



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

December 16, 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. November 18, 2024 Assembly HRC Meeting Minutes - Draft

F. AGENDA TOPICS

2. 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.

There is one seat up for action on this HRC agenda, the Primary Member Media Seat 6 and one applicant to fill that seat.

Local Emergency Planning Committee - [Current Roster](#)

Suggested Motion: I move 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 appointment of Justin Shoman, Media Seat 6, for a term beginning January 1, 2025 and ending December 31, 2027 and ask for unanimous consent.

3. Board of Equalization (BOE) Annual Report & Appointments

BOE Annual Report

The Board of Equalization held its annual training on April 25th and held five hearing dates between May 23rd and July 25th to review 2024 property appeals filed with the Assessor's Office. Included in the HRC packet is the BOE's annual report which includes a breakdown of the 2024 assessment year including number of petitions files, number of appeals and late-files heard, cases remanded back for further review, number of cases that received an altered property assessment and the net change to taxable property from board action. The Board of Equalization will reconvene in April 2025 for the 2025 Assessment year.

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, 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. Compensation for members shall be \$100.00 per meeting. Board members may decline compensation by providing written notice to the municipal clerk.

Both incumbents have applied for reappointment, the Clerk's Office has received no other applications.

Board of Equalization - [Current Roster](#)

Suggested Motion: to forward to the full Assembly for approval, the reappointments of Emily Haynes and Wayne Coogan to the Board of Equalization both for terms beginning January 1, 2025 and ending December 31, 2027 and ask for unanimous consent.

4. 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.

Systemic Racism Review Committee - [Current Roster](#)

Suggested Motion: to forward to the full Assembly for approval, the appointment of Lindsey Wold to the Systemic Racism Review Committee for a term beginning immediately and ending June 30, 2027 and ask for unanimous consent.

G. STAFF REPORTS

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

5. CBJ Boards Discussion & Review

Review of Sister Cities Committee & ADA Committee

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS

J. NEXT MEETING DATE

Full Assembly as HRC for BRH Board Interviews - December 17, 2024 at 5:30 p.m. via Zoom

Full Assembly as HRC for Planning Commission Interviews - December 19, 2024 at 5:30 p.m. via Zoom

Regular Assembly HRC - January 6, 2024 at 6:00 p.m. Assembly Chambers/Zoom Webinar

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**



November 18, 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 - HRC Chair Adkison called the Assembly Human Resources Committee meeting to order at 6:00 p.m. in the Assembly Chambers and via Zoom.

B. LAND ACKNOWLEDGEMENT – Read by Assemblymember Steininger

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 Ella Adkison, Maureen Hall, and Neil Steininger

Members Absent: Wade Bryson

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Municipal Clerk Beth McEwen, Tech Clerk Kevin Allen, City Attorney Emily Wright & CBJ Attorney’s Sherri Layne, and Nicole Lynch, Deputy City Manager Robert Barr, Airport Chair Dennis Bedford, Mayor Beth Weldon and Assemblymember Paul Kelly.

D. APPROVAL OF AGENDA – agenda approved as presented.

E. APPROVAL OF MINUTES – minutes approved as presented.

1. **2024-09-16 Assembly Human Resources Committee Meeting Minutes - Draft**

F. AGENDA TOPICS

2. **Juneau Economic Development Council (JEDC) Board Appointments**

Per [Resolution 2136](#) (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 process and recommendation.

MOTION: by Ms. Hall to forward to the full Assembly for approval, the reappointment of Melissa Kookesh, and Aaron Morrison, and the appointment of Todd Schur, all to At-Large Seats on the Juneau Economic Development Council for terms beginning immediately and ending October 31, 2027 and ask for unanimous consent. **Hearing no objection, motion passed.**

3. **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. Steininger 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 reappointments of Warren Russell, Media Seat 6a, Christopher Russell, Right to Know Act Seat 8, Karen Wood, Community Group Seat 9, Ed Williams, Community Group Seat 9a, Sabrina Boone-Grubitz, AK Native Tribal Representative Seat 12, Rhonda Butler, AK Native Tribal Representative Seat 12a, Elaine Hickey, Healthcare Systems Seat 13, Jamie Bursell, Healthcare Systems Seat 13a; all for terms beginning January 1, 2025 and ending December 31, 2027 and the appointments of Kimberly McDowell, BRH Seat 5, and Rhys Mateo, Vulnerable Populations Seat 11a for terms beginning immediately and ending December 31, 2026 on the Local Emergency Planning Committee and asked for unanimous consent. **Hearing no objection, motion passed.**

4. Resolution 3064 A Resolution Approving Amendments to the Bylaws of the City and Borough of Juneau International Airport Board.

Chair Adkison thanked Airport Chair Dennis Bedford for attending the HRC meeting and being available for questions. She asked Mr. Bedford why the Airport Board did not incorporate any of the changes brought forward by Clerk and Law staff regarding the draft Airport Bylaws in order to bring them more in alignment with Assembly rules of procedure and other empowered board bylaws.

Mr. Bedford stated that it had been years since the airport bylaws had been updated; and with the recent turnover of board members the board wanted to get something passed. The staff recommendations came at the tail end of the Airport Boards process and the board decided to approve the bylaws that the board had already been working under.

MOTION: by Ms. Hall to forward Resolution 3064 A Resolution Approving Amendments to the Bylaws of the City and Borough of Juneau International Airport Board to the full Assembly for approval with the following amendments to those Bylaws, *under Article VI – Officers, remove the wording: There shall be a two-year (two one-year terms) limit for the Chair and under Article X – Amendments, amending the first sentence to state the following: These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, and upon final ratification by the Assembly by Resolution, and asked for unanimous consent. Hearing no objection, motion passed.*

5. Resolution 3066 A Resolution Approving Amendments to the Bylaws of the Eaglecrest Ski Area Board of Directors

Chair Adkison asked committee members if they had any questions regarding Resolution 3066; and hearing none, asked for a motion to move this resolution to the full Assembly.

MOTION: by Mr. Steininger to forward Resolution 3066 A Resolution Approving Amendments to the Bylaws of the Eaglecrest Ski Area Board of Directors to the Full Assembly for approval and asked for unanimous consent. **Hearing no objection, motion passed.**

G. STAFF REPORTS

The Clerk's Office requests that Assembly HRC pick some tentative dates in December to hold Empowered Board interviews & appointments for the following:

Bartlett Regional Hospital Board - 1 general public seat for an unexpired term, 2 general public seats & 1 public/physician seat for terms beginning January 1, 2025.

Planning Commission - 3 general public seats for terms beginning January 1, 2025.

Clerk Staff recommends looking at the following possible dates/times to hold those interviews; **Tues 12/17, Wed 12/18 or Thurs 12/19 starting at 5:30 p.m.**, committee to decide if they would like to continue to hold these interviews/appointments via Zoom or shift to a hybrid option.

HRC members noted that Tuesday, 12/17 and Thursday, 12/19 were the dates that worked best for them to hold interviews and appointments. Chair Adkison will bring those dates forward to the full Assembly for discussion and to see which date works best for Assemblymembers.

H. STANDING COMMITTEE TOPICS - *yet to be determined*

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Chair Adkison brought forward a topic that the HRC has been discussing off and on for quite some time which is boards and commissions. As meeting time allows, she would like the HRC to review each Advisory board and committees charging document. Is the need for a particular board still necessary or has that boards work been completed or absorbed into normal work for staff and the HRC can look at sunsetting that board. If the committee is amendable to the idea Chair Adkison would like to start with the ADA Committee and the Sister Cities Committee, both committees have not met since 2019 and 2020, and are an example of a boards work getting absorbed into regular staff duties. Along with looking at if a board is still needed, is looking how to create more diversity in board make up, review boards struggling with meeting quorum, do they need a lower membership, how frequently are boards meeting and are they serving their intended purpose.

Ms. Hall and Mr. Steininger were amenable to Chair Adkison’s request. Chair Adkison stated she will work with Clerk and Law staff to bring the ADA Committee and Sister Cities Committee forward to the next HRC meeting for discussion and possible action.

J. NEXT MEETING DATE

December 16, 2024 at 6:00 p.m. in Assembly Chambers & via Zoom

K. SUPPLEMENTAL MATERIALS - *None*

L. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 6:21 p.m.



OFFICE OF THE MUNICIPAL CLERK

Section F, Item 2.

155 Heritage Way, Juneau AK 99801

Phone: (907)586-5278

email: di.cathcart@juneau.gov

MEMORANDUM

DATE: December 6, 2024

TO: Assembly Human Resources Committee

FROM: Diane Cathcart, Deputy Municipal Clerk

cc: Emergency Programs Staff Liaisons Tom Mattice, Teri Rehfeldt & Michelle Brown

RE: (LEPC) Seat Assignments/Nominations

Per [Resolution 2689](#), the Local Emergency Planning Committee (LEPC) has primary and alternate seats. I ask the Assembly Human Resources Committee to forward to the Assembly for recommended appointment, the nomination of the below applicant.

Appointment: For Term Beginning January 1, 2025 & Ending December 31, 2027

Seat 6 – Media Seat [Primary Member] – Justin Shoman

FYI - Remaining Vacant Seats

Seat 5a – Bartlett Regional Hospital [Alternate Member]

Seat 8a – Right to Know Act [Alternate Member]

Recommended Motion:

I move 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 appointment of Justin Shoman, Media Seat 6, for a term beginning January 1, 2025 and ending December 31, 2027 and ask for unanimous consent.



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

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Mon, 12/02/2024 - 4:03pm
65.74.0.106

First Name
Justin

Last Name
Shoman

Residence Address
[REDACTED]

Mailing Address
same

Primary Phone Number
[REDACTED]

Secondary Phone Number
[REDACTED]

Email
[REDACTED]

Board, Commission, Committee
Local Emergency Planning Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees
I have not previously applied for any CBJ boards, commissions, or committees

Reasons for Applying
KTOO has historically played an important role in the Local Emergency Planning Committee as a broadcast entity that reaches nearly all of Juneau over the air. KTOO is the Local Primary (LP) in the 2025 Alaska Emergency Alert System (EAS) Plan meaning that KTOO is the broadcast entity that sources local area emergency messages, sending them to our local relay stations and to the LP-2 alternate station (KINY). KTOO currently monitors a number of systems for Emergency Alerts including the National Weather Service in Juneau, the Alaska Public Radio Network and Alaska Rural Communications Service for statewide alerts, and the FEMA Integrated Public Alert & Warning System (IPAWS) and NPR Squawk for national alerts. We have good relationships with many of our EAS partners locally and across the state. We're currently investing in updating our EAS infrastructure with a new backup generator, fuel tank, and emergency alert transmission hardware to ensure that KTOO is on the air and capable of transmitting EAS messages when they're needed.

most. It has come to my attention that the Media seat on the LEPC is about to vacate and I believe my role as KTOO's President and General Manager positions me to assist our community by filling this vacancy.

Section F, Item 2.

Qualifications

I have worked in broadcasting for 15 years and I've been serving as President and General Manager of KTOO Public Media for the past two years. In this role, I hold a responsibility to the FCC and more importantly, to our community to ensure that our EAS systems are monitored, maintained, and continually functioning. I keep our organization's EAS logs, monitor alerts on a weekly basis, and work closely with our engineering and operations staff to troubleshoot issues as they arise.

Civic Activities, Memberships or Non-profits Involved With

I have been in the top executive position at KTOO Public Media for the past two years. I presently serve on the UAS Campus Advisory Council as well, I joined this council approximately 18 months ago. On a statewide level I have worked closely with Alaska Public Media who maintains the Alaska Rural Communications Service (ARCS).

Working with a Group

I enjoy working with diverse groups and approach my work with these groups as an active listener first. In many cases my peers have much to teach me and I consider myself to be a continuous learner however, I have no issue sharing information or opinions as pertinent. In this specific instance, I would be very happy to share information related to emergency planning from a holistic media perspective.

Meeting Schedule and Attendance

Yes

Date of Birth (Optional)

1980

Ethnicity (Optional)

White, non-Hispanic

Gender (Optional)

Male

Acknowledgment/Certification

Justin R Shoman

Resume, Education, etc. (Optional)

- [Home](#)
- [Logout](#)
- [Dashboard](#)

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

Source URL:<https://juneau-ak.municodemeetings.com/node/791/submission/117>

Links

[1] <https://juneau-ak.municodemeetings.com/bc/application>

**2024 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 and governed by [Ordinance 2022-21\(b\) An Ordinance Related to Property Tax Appeals and Codifying the Board of Equalization Rules of Procedure.](#)

A panel hearing a case must first, make the 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 2024, BOE Members are (3-year terms run January to December):

- David Epstein [BOE Chair] {5th Term} (2024-2026)
- Emily Haynes {2nd Term} (2022-2024)
- Gary Sonnenberg {2nd Term} (2024-2026)
- Kenny Solomon-Gross [Vice Chair] {3rd Term} (2023-2025)
- Raymond ‘Thor’ Williams {2nd Term} (2024-2026)
- Wayne Coogan {unexpired seat/1st Term} (2024-2024)
- Benjamin Durrant {unexpired seat/1st Term} (2024-2025)
- Douglas Salik {unexpired seat/1st Term} (2024-2025)
- 1 Vacant BOE Seat [term ending 2024]

The Clerk’s Office continues advertise for the vacant seat as well as seats of board members with terms coming due at the end of 2024; and hopefully all board member will reapply.

The BOE continued with the same hearing format as they used in 2023, utilizing Thursday evenings at 5:30 p.m. to hold hearings. Originally, hearings were planned to be held as a hybrid option in City Hall Conference Room 224 and via Zoom; however, due to the shifting of the Finance Department into that conference room, and other conference room spaces unavailable, the BOE reverted back to virtual only hearings for 2024. The goal is to shift to hybrid hearings for the 2025 BOE season. The board began hearing appeals on May 23, 2024, and heard the last appeals and late file on July 25, 2024. 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/> and BOE recordings are uploaded to the CBJ YouTube channel and the link to view those recordings is obtained by contacting the City Clerk’s Office.

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, with a couple of exceptions made, 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 2024.

Thursday, April 25, 2025 - Training

Returning BOE members welcomed new members Douglas Salik, Wayne Coogan and Benjamin Durrant with seven of the eight BOE members (Thor Williams absent) attending the training. During the months of April/May the State of Alaska was recruiting for the vacant State Assessor's position; so BOE members were directed to watch last year's BOE training recording with previous State Assessor Joseph Caissie as well as review Mr. Caissie's 2023 PowerPoint Presentation. CBJ Commercial Assessor Greg Morris walked the board through the commercial assessment process. City Assessor Mary Hammond and Deputy Assessor Aaron Landvik were in attendance to answer questions BOE members had regarding the 2024 Assessment process.

Thursday May 23, 2024

BOE Panelists: David Epstein (Presiding Officer), Gary Sonnenberg and Benjamin Durrant

Two (2) Residential Appeals:

APL 2024-0038 Thomas Andrew Hanley Revocable Living Trust c/o Thomas Hanley [*denied*]

APL 2024-0232 Allen & Janice Shattuck [*denied*]

Two (2) Late Files:

Mark & Andrea Peterson [*denied*]

Joshua & Lindsie Boucher [*denied*]

Thursday June 20, 2024

BOE Panelists: David Epstein (Presiding Officer), Douglas Salik, and Benjamin Durrant

Three (3) Residential Appeals:

APL 2024-0041 Thomas Tyler Emerson [*denied*]

APL 2024-0284 Martin McKeown & Marjorie McKeown [*denied*]

APL 2024-0299 Martin McKeown & Marjorie McKeown [*remanded back*]

Thursday, July 11, 2024

BOE Panelists: Kenny Solomon-Gross (Presiding Officer), Emily Haynes, and Thor Williams

Four (4) Residential Appeals:

APL 2024-0281 Brett & Kristy Dillingham [*granted*]

APL 2024-0282 Brett & Kristy Dillingham [*granted*]

APL 2024-0294 Jason Ohler & Terri Ohler Co-Trustees [*granted*]

APL 2024-0270 Clay Good [*granted*]

Thursday July 18, 2024

BOE Panelists: David Epstein (Presiding Officer), Benjamin Durrant, and Douglas Salik

One (1) Remanded Back Appeal & Three (3) Residential Appeals:

{Remand} APL 2024-0299 Martin McKeown & Marjorie McKeown [*denied*]

APL 2024-0208 Chris Heckler [*denied*]

APL 2024-0252 Robert & Mary Shorey [*denied*]

APL 2024-0245 Graham Smith [*appellant requested appeal be delayed to a later hearing date; request approved*]

Thursday July 25, 2024

BOE Panelists: Kenny Solomon-Gross (Presiding Officer), Emily Haynes, and Thor Williams

Three (3) Residential Appeals:

APL 2024-0245 Graham Smith {appeal moved from 7/18 hearing date} [denied]

APL 2024-0247 James & Christine King [adjusted to Assessor’s recommended value]

APL 2024-0248 King Family Trust [adjusted to Assessor’s recommended value]

One (1) Late File:

Sharon Marvin [denied]

Per [CBJC 15.05.185\(d\)](#) below is a summary breakdown of the 2024 assessment year.

- Number of petitions filed: **159**
- Number of cases scheduled to be heard by the board: **13 value + 3 Late Files**
- Number of value related cases actually heard: **13**
- Percentage of cases where an error of valuation was determined to exist: **4%**
- 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: **8 of 13**
- Net change to taxable property caused by board action: - **\$278,100**

Staff to the Board of Equalization for 2024 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, November 22, 2024

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).

