



# ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

March 03, 2025 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. February 3, 2025 Assembly HRC Meeting Minutes - Draft**

**F. AGENDA TOPICS**

**2. Local Emergency Planning Committee (LEPC) Appointments**

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

There three seats up for action on this HRC agenda, with one applicant for each 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 Jacob Thayer, Bartlett Regional Hospital Seat 5, and Kirsten Johnson, Bartlett Regional Hospital Seat 5a, to terms beginning immediately and ending December 31, 2026 and to appoint Michael Mazouch, Community Group Seat 9, for a term beginning immediately and ending December 31, 2027, and ask for unanimous consent.*

**3. Personnel Board (PB) Appointments**

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.

Both incumbents have applied for reappointment to the Personnel Board.

**Personnel Board [Roster](#)**

**Suggested Motion:** *I move the Assembly Human Resources Committee recommend the Assembly reappoint Allison Radford and Kenneth Southerland both to the Personnel Board Management Representative Seats for terms beginning immediately and ending January 31, 2028, and ask for unanimous consent.*

**4. Parks & Recreation Advisory Committee (PRAC) Appointment**

Per [Ordinance 2022-64\(b\)\(am\)](#) the duties of the Jensen-Olson Arboretum Advisory Board, the Treadwell Arena Advisory Board, and the Aquatics Board were consolidated into the Parks and Recreation Advisory Committee (PRAC) and those committees sunset as of March 27, 2023 with the previous PRAC sunsetting as of April 30, 2023. Due to a vacancy there is one seat open for an unexpired term beginning immediately and ending April 30, 2026; and one applicant has applied.

**PRAC Roster**

**Suggested Motion:** *I move the Assembly Human Resources Committee recommend the Assembly appoint Jennifer Gross to the Parks & Recreation Advisory Committee for an unexpired term beginning immediately and ending April 30, 2026 and ask for unanimous consent.*

**5. Ordinance 2025-17 An Ordinance Amending the City and Borough Code Relating to Quasi-Judicial and Appeal Review Boards.**

This ordinance transitions portions of CBJ code from appeals boards to a hearing officer for the intermediate appellate review.

**Suggested Motion:** *I move that the Assembly Human Resources Committee move Ordinance 2025-17 to the full Assembly for action and ask for unanimous consent.*

**6. Ordinance 2025-16 An Ordinance Amending the City and Borough Code Relating to the Historic Resources Advisory Committee.**

As part of the review of all CBJ Boards, Committees and Commissions by the Assembly Human Resources Committee, the HRC discussed the Historic Resources Advisory Committee at its February 3, 2025 meeting and requested staff draft an ordinance updating its charge and membership.

**Suggested Motion:** *I move that the Assembly Human Resources Committee move Ordinance 2025-16 to the full Assembly for action and ask for unanimous consent.*

**7. Ordinance 2025-13 Election Code Ranked Choice Voting**

**G. STAFF REPORTS**

Request from Clerk Staff to work with Chair Adkison and Mr. Bryson on outlining and coming up with dates for future CBJ Board Chair and Boardmember training/refreshers for both Advisory and Empowered Boardmembers.

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

**CBJ Boards, Committees, Commissions**

**8. Letter from Juneau Human Rights Commission Regarding Membership Numbers**

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**J. NEXT MEETING DATE**

April 7, 2025 at 6pm 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



February 03, 2025 at 6:00 PM

## Assembly Chