is unique and I want to ensure the future of the island is not compromised as it moves forward with development and that its recreational opportunities are met as well. I would like to participate and help to advise CBJ on potential problems or opportunities that will keep Douglas a safe and prosperous place to live.

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

General Public Seat

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

Treadwell Historic Society (DAB member seat)

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

State of Alaska/DNR Volunteer work at Catholic Church & Glory Hall

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

---

Female



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

**2023 Annual Report  
Board of Equalization  
City & Borough of Juneau, Alaska**

The Board of Equalization (BOE), a nine-member quasi-judicial board, sitting in panels of three, hear appeals brought before the BOE by an appellant for relief from an alleged error in valuation on properties. A panel hearing a case must first make a determination that an error in valuation has occurred. Following the determination of an error in valuation, the panel may alter an assessment of property only if there is sufficient evidence of value in the record. Lacking sufficient evidence on the record, an appeal shall be remanded to the assessor for reconsideration. The BOE conducts a hearing pursuant to an appeal filed by the owner of the property as to the particular property. In December 2022 the Assembly passed [Ordinance 2022-21\(b\) An Ordinance Related to Property Tax Appeals and Codifying the Board of Equalization Rules of Procedure](#). A couple of notable highlights from Ordinance 2022-21(b) are the change to a panel of three vs. a panel of four (three panelists & one alternate), appellants wishing to appeal the BOE’s decision appeal directly to Superior Court and BOE members are now compensated \$100 per training/hearing/meeting unless they choose to waive that compensation.

**In 2023, BOE Members are (with terms):**

- David Epstein (2012-2023)
- Emily Haynes (2022-2025)
- Gary Sonnenberg (2021-2023)
- Kenny Solomon-Gross (2018-2022) *(continuing to serve until additional members appointed)*
- Raymond ‘Thor’ Williams (2021-2023)
- Vacant BOE Seats with various terms – Four (4)

The Clerk’s Office continued to actively advertise for the four vacant seats to help alleviate the strain on other board members to fill the panels for 2023 hearing appeals however no applicants applied. The Clerk’s Office will continue to advertise those seats as well as seats of board members with terms coming due.

The BOE scheduled Thursday evenings at 5:30 p.m. via Zoom Webinar, May through August to hold trainings, hearings, and the final board meeting of 2023. The board began hearing appeals on May 11, 2023, and heard the last remanded appeal and late file on July 27, 2023. In accordance with the CBJ records retention schedule BOE packets, transcripts (utilizing zoom transcript feature) and audio/video recordings of the hearings are available through the Municipal Clerk’s Office. BOE packets are also available on the CBJ website: <https://juneau-ak.municodemeetings.com/>

Following is a breakdown of each hearing noting the presiding officer, panelists and appellants. The Board agreed to hear three (3) appeals per hearing night in addition to late files that came in. Noted in parentheses are appeals and late files remanded back to the Assessor’s Office, granted or, if applicable, withdrawn prior to the hearing. No commercial appeals were heard by the BOE, only residential appeals for 2023.

**Thursday, May 4, 2023 - Training**

All members present for the training with Joseph Cassie, State Assessor with the Alaska State Assessor’s Office. CBJ Assessor Mary Hammond and Deputy Assessor Aaron Landvik also gave an overview of the CBJ Assessor’s Office assessment process and tools utilized.

**Thursday May 11, 2023 – Training & Hearing**

The first part of the evening was a continuation of BOE training with Assistant City Attorney (representing BOE) Emily Wright on BOE process for hearing appeals and late files.

**BOE Panelists:** Kenny Solomon-Gross (presiding officer), Emily Haynes and Gary Sonnenberg  
**Seven (7) Late Files:** Julianne Frick, Robert & Catherine Foy, Christopher Mertz, Michelle & Kellie Glen, Bernard & Wendy Smith, Angela Rodell (*granted*), and Keith Brososky

**Thursday May 18, 2023**

**BOE Panelists:** Kenny Solomon-Gross (presiding officer), Thor Williams, and Emily Haynes  
**Three (3) Residential Appeals:** APL 2023-0335 Kristin & Jason McAdoo, APL 2023-0112 Nicole & Tyler Ferrin, and APL 2023-0051 Thomas Hanley Trust (*granted*).  
**One (1) Late File:** Shawn & Rachel Phelps

**Thursday, June 1, 2023**

**BOE Panelists:** David Epstein (Presiding Officer), Kenny Solomon-Gross and Thor Williams  
**Three (3) Residential Appeals:** APL 2023-0041 Thomas & Heather Batchelder, APL 2023-0070 Ryan & Brianna Baldwin, APL 2023-0129 Rosemarie Duran

**Thursday June 8, 2023**

**BOE Panelists:** David Epstein (Presiding Officer), Thor Williams and Gary Sonnenberg  
**One (1) Residential Appeal:** APL 2023-0291 Jake & Gloria Olivit

**Thursday June 15, 2023**

**BOE Panelists:** David Epstein (presiding officer), Emily Haynes and Gary Sonnenberg  
**Three (3) Residential Appeals:** APL 2023-0158 Bradford Joint Revocable Trust, APL 2023-0368 Deborah Holbrook, APL 2023-0437 Kurt & Kristi West

**Thursday, June 22, 2023**

**BOE Panelists:** David Epstein (presiding officer), Kenny Solomon-Gross and Thor Williams  
**One (1) Residential Appeal:** APL 2023-0130 Norman & Michelle Carson (*remanded back*)  
**One (1) Late File:** Philip Joy

**Thursday June 29, 2023**

**BOE Panelists:** David Epstein (presiding officer), Thor Williams and Gary Sonnenberg  
**Three (3) Residential Appeals:** APL 2023-0422 Shannan Greene, APL 2023-0052 Steven Ricci, APL 2023-0309 Miles Nye

**Thursday July 27, 2023**

**BOE Panelists:** Kenny Solomon-Gross (presiding officer), Emily Haynes and Gary Sonnenberg  
**One (1) Remanded Appeal:** APL 2023-0130 Norman & Michelle Carson  
**One (1) Late File:** Shannon Seifert/Terrance Schwarz (*granted*)

Per [CBJC 15.05.185\(d\)](#) below is a summary breakdown of the 2023 assessment year.

- Number of petitions filed: 397
- Number of cases scheduled to be heard by the board: 17 value + 11 Late file
- Number of value related cases actually heard: 14
- Percentage of cases where an error of valuation was determined to exist: 7%
- Number of cases remanded to the assessor for reconsideration: 1
  - Later rectified as No change from recommended value
- The number of cases resulting in the board altering a property assessment: 1 of 14
- Net change to taxable property caused by board action: - \$12,000

Staff to the Board of Equalization for 2023 Appeal Hearings: Assistant City Attorney Emily Wright, Deputy Municipal Clerk Diane ‘Di’ Cathcart and Municipal Clerk Beth McEwen.

*Respectfully Submitted by David Epstein, Board of Equalization Chair, August 24, 2023*

Presented by: The Manager  
Presented: 11/21/2022  
Drafted by: R. Palmer III

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2022-21(b)**

**An Ordinance Related to Property Tax Appeals and Codifying the Board of Equalization Rules of Procedure.**

WHEREAS, Alaska law articulates standards for property taxation, including appeals to the board of equalization and to the superior court (A.S. 29.45.190-210), which were codified in 1985; and

WHEREAS, A.S. 29.45.200(b) provides the board of equalization is governed in its proceedings by rules adopted by ordinance that are consistent with general rules of administrative procedures; and

WHEREAS, A.S. 29.45.210(d) provides a property owner may appeal a board of equalization determination to the superior court, and that appeal is heard on the record established at the hearing before the board of equalization; and

WHEREAS, many of the property tax appeal provisions in the City and Borough of Juneau (CBJ) code predate the 1985 amendments to Alaska law, and this ordinance is intended to make the CBJ provisions consistent with state law and provide clarity for board of equalization proceedings.

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

**Section 1. Classification.** This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

**Section 2. Amendment of Section.** CBJC 15.05.041 Challenges of tax status, is amended to read:

**15.05.041 Challenges of tax status.**

The owner of a property placed on the assessment roll may request the assessor remove such property from the roll if the owner believes the property is exempt. The assessor may require the owner to provide affidavits relating to the use of the property and other information relevant to the determination of tax status of the property. The procedure and period for challenging the tax status of a property shall be the same as for challenging the assessed value except that the appeal from the assessor's final decision shall be directly to superior court.

(Serial No. 79-48, § 6, 1979)

State law reference(s)—Corrections, AS 29.45.180; appeal, AS 29.45. 200.

**Section 3. Amendment of Section.** CBJC 15.05.140 Board of equalization to send additional notices, is repealed and reserved:

**15.05.140 Reserved.**

(CBJ Code 1970, § 15.05.140; Serial No. 70-33, § 3, 1971)

**Section 4. Amendment of Section.** CBJC 15.05.150 Appeal by person assessed, is repealed and replaced as follows:

**15.05.150 Appeal to Board of Equalization.**

(a) *Appellant.* A taxpayer whose name appears on the assessment roll or the agent or assigns of that taxpayer may appeal to the board of equalization for relief from an alleged error in valuation not adjusted by the assessor to the taxpayer's satisfaction.

(b) *30-day appeal period.* The taxpayer shall, within 30 days after the date of mailing of notice of assessment, submit to the assessor a written notice of appeal specifying grounds in the form that the board of equalization requires. Otherwise, the right of appeal ceases unless the board of equalization finds that the taxpayer was unable to comply.

(c) *Late-filed appeal.* A taxpayer who seeks to appeal the assessor's valuation after the 30-day appeal period has closed shall file a letter and supporting documents, if any, with the assessor stating the reasons why the taxpayer was unable to comply within the 30-day appeal period. A panel of the board shall consider each letter but shall not consider evidence regarding property valuation. The board shall only consider reasons the taxpayer was unable to comply within the 30-day appeal period. The taxpayer shall have five minutes to make an oral presentation solely focused on the taxpayer's inability to comply within the 30-day appeal period. The board's determination shall be based on the taxpayer's letter and any supporting documents or oral presentation. If the request is granted, the taxpayer shall have 30 days from the board's decision to file a valuation appeal and submit all evidence required by this title. The assessor shall send notice of the of the board's decision to the taxpayer.

- (1) *Unable to comply.* The board shall interpret the term "unable to comply" as meaning that a taxpayer must demonstrate compelling reasons or circumstances that would have prevented a reasonable person under the circumstances from filing an appeal. The term "unable to comply" does not include situations in which the taxpayer forgot about or overlooked the assessment notice, was out of town during the 30-day appeal period for filing an appeal, or similar situations. Rather, it covers situations that are beyond the control of the taxpayer and, as a practical matter, prevent the taxpayer from recognizing what is at stake and dealing with it. Such situations would include a physical or mental disability serious enough to prevent the taxpayer from dealing rationally with the taxpayer's financial affairs.

(CBJ Code 1970, § 15.05.150; Serial No. 70-33, § 3, 1971)  
State law reference(s)—Appeal, AS 29.45.190.

**Section 5. Amendment of Section.** CBJC 15.05.160 Time for appeal and service of notice, is repealed and reserved:

**15.05.160 Reserved.**

(CBJ Code 1970, § 15.05.160; Serial No. 70-33, § 3, 1971)

**Section 6. Amendment of Section.** CBJC 15.05.170 Appeal record, is repealed and reserved:

**15.05.170 Reserved.**

(CBJ Code 1970, § 15.05.170; Serial No. 70-33, § 3, 1971)

**Section 7. Amendment of Section.** CBJC 15.05.185 Board of equalization, is amended to read:

**15.05.185 Board of equalization.**

(a) *Membership; duties; term of office; term limits.*

- (1) *Membership.* The board of equalization shall comprise a pool of no fewer than five, and up to nine, members, not assembly members, appointed by the assembly. Quorum for the board when conducting non-quasi-judicial matters is five members. The board shall hear appeals in panels consisting of three members. The assignment of members to panels and the establishment of a hearing calendar shall be done in consultation with the individual members.
- (2) *Qualifications of members.* Members shall be appointed on the basis of their general business expertise and their 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.
- (3) *Duties.* The board, acting in panels, shall only hear appeals for relief from an alleged error in valuation on properties brought before the board by an appeal filed by a taxpayer. A panel hearing a case must first make a determination that an error in valuation has occurred. Following the determination of an error in valuation, the panel may alter an assessment of property only if there is sufficient evidence of value in the record. Lacking sufficient evidence on the record, the case shall be remanded to the assessor for reconsideration.

- (4) *Term of office.* Terms of office shall be for three years and shall be staggered so that approximately one-third of the terms shall expire each year.
- (5) *Term limits.* 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 by the assembly human resources committee.
- (6) *Compensation of members.* Compensation for members shall be \$100.00 per meeting. Board members may decline compensation by providing written notice to the municipal clerk.
- (b) *Chair.* The board annually shall elect a member to serve as its chair. The chair shall coordinate all board activities with the municipal clerk including assignment of panel members, scheduling of meetings, and other such board activities.
- (c) *Presiding officer.* Each panel shall appoint a presiding officer who shall act as the chair for the panel and who shall exercise such control over meetings as to ensure the fair and orderly resolution of appeals. The presiding officer shall make rulings on the admissibility of evidence and shall conduct the proceedings of the panel in conformity with this chapter and with other applicable federal, state and municipal law.
- (d) *Report to the assembly.* The board, through its chair, shall submit an independent report to the assembly each year by September 15 identifying, at a minimum, the number of cases appealed, the number of cases scheduled to be heard by the board, the number of cases actually heard, the percentage of cases where an error of valuation was determined to exist, the number of cases remanded to the assessor for reconsideration, the number of cases resulting in the board altering a property assessment, and the net change to taxable property caused by board action. The report shall also include any comments and recommendations the board wishes to offer concerning changes to property assessment and appeals processes.

(Serial No. 2005-51(c)(am), § 4, 1-30-2006)  
State law reference(s)—Appeal, AS 29.45.200.

**Section 8. Amendment of Section.** CBJC 15.05.190 Hearing of appeal, is repealed and replaced as follows:

**15.05.190 Board of Equalization hearing of appeal.**

- (a) *Preparation of appeal packet.*

The appellant must submit to the assessor's office all documentary evidence and briefing in their possession that the appellant believes is relevant and wishes the board to consider within 15 days following the close of the 30-day appeal period. Upon receipt of the notice of appeal and the appellant's documentary evidence, the assessor shall make a record of the appeal for presentation

to the board of equalization. The record shall contain the notice of appeal, the appellant's timely filed documentary evidence and briefing, all the information shown on the assessment roll in respect to the subject matter of the appeal, and the assessor's briefing. The parties may supplement the record by a witness list and additional documents in accordance with subsection (c)(8) of this section up to ten days prior to the appeal hearing. The assessor shall place the complete record before the board of equalization at least seven days prior to the appeal hearing.

(b) *Quorum and voting.*

- (1) *Quorum.* A quorum for hearing appeals shall consist of three board members.
- (2) *Voting.* To alter an assessment or to grant an appeal in part or in whole for the appellant, at least two members of the board must vote in the affirmative to either (i) reverse and remand to the assessor for further consideration or (ii) alter the assessment. Any appeal or part thereof that is not granted by the board shall be deemed denied, and the assessor's original assessment giving rise to the appeal remains the final valuation determination. Any alteration to the assessment made by the assessor during a hearing shall require an affirmative vote by at least two members in order to become a final valuation determination.