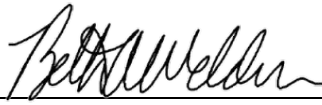
Section 10. Amendment of Section. CBJC 15.05.210 Municipal clerk record keeping certification of changes, is amended to read as follows:

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.

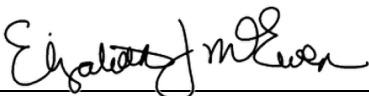
Section 11. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 12th day of December, 2022.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk

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.]

Emily _____ Haynes _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

State of Alaska - DOT&PF
Employer

NEPA Program Manager
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)

[Redacted]

Which Boards would you like to apply for?

Board of Equalization: Submitted
Wetlands Review 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?

3

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.

Board of Equalization: I have enjoyed serving on the BOE for the past two years in an active role on this quasi-judicial board. My experience and skills in understanding the Board's legal requirements, Juneau and State assessment standards and practices, and property valuation and research in the Juneau area will continue to provide CBJ and the property owner's of Juneau with sound decision making and fair treatment. Wetland Review Board: I have served on the WRB for the past two years. While this board has been inactive since the pandemic started, I eagerly await an opportunity to once again provide helpful input for Planning Commission decisions. I have a background in wetland delineations, functional assessments, and fish and wildlife habitat evaluations.

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.

Employee with the State of Alaska, Department of Transportation & Public Facilities Secretary - ASEA/Local 52 DOT Special Issues Committee Member - CBJ Wetland Review Board Member - CBJ Board of Equalization Member - CBJ Parks and Recreation Advisory Commission

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

Previous Secretary for the Juneau Chapter of the ASEA/AFSCME Local 52

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

Training: Public Involvement and Virtual Public Involvement Environmental Justice and Civil Rights Transportation Planning and Programming Highway Traffic Noise NEPA Section 4f ANILCA Section 106 USACE Wetland Delineation & Alaska Regional Supplement AK-CESCL Traffic Control Supervisor Appraisal and Relocation Under the Uniform Act Essentials for the Right of Way Program Management and Negotiations Access Management, Location, and Design Residential Relocation Assistance Intermediate GIS Alaska Land Manager Law Enforcement NIMS/Incident Command System Writing for the Workplace

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

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

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.]

Wayne _____ Coogan _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

State

Postal Code

City

Primary Phone

Alternate Phone

Self _____
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)

[Redacted]

Which Boards would you like to apply for?

Board of Equalization: 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...

Question applies to multiple boards

How many hours per month are you able to serve?

As required.

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.

This community has served me very well throughout my life.

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.

Chamber Commerce.

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

Affordable Housing Comm.

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

BS Const Mgmt Univ Washington 1979

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.

General Contractor Mechanical Administrator Residential Administrator Cost Engineering

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

Presented by: The Manager
Presented: 03/20/2023
Drafted by: S. Layne

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2023-20(b)

An Ordinance Amending the Duties of the Systemic Racism Review Committee.

WHEREAS, discrimination based on race in institutional policies leads to systemic racism; and

WHEREAS, systemic racism creates disparities in the social and civic fabric of a community through legislation related to all aspects of society, including but not limited to education, criminal justice, employment, elections, housing, and political power; and

WHEREAS, systemic racism includes policies and practices that exist throughout a whole society or organization, including historical actions and practices, and that result in and support a continued unfair advantage to some people and unfair or harmful treatment of others based on race; and

WHEREAS, systemic racism is as overt and covert as individual racism and it has similar emotional, economic, physical, and liberty consequences though it may be harder for individuals to see even when revealed in disparities and data; and

WHEREAS, systemic racism is similar to disparate impact discrimination, which is generally defined as a facially neutral act, practice, or policy that has a significant discriminatory impact on a protected group; and

WHEREAS, the residents of Juneau and the Assembly benefit from having a systemic racism review committee that works with the Assembly to address systemic racism, including reviewing policies and procedures and reviewing legislation prior to public hearing and making recommendations to the Assembly; and

WHEREAS, the Assembly encourages racially diverse individuals to apply and encourages racial minority groups to nominate individuals to help advise the Assembly.

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

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Systemic Racism Review Committee Established.

(a) **Establishment.** There is established a Systemic Racism Review Committee consisting of seven individuals.

- (1) The Assembly shall appoint members of the Committee to staggered three-year terms. Members of the Committee shall serve at the pleasure of the Assembly. Terms shall commence on July 1. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the Assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No member who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the Assembly.
- (2) 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.

(b) **Duties.** The Committee is charged with:

- (1) Developing criteria to advise whether legislation, policies, or procedures likely include systemic racism implications. The Committee must present proposed review criteria to the Assembly before substantively reviewing policies, procedures, or legislation.
- (2) Reviewing legislation, selected at the discretion of the Committee to advise whether the ordinance likely includes a systemic racism policy or implication.
- (3) Reviewing current policies, selected at the discretion of the Committee, to advise whether the policies likely perpetuate systemic racism.
- (4) Reviewing current procedures, selected at the discretion of the Committee, to advise whether the procedures likely perpetuate systemic racism.
- (5) Presenting options for curing the potential or likely systemic racism or implications.
- (6) Presenting the Committee's analysis and conclusions timely to the Assembly in a short statement for each item of legislation.
- (7) Meeting with the Assembly in a joint meeting at least once a calendar year.

- (c) **Procedure.** The Committee’s procedure shall be governed by the Advisory Board Rules of Procedure, as such may be amended from time to time. Nothing in this Ordinance shall be read to preclude the Assembly from acting upon emergency ordinances and resolutions.
- (d) **Officers, Meetings, and Quorum.** In accordance with the Advisory Board Rules of Procedure, the Committee shall select its own officers, and shall hold regular meetings on a schedule established by the Committee, as well as such special meetings as required to conduct business. The presence of four members constitutes a quorum and any action of the Committee requires four or more affirmative votes to be approved.
- (e) **Staff Assistance.** Staff support to the Committee shall be provided by the City Manager, or designee, as available and appropriate.
- (f) **Legislation Procedure.** The Committee should meet and send the legislative report to the Manager at least six days before the Assembly meeting (i.e. Wednesday for a Monday meeting). However, legislation may be scheduled for public hearing and the Assembly may adopt legislation that has not been reviewed by the Committee. If the Assembly adopts legislation before the Committee has reviewed it, the Committee should review the adopted legislation as soon as possible.

Section 3. Sunset Clause. The Committee created by Section 2 shall cease to exist and the provisions of Section 2 shall automatically terminate August 31, 2026, unless the Assembly extends the Committee to exist until disbanded by the Assembly. In a joint meeting prior to December 31, 2025, the Committee and the Assembly shall review the Committee’s work product to date and the provisions of this ordinance to determine if any changes are necessary.

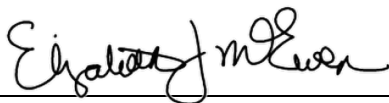
Section 4. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 17th day of April, 2023.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk



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

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Sat, 11/23/2024 - 8:31am
24.237.31.247

First Name
Lindsey

Last Name
Wold

Residence Address
[REDACTED]

Mailing Address
[REDACTED]

Primary Phone Number
[REDACTED]

Secondary Phone Number

Email
[REDACTED]

- Board, Commission, Committee**
- Systemic Racism Review Committee
 - Utility Advisory Committee
 - Youth Activities Board

Current of Prior Experience on CBJ Boards/Commissions/Committees
N/a

Reasons for Applying
Utility Advisory Board

Reasons for Applying:
I am deeply interested in the intersection of public services and community well-being, especially in ensuring equitable access to utilities in both urban and rural areas. As a professional with experience in behavioral health, mediation, and systems-level interventions, I understand the importance of a functional and accessible infrastructure in supporting the overall health and well-being of individuals and families.

What Interests You:

The Utility Advisory Board’s focus on providing essential services aligns with my passion for creating equitable solutions that benefit all members of the community, especially marginalized groups. I am particularly interested in how utility services can address social determinants of health and improve quality of life.

Impact You’d Like to Have:

I hope to bring a holistic perspective to the board, leveraging my skills in systemic thinking and community engagement. My goal is to ensure utility services are distributed equitably and that policies consider the needs of vulnerable populations, including those in remote areas of Southeast Alaska.

Youth Activities Board

Reasons for Applying:

As someone with extensive experience working with children and adolescents, I am committed to fostering opportunities that promote their growth and well-being. My background in developing programs such as a substance use group for teens and other initiatives in behavioral health and neuroscience positions me to contribute effectively to this board.

What Interests You:

I am passionate about providing youth with accessible, high-quality programs that enhance their mental, physical, and emotional development. I am especially interested in creating inclusive and innovative activities that address the unique challenges faced by young people in Juneau and surrounding communities.

Impact You’d Like to Have:

I aim to ensure that youth programs are diverse, evidence-based, and responsive to the community’s evolving needs. By serving on this board, I hope to advocate for initiatives that build resilience, foster connection, and equip young people with tools for lifelong success.

Systemic Racism Review Committee

Reasons for Applying:

I am passionate about addressing systemic inequities and fostering inclusive environments. As a mediator and behavioral health professional, I have a strong understanding of how systemic barriers impact marginalized groups, particularly in Alaska. My research and work in culturally adapted interventions and trauma-informed care highlight my commitment to equity.

What Interests You:

The opportunity to critically examine policies and practices to ensure they are free from racial bias is of great importance to me. I am particularly interested in understanding how systemic racism affects access to mental health, education, and community resources in Southeast Alaska.

Impact You’d Like to Have:

I hope to contribute by offering a nuanced perspective rooted in both research and practice. My goal is to help the committee identify and address inequities in policies, ensuring they are inclusive and supportive of all community members, particularly Alaska Native populations and other underserved groups.

Qualifications

Utility Advisory Board

Qualifications:

I bring a strong combination of professional expertise and personal passion to the Utility Advisory Board. With a m

degree in Applied Behavioral Health Research and extensive experience in systems-level thinking, I understand the critical role utilities play in the well-being and sustainability of our communities. I have a deep appreciation for energy and its importance in Alaska’s renewable energy landscape, particularly in reducing environmental impact and supporting sustainable growth in both urban and rural areas. My work in leadership roles, including as a case manager supervisor and behavioral health therapist, has equipped me with the ability to assess complex systems and advocate for equitable solutions. I also have lived and worked in remote areas of Southeast Alaska, which has given me insight into the unique challenges communities face when accessing essential services. My passion for clean energy and commitment to community well-being make me highly qualified to contribute to this board.

Youth Activities Board

Qualifications:

As a woman of color, a teen mom, and a behavioral health professional with years of experience working with youth, I bring a well-rounded and deeply personal perspective to the Youth Activities Board. My professional experience includes developing and leading therapeutic programs, such as substance group for teens and a anger management course for youth ages 13-15. I also have experience teaching psychology at the college level, giving me insight into the developmental and emotional needs of adolescents. My background in neuroscience and child development, combined with my passion for creating inclusive opportunities for young people, uniquely positions me to support initiatives that empower and uplift youth in Juneau. Additionally, my lived experience as a teen mom gives me firsthand insight into the challenges and needs of young families, which drives my commitment to creating accessible, supportive programs for all youth.

Systemic Racism Review Committee

Qualifications:

As a woman of color and a former teen mom, I bring both lived experience and professional expertise to the Systemic Racism Review Committee. I hold a master’s degree in Applied Behavioral Health Research and have dedicated my career to addressing systemic inequities through behavioral health interventions, mediation, and advocacy. My academic and professional work has focused on the neurological and social impacts of childhood trauma, systemic barriers, and culturally adapted interventions. I have worked with Alaska Native populations, rural communities, and other underserved groups, gaining an understanding of how policies and practices can inadvertently perpetuate inequities. My training in mediation and Parent-Child Interaction Therapy (PCIT) has honed my ability to critically assess systems and advocate for equitable solutions. Additionally, my leadership experience as CEO of a behavioral health company and case manager supervisor demonstrates my commitment to addressing structural inequities and ensuring fair outcomes for all.