(c) *Conduct of hearings; decisions.* Except as otherwise provided in this chapter, hearings shall be conducted by each panel of the board of equalization in accordance with the following rules:

- (1) *Application of CBJC 01.50.* The appeal procedures of chapter 01.50 do not apply to hearings conducted under this chapter except as specifically provided.
- (2) *Record.* The municipal clerk of the assembly is ex officio clerk of the board of equalization. The municipal clerk shall keep electronic recordings of the board's proceedings. The municipal clerk shall record in the minutes of each meeting or record of appeals all proceedings before the board of equalization, the names of persons protesting assessments, and all changes, revisions, corrections, and orders relating to claims or adjustments.
- (3) *Counsel.* All parties may be represented by counsel during hearings before the board.
- (4) *Commencement of hearing.* Every appeal shall be assigned an appeal case number, which should be read into the record along with the name of the appellant and the tax identification number at the commencement of the hearing. If an appellant fails to appear, the board of equalization may proceed with the hearing in the appellant's absence.
- (5) *Burden of proof.* The appellant bears the burden of proof. The only grounds for adjustment of an assessment are proof of unequal, excessive, improper, or under valuation based on facts that are stated in a valid written appeal or proven at the appeal hearing. If the valuation is found to be too low, the board may raise the

assessment. The board should sustain the original assessed value if the relevant documentary evidence or briefing is not timely submitted to the assessor's office within 15 days from the close of the 30-day appeal period absent a good faith attempt at compliance.

- (6) *Rules of evidence.* Evidence shall only be presented by the appellant and the assessor or their authorized representatives. The board shall not be restricted by the formal rules of evidence; however, the presiding officer may exclude evidence irrelevant to the issue(s) appealed. Relevant evidence includes but is not limited to purchase and closing documents, appraisal reports, broker opinions of value, engineer reports, estimates to repair, rent rolls, leases, and income and expense information. Hearsay evidence may be considered provided there are adequate guarantees of its trustworthiness and it is more probative on the point for which it is offered than any other evidence that the proponent can procure by reasonable efforts.
- (7) *Order of presentation.* Each party shall be allowed a total of fifteen minutes to present evidence including personal presentations and direct or cross-examinations. The appellant shall present evidence and argument first. Following the appellant, the assessor shall present evidence and argument. The appellant may reserve up to ten minutes for rebuttal directed solely to issues raised by the assessor. Upon finding good cause, the presiding officer may extend both the appellant's initial presentation and the assessor's presentation by equal amounts. At the conclusion of the parties' presentations, board members may ask questions, through the presiding officer, of either the appellant or the assessor. The presiding officer may end the questioning and call for a motion from the other board members.
- (8) *Witnesses, exhibits and other evidence.*
- (i) The appellant and the assessor may offer oral testimony of witnesses and documentary evidence during the hearing.
  - (ii) The appellant and assessor may agree to waive deadlines to supplement the record more than ten days prior to the appeal hearing. However, only the chair can authorize requests to supplement the record—upon motion to the municipal clerk by a party if the evidence being offered satisfies the criteria in CBJC 01.50.110(e)—filed within ten days preceding the appeal hearing.
  - (iii) The assessor shall make available to the appellant all reasonably relevant assessor records requested within 15 days following the close of the 30-day appeal period.
  - (iv) If an appellant has refused or failed to provide the assessor or assessor's agent full access to property or records, the appellant shall be precluded from offering evidence on the issue or issues affected by that access and those issues shall be decided in favor of the assessor.

- (v) At the request of the appellant, evidence submitted pursuant to subsection (c)(6) or (c)(8) of this section relating to the assessed valuation of property used in an income-producing commercial enterprise shall be confidential. The assessor and the appellant may stipulate to facts to be presented to the board provided the assessor has received credible and reliable evidence to establish the facts.
- (9) *Decisions.* At the conclusion of the hearing the board shall determine, based solely on the evidence submitted, whether the assessment is unequal, excessive, improper, or an under valuation. The board should issue findings of fact and conclusions of law clearly stating the grounds upon which the board relied to reach its decision and advising all parties of their right to appeal the decision to superior court.
- (10) *Certification.* The presiding officer shall review and give final board certification to all appeal decisions.
- (11) *Termination of appeal upon agreement between appellant and assessor.* After an appeal to the board of equalization has been filed, any value which has been agreed to by the assessor and the appellant shall constitute a withdrawal and termination of the appeal by the appellant and the agreed upon valuation shall become the assessed value.
- (d) *Relaxation of requirements.* This section is designed to facilitate the business of the board and shall be construed to secure the reasonable, speedy, and inexpensive determination of every appeal. The procedural requirements of this section may, in the discretion of the presiding officer, be relaxed in any case in which a strict adherence to requirements will work injustice.