Civic Activities, Memberships or Non-profits Involved With

SouthEast Alaska Regional Health Consortium (SEARHC): Behavioral Health Therapist and Case Manager Supervisor (June 2023–Present).

Amygdala Mediation: Founder and CEO, providing mediation services with a focus on equitable communication and systemic solutions (2020–2023).

Human Connectome Project: Research Assistant focused on mapping neurological impacts of systemic barriers, including in underserved populations (2015–2017).

Angoon Therapy Services: Providing therapeutic services and community outreach in Angoon, Alaska, addressing rural access to care (2023–Present).

Working with a Group

I have extensive experience working with groups that include diverse and conflicting perspectives, both professionally and in community settings. As a behavioral health therapist and mediator, I am skilled at fostering open communication, creating safe spaces for dialogue, and ensuring all voices are heard. My training in mediation and neuroscience has taught me to approach conflicts with empathy and a solutions-oriented mindset, focusing on common goals while respecting individual differences.

In my role as a case manager supervisor at SEARHC, I led teams with varying perspectives and experiential collaborative decision-making and equitable solutions for clients. Additionally, as a founder of Amygdala Mediation, I facilitate discussions in challenging situations, helping parties resolve conflicts and develop mutually beneficial agreements.

When working with groups, I prioritize active listening, validation of different viewpoints, and the use of evidence-based approaches to guide discussions. My ability to remain neutral while addressing systemic issues and advocating for equity allows me to build trust and foster productive collaboration, even in the presence of conflicting opinions. I view diverse perspectives as a strength and an opportunity for creative problem-solving and growth.

Meeting Schedule and Attendance

Yes

Date of Birth (Optional)

Ethnicity (Optional)

Black, white, and my grandparents tell me Cherokee descent.

Gender (Optional)

Female

Acknowledgment/Certification

Lindsey Wold

Resume, Education, etc. (Optional)

-
-
-

Presented by: The Manager
Introduced: 02/23/2015
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2716

A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2508.

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

WHEREAS, at its regular meeting on February 2, 2015, the Assembly heard the request to increase membership and directed that this resolution be prepared for presentation to the Assembly for adoption.

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

Section 1. Sister Cities Committee.

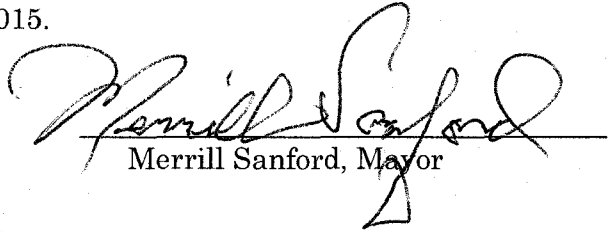
- (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of seven public members appointed by the Assembly to serve for 3-year staggered terms.
- (b) Purposes of Committee. The purposes of the committee shall be:
 - 1. To focus on nurturing the City and Borough's relationships with each of the cities the Assembly has designated as a Sister City, including improving and maintaining the City and Borough's communications with each of its sister cities;
 - 2. To promote and foster mutually beneficial cultural exchanges, international municipal cooperation, and bonds of friendship and understanding between the City and Borough and its sister cities;
 - 3. To provide planning and coordination of activities in relation to the sister cities, including official visits by sister city guests to the City and Borough, and hosting of events for the visiting sister city; the committee may establish subcommittees and ad hoc volunteer groups to assist the committee in these efforts;

4. To make recommendations to the Assembly regarding official visits by the City and Borough to its sister cities;
 5. To make recommendations to the Assembly regarding the establishment of additional sister city relationships;
 6. To periodically evaluate whether existing sister city relationships are achieving their purpose, and advise the Assembly accordingly; and
 7. To perform such other functions and advise the Assembly on such other matters regarding the City and Borough's sister cities as the Assembly may request.
- (c) Procedures. The committee's procedures shall be governed by the Rules of Procedure for Assembly Advisory Boards, as such may be amended from time to time.

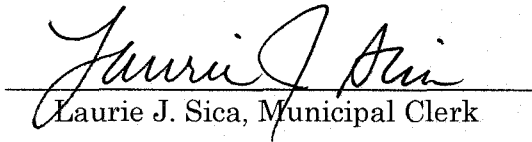
Section 2. Repeal of Resolution. Resolution 2508 is hereby repealed.

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

Adopted this 23rd day of February, 2015.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2429

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

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

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

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

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

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

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

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

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

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

- (a) 3 members shall be appointed for a three-year term;
- (b) 3 members shall be appointed for a two-year term; and
- (c) 1 member shall be appointed for a one-year term.

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

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

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

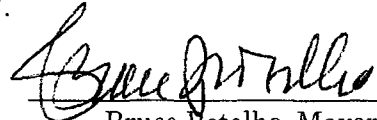
Section 5. Committee Recommendations. The committee will present updated annual reports on the implementation of the recommendations and further recommendations as appropriate.

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

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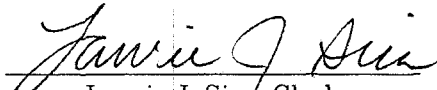
Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 26th day of November, 2007.



Bruce Botelho, Mayor

Attest:



Laurie J. Sica, Clerk

CBJ Master List of Boards as of December 2024

Section H, Item 5.

	Name of Board	Total # of Seats & Membership Eligibility Requirements	Type of Board	Governing Legislation	Meetings
1	Americans with Disabilities Act Committee (ADA)	7 Seats Total: All seats are open to any member of the public who wishes to apply. Persons with Disabilities or family members of persons with disabilities are encouraged to apply for any vacant seats on the committee. (CDD Staff Support)	Advisory Board	Resolution 2429	Have not met since Sept 2019 , quorum issues then COVID
2	Building Code Advisory Committee (BCAC)	5 Seats Total: Representing to the extent possible: Architects, Electrical Engineers, Civil Engineers, Mechanical Engineers, and Contractors. (CDD Staff Support)	Advisory Board	Resolution 1130	Wed's at 5pm at Downtown Fire Station. Last met Sept 2022.
3	Douglas Advisory Board (DAB)	7 Seats Total: All members must be qualified voters of the City & Borough residing on Douglas Island. (City Clerk Staff Support)	Advisory Board	Resolution 2331	3rd Wed at 5pm at Douglas Library Conference Rm
4	Historic Resources Advisory Committee (HRAC)	9 Seats Total: 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 & 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. (CDD Staff Support)	Advisory Board	CBJ Title 49.10.410	1st Wed at 5pm Dwntwn Lib/Zoom
5	Juneau Commission on Aging (JCOA)	9 Seats Total: 9 members + 1 Assembly Liaison. The assembly shall appoint members, to 2-year terms , 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. (City Clerk Staff Support)	Advisory Board	Resolution 2944	3rd Tues at 3pm via Zoom w/ JCOA Workgroup mtgs the 2nd & 4th Tues. @ 3pm via Zoom
6	Juneau Commission on Sustainability (JCOS)	9 Seats Total: 9 Public (Voting) members + 1 Assembly Liaison & 1 Planning Commission Member Ex-Officio. Commission membership shall reflect environmental, social, economic, and governmental perspectives, unified by the common interest of sustainability. The Commission shall draw its members from government, business, academia, not-for-profits, and neighborhood associations. (E/PW Staff Support)	Advisory Board	Resolution 2755	Regular Meetings-1st Wed at 12pm via Zoom, Worksessions-3rd Wed at 12pm via Zoom
7	Juneau Human Rights Commission (JHRC)	7 Seats Total: Membership shall be selected to provide the most balanced representation possible. The Assembly's purpose in establishing the JHRC, as stated in Resolution Nos. 1615(am), 2209, 2436, & 2738 remains unchanged: the Assembly finds discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern, threatening the peace, order, health, safety, and general welfare of the municipality and its inhabitants; and continues to be the policy of the municipality to eliminate and prevent discrimination and harassment (City Clerk Staff Support)	Advisory Board	Resolution 2946	1st & 3rd Tues at 5pm via Zoom

CBJ Master List of Boards as of December 2024

Section H, Item 5.

	Name of Board	Total # of Seats & Membership Eligibility Requirements	Type of Board	Governing Legislation	Meetings
8	Juneau Public Libraries Endowment Board (JPLEB)	3 Seats Total: 1 Public member, 1 member nominated by Friends of the Library, and the Public Library Director (Library Staff Support)	Advisory Board	Resolution 1609	meets once or twice a year at the call of the Library Director
9	Local Emergency Planning Committee (LEPC)	12 voting members & 12 alternate members + the Manager's Designee & Alternate + Assembly Liaison, nominated by the Assembly and appointed by the Alaska State Emergency Response Commission. Reestablished the LEPC to ensure compliance with federal/state community right-to-know laws, meet community needs for emergency planning, and facilitate the integration of emergency plans generated by and for the hospital, the airport, the electric utility, oil spills, cruise ships, the Red Cross, and other agencies; (Emergency Programs Staff Support)	Advisory Board (by-laws)	Resolution 2974	2nd Wed at 12pm at UAS Rec Center/Zoom
10	Parks & Recreation Advisory Committee (PRAC)	9 Seats Total: 9 (voting) public members + 1 Assembly Liaison. Excluding parking management & facilities maintenance services, PRAC advises the assembly regarding all Parks & Recreation managed lands, facilities, and services including, but not limited to, Treadwell Arena, Aquatics Facilities, and the Jensen-Olson Arboretum. As well as provide recommendations for: planning/development affecting parks & recreation in the community, CIP, P&R Fee Schedule, legislation/regulations related to P&R, aquisition/disposal of CBJ lands related to P&R, naming of P&R facilities. (P&R Staff Support)	Advisory Board	Ordinance 2022-64(b)(am)	1st Tues at 5:30pm at Assembly Chambers/Zoom
11	Sister Cities Committee (SSC)	7 Seats Total: 7 (voting) public members + 1 Assembly Liaison. SCC focused on nurturing CBJ relationships w/ designated Sister Cities, cultural exchanges w/ those cities & plan/coordinate official visits. (Clerk Staff Support)	Advisory Board	Resolution 2716	Due to lack of members or applicants, SCC last met Oct 2021
12	Systemic Racism Review Committee (SRRC)	7 Seats Total: 7 public members + 1 Assembly Liaison. Members selected to provide the most balanced representation possible: 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. (City Clerk, Manager's Office & Law Staff Support)	Advisory Board	Ordinance 2023-20(b) - updated Committee Charge in 2023	Tues. after a Regular Assembly Mtg. at 12pm via Zoom, Worksessions scheduled as needed

CBJ Master List of Boards as of December 2024

Section H, Item 5.