(CBJ Code 1970, § 15.05.190; Serial No. 70-33, § 3, 1971)  
 State law reference(s)— Board of Equalization, AS 29.45.210; Hearing, AS 29.45.210.

**Section 9. Amendment of Section.** CBJC 15.05.200 Judicial review, is amended to read as follows:

**15.05.200 Judicial review.**

An appellant or the assessor may appeal a determination of the board of equalization to the superior court within 30 days as provided by rules of court applicable to appeals from the decisions of administrative agencies. Appeals are heard on the record established at the hearing before the board of equalization.

(CBJ Code 1970, § 15.05.200; Serial No. 70-33, § 3, 1971)  
 State law reference(s)—Appeal to superior court, AS 29.45.210(d).

**Section 10. Amendment of Section.** CBJC 15.05.210 Municipal clerk record keeping certification of changes, is amended to read as follows:

**15.05.210 Municipal clerk record keeping certification of changes.**

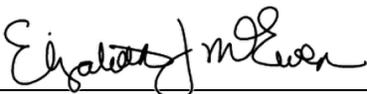
Within three days following the final hearings of the board of equalization the municipal clerk shall certify to the assessor corrections, revisions, and changes authorized and approved by the board of equalization.

**Section 11. Effective Date.** This ordinance shall be effective 30 days after its adoption.

Adopted this 12<sup>th</sup> day of December, 2022.

  
\_\_\_\_\_  
Beth A. Weldon, Mayor

Attest:

  
\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk



To: Greg Smith, Chair  
 Human Resources Committee  
 From: Tom Rutecki, Chair  
 Youth Activity Board  
 Subject: Fiscal Year 2023 (July '22-June'23) Youth Activity Board Annual Report  
 Date: August 21, 2023

The Youth Activity Board (YAB) had a busy year reviewing and distributing grant money through the Youth Activity Grant and Contingency Grant programs. As budgets get tighter for the non-profit youth programs, these pools of money are becoming more strained.

The YAB is required by ordinance to place a sum equal to five percent of the amount allocated by the City Assembly into a contingency account to fund unanticipated events. \$332,500 minus the five-percent contingency (\$16,625) leaves the general youth activities fund with **\$315,875 to distribute for overall grant funding.**

CBJ share of Youth Activity funding	\$332,500
Contingency Fund Reduction (5%)	<u>(\$16,625)</u>
Total grant funding	\$315,875

Grant proposals are divided into three categories: Sports, Arts, and Academic/other for evaluation and ranking. The nine Youth Activity Board members\* are each assigned to one of those categories so that three members review all grants in each category. In addition to the many hours spent individually evaluating and scoring each proposal, Board members spend two evenings publicly reviewing the proposals. The second and final meeting consists of the Board reaching an agreement on the groups to be funded and their recommended funding level. Attached are the Fiscal Year 2023 and Fiscal Year 2024 spreadsheets showing the organizations, amounts requested and recommended funding.

Fiscal Year 2023 had 27 proposals totaling \$513,272.50; all 27 of the programs were partially funded. In Fiscal Year 2024 there were 26 proposals totaling \$499,291.00 (down 2.7% from Fiscal Year 2023) in requests; the board recommended partial funding for all 26 of the proposals.

The board was active during Fiscal Year 2023 in which a total of five meetings were conducted to review contingency grant applications and grant documents. In Fiscal Year 2022, the board reviewed 3 contingency grant applications, representing baseball, robotics and bowling, totaling \$11,434.27 (up 57% from Fiscal Year 2021) submitted by three different programs.



During Fiscal Year 2023, the board reviewed 1 contingency grant application, representing robotics, totaling \$1,000 (down 91% from Fiscal Year 2022) submitted by one program.

**\* Youth Activity Board Members (attendance record for the year attached)**

**Chair:** Tom Rutecki

**General Public representatives:** Tom Rutecki, Bonita Nelson, Samantha Schwarting, Elizabeth Balstad, Summer Christiansen, Kristina Jager

**Parks and Recreation Advisory Committee representative:** Josh Anderson

**Juneau Arts and Humanities representative:** Vacant

**Youth representative:** Jack Lovejoy

**Fiscal Year 2023 Youth Activity Annual Report  
Appendices**

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**APPENDIX A  
FY23 YOUTH ACTIVITY GRANT TOTALS**

<b>REQUESTING ORGANIZATION</b>	<b>NAME OF PROGRAM</b>	<b>AMOUNT REQUESTED</b>	<b>FINAL AWARD</b>
<b>ACADEMIC</b>			
Discovery Southeast	Nature & Exploration- Discover Juneau	\$10,200.00	\$9,200.00
SAIL	ORCA Youth Program	\$11,000.00	\$11,000.00
AWARE, Inc	Girls on the Run/Boys Run	\$7,940.00	\$4,610.00
AEYC-SEA	Preschool Health & Fitness	\$14,000.00	\$6,000.00
Girl Scouts of Alaska	G.I.R.L. Power in Juneau	\$19,300.00	\$13,310.00
Eagle River United Methodist Camp	Alaska Summer CDF Freedom School	\$6,667.50	\$4,660.00
Resurrection Lutheran Church	Juneau Live! Youth Internship & Production	\$20,000.00	\$3,500.00
	<b>Total Program Amount Requested</b>	<b>\$89,107.50</b>	<b>\$52,280.00</b>
<b>ARTS</b>			
Juneau Dance Theatre	Juneau Fine Arts Camp	\$26,000.00	\$14,000.00
Juneau Jazz & Classics	JJ&C Education & Outreach	\$25,000.00	\$15,016.00
Juneau Symphony, Inc.	Juneau Student Symphony	\$19,450.00	\$12,000.00
Friends of Alaska State Museum	Alaska Art at the APK	\$12,155.00	\$9,000.00
Perseverance Theatre	Summer Theatre Art Rendezvous-STAR	\$15,262.00	\$10,000.00
	<b>Total Program Amount Requested</b>	<b>\$97,867.00</b>	<b>\$60,016.00</b>
<b>SPORTS</b>			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$39,500.00	\$30,000.00
Juneau Douglas Ice Association	Youth Hockey Program	\$18,000.00	\$10,000.00
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$35,000.00	\$22,750.00
Glacier Swim Club	Youth Competitive Swimming	\$20,500.00	\$18,500.00
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$32,000.00	\$24,500.00
Juneau Youth Sailing	Youth on the Water	\$23,106.00	\$7,000.00
Hooptime Basketball	Hooptime Basketball	\$5,412.00	\$3,000.00
Juneau Skating Club	Youth Ice Skating	\$33,670.00	\$18,000.00
Midnight Suns Fastpitch Softball	Girls Fast Pitch Softball	\$15,000.00	\$8,910.00
Juneau Ski Club	Compliance Equip. & Warming Hut Upgrade	\$10,000.00	\$9,500.00
Juneau Trap Team	Juneau Trap Team Season	\$13,500.00	\$5,419.00
Midnight Suns Baseball Club	Youth Baseball	\$36,250.00	\$22,000.00
Hoop Rats Basketball Club	Hoop Rats Basketball	\$19,500.00	\$10,000.00
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$20,860.00	\$12,000.00
Special Olympics Alaska	Juneau Community Youth Development	\$4,000.00	\$2,000.00
	<b>Total Program Amount Requested</b>	<b>\$326,298.00</b>	<b>\$203,579.00</b>
	<b>Total FY23 Amount Requested</b>	<b>\$513,272.50</b>	<b>\$315,875.00</b>