	Name of Board	Total # of Seats & Membership Eligibility Requirements	Type of Board	Governing Legislation	Meetings
13	Utility Advisory Board (UAB)	7 Seats Total: To the extent practicable, appointments shall be made as follows: one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation; one accountant, preferably experienced with utility financial management practices; one general contractor, preferably experienced in the construction of water and/or wastewater utility systems; two commercial customers of the City and Borough water and/or wastewater utility; one residential customer of the City and Borough water and/or wastewater utility; and one member of the general public. (E/PW Staff Support)	Advisory Board	Resolution 2299	2nd Thurs at 5:15pm at Water Utility Shop/Zoom
15	Youth Activities Board (YAB)	9 Seats Total: a Parks and Recreation Advisory Committee member, nominated by the committee; a Juneau Arts & Humanities Council member, nominated by the council, a Juneau Sports Association member, nominated by the association; six public members, one of which must be 18 years or younger at time of appointment. (P&R Staff Support)	Advisory Board	Resolution 2820	2nd Tues at 5:30pm Conf. Rm 237/Zoom
16	Animal Hearing Board (AHB)	5 Seats Total: The animal hearing board shall be composed of 5 members and 1 alternate member appointed by the manager for staggered 3-year terms. There shall be one member selected from each of the following groups: licensed veterinarians; organized animal interest groups; animal trainers, preferably experienced in handling problem animals; animal owners from the general public; and nonanimal owners from the general public. The alternate shall also be selected from one of these groups. (City Clerk Staff Support)	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 08.30.030	As needed to hear an appeal. Last hearing was Nov. 2020
17	Bidding Review Board (BRB)	5 Seats Total: The bidding review board shall consist of five persons appointed by the assembly. To the extent possible, one of the members shall be an attorney licensed to practice law in the state (City Clerk Staff Support)	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 53.50	As needed to hear an appeal. Last hearing was April 2019
18	Board of Equalization (BOE)	9 Seats Total: The board shall comprise a pool of no less than five, appointed by the assembly. Each panel hearing appeals shall consist of three members. 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. STIPEND (City Clerk Staff Support)	Appeal/Hearing Board - Quasi-Judicial Body	Ordinance 2022-21(b)	As needed to hear appeals. Last hearing was July 2024 . Will start again in late April.
19	Building Code Board of Appeals (BCBA)	7 Seats Total: 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. (City Clerk & CDD Staff Support)	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 19 and Code 01.50	As needed to hear appeals last met June 2015

CBJ Master List of Boards as of December 2024

Section H, Item 5.

	Name of Board	Total # of Seats & Membership Eligibility Requirements	Type of Board	Governing Legislation	Meetings
20	Personnel Board (PB)	5 Seats Total: Members of the personnel board shall be residents of the City and Borough who shall serve without pay. The assembly will seek persons who have experience in the field of employee relations or personnel management to serve on the personnel board. A member of the personnel board shall not be an employee or spouse of an employee of the City and Borough or an employee of any collective bargaining organization which represents any City and Borough employees, other than those employed by the school district. (HR & City Clerk Staff Support)	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Charter 3.14	As needed to hear personnel issues brought before the board. Last met October 2024
21	Sales Tax Board of Appeals (STBA)	5 Seats Total: To the extent possible, one member of the board of appeals shall be a certified public accountant, one member shall be licensed to practice law in the state, and the remainder shall be members of the general public.	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 65.05.104	As needed to hear appeals. Last met 2013
22	Juneau Economic Development Council (JEDC)	7 Public Seats , Mayor, UAS Chancellor, 1 Organized Labor Seat, & 1 Non-Profit Environmental Seat: An independent not-for-profit corporation governed by a board of directors consisting of nine members, one member must represent organized labor and one must represent a nonprofit environmental organization. In addition, the mayor or the mayor's designee, and an assembly member serves on the council. The remaining five members on the board shall be selected based on their experience and expertise in fields relating to economic development, including but not limited to: large and small businesses; entrepreneurship; natural resource development; tourism; banking and finance; higher education; engineering and construction; and government. The council hires its own executive director who serves as staff to the council. (JEDC Staff Support)	Assembly appointed independent not-for-profit corporation board of directors.	Resolutions 2136	1st Wed at 12pm at JEDC
23	Airport Board	7 Seats Total: 7 members + 1 Assembly Liaison. No member of the airport board, or member of a board members immediate family or household, may be employed by the Airport. No more than 3 members may be tenants under a lease with the airport, or an officer or employee of a tenant under lease with the airport. (Airport Staff Support)	Empowered Board (Charter)(term limits)(by-laws)	CBJ Code 05.01	Regular Meetings-2nd Thurs.at 6pm JIA Alaska Room/Zoom
24	Docks & Harbors Board	9 Seats Total: 9 members + 1 Assembly Liaison: No board member, or member of a board member's immediate family or household, may be employed by the Harbors Department. (D/H Staff Support)	Empowered Board (Charter)(term limits)(by-laws)	CBJ Code 85.02	Regular Meetings-last Thurs. at 5pm Harbor Office Conf. Rm/Zoom
25	Eaglecrest Ski Area Board	7 Seats Total: 7 members + 1 Assembly Liaison: No board member, or member of a board member's immediate family or household, may be employed by the Eaglecrest ski area. (Eaglecrest Staff Support)	Empowered Board (Charter)(term limits)(by-laws)	CBJ Code 67.05	Regular Meetings-1st Thurs. at 5:30pm Eaglecrest Lodge/Zoom

CBJ Master List of Boards as of December 2024

Section H, Item 5.

	Name of Board	Total # of Seats & Membership Eligibility Requirements	Type of Board	Governing Legislation	Meetings
26	Hospital Board	9 Seats Total: 9 members + 1 Assembly Liaison: Up to two members of the hospital board of directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff. No board member, or member of a board member's immediate family or household, may be employed by the hospital. STIPEND (BRH Staff Support)	Empowered Board (Charter)(term limits)(by-laws)	CBJ Code 40.05	Regular Meetings-4th Tues at 5:30pm via BRH Boardrm/Teams
27	Planning Commission	9 Seats Total: 9 members + 1 Assembly Liaison: Must file w/ Alaska Public Offices Commission. Performs the area-wide functions of planning, platting and zoning. They also serve as the Board of Adjustment for variances. The PC reviews and recommends updates to the Assembly of the CBJ Code and Comprehensive Plan. STIPEND (CDD Staff Support)	Empowered Board (Charter) & Quasi-Judicial Body(term limits)(by-laws)	CBJ Code 49.10	Regular Meetings-2nd & 4th Tues at 7pm at Assembly Chambers/Zoom