**APPENDIX B  
FY24 YOUTH ACTIVITY GRANT TOTALS**

<b>REQUESTING ORGANIZATION</b>	<b>NAME OF PROGRAM</b>	<b>AMOUNT REQUESTED</b>	<b>FINAL AWARD</b>
<b>ACADEMIC</b>			
Discovery Southeast	Nature & Exploration- Discover Juneau	\$10,170.00	\$9,153.00
SAIL	ORCA Youth Program	\$13,000.00	\$11,700.00
AWARE, Inc	Girls on the Run/Boys Run	\$7,940.00	\$4,610.00
Girl Scouts of Alaska	Girl Scouts in Juneau	\$18,700.00	\$8,700.00
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$10,603.00	\$7,422.00
SheJumps	Outdoor Rec. & Mentorship for Girls in Juneau	\$15,000.00	\$7,250.00
Resurrection Lutheran Church	Juneau Live! Studio Show Runner Camps	\$7,000.00	\$3,600.00
	<b>Total Program Amount Requested</b>	<b>\$82,413.00</b>	<b>\$52,435.00</b>
<b>ARTS</b>			
Juneau Dance Theatre	Juneau Fine Arts Camp	\$26,000.00	\$14,108.00
Juneau Jazz & Classics	JJ&C Education & Outreach	\$26,500.00	\$15,500.00
Juneau Symphony, Inc.	Juneau Student Symphony	\$17,100.00	\$12,350.00
Friends of Alaska State Museum	Alaska Art at the APK	\$9,992.00	\$9,496.00
Perseverance Theatre	Summer Theatre Art Rendezvous-STAR	\$15,624.00	\$8,562.00
	<b>Total Program Amount Requested</b>	<b>\$95,216.00</b>	<b>\$60,016.00</b>
<b>SPORTS</b>			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$44,500.00	\$33,355.00
Juneau Douglas Ice Association	Youth Hockey Program	\$15,000.00	\$8,250.00
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$35,000.00	\$22,172.00
Glacier Swim Club	Youth Competitive Swimming	\$19,500.00	\$15,063.00
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$31,500.00	\$22,525.00
Juneau Youth Sailing	Youth on the Water	\$31,770.00	\$10,515.00
Hooptime Basketball	Hooptime Basketball	\$7,792.00	\$3,938.00
Juneau Skating Club	Youth Ice Skating	\$29,670.00	\$19,401.00
Midnight Suns Fastpitch Softball	Girls Fast Pitch Softball	\$15,000.00	\$8,125.00
Juneau Youth Wrestling	Youth Wrestling	\$14,080.00	\$9,645.00
Juneau Trap Team	Juneau Trap Team Season	\$9,000.00	\$5,400.00
Midnight Suns Baseball Club	Youth Baseball	\$36,000.00	\$22,200.00
Hoop Rats Basketball Club	Hoop Rats Basketball	\$17,350.00	\$11,626.00
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$15,500.00	\$11,209.00
	<b>Total Program Amount Requested</b>	<b>\$321,662.00</b>	<b>\$203,424.00</b>
	<b>Total FY24 Amount Requested</b>	<b>\$499,291.00</b>	<b>\$315,875.00</b>





APPENDIX E

FY 23 Youth Activities Board Attendance

Section F, Item 4.

Member	8/9/2022	12/13/2022	4/18/2023	4/19/2023	5/9/2023								
Tom Rutecki	P	P	P	P	P								
Bonita Nelson	P	P	P	P	P								
Elizabeth Balstad	P	A	P	P	P								
Kristina Moore-Jager	A	P	P	P	A								
Summer Christiansen	P	A	P	P	A								
Josh Anderson	A	P	P	P	P								
Jack Lovejoy	A	P	P	P	A								
Samantha Schwarting	P	P	P	P	P								
JAHC (Vacant Seat)													
Elizabeth Balstad reappointed by HRC September 21, 2020, public seat.													
Tom Rutecki appointed by HRC September 21, 2020, public seat.													
Kristina Moore-Jager appointed by HRC September 21, 2020, public seat.													
Summer Christiansen appointed by HRC September 21, 2020, public seat.													
Josh Anderson appointed by HRC November 23, 2020, PRAC representative.													
Jack lovejoy appointed by HRC August 23, 2021; youth representative board seat.													
Samantha Schwarting appointed by HRC August 23, 2021; public seat.													
Della Cheney resigned from JAHC seat May, 2022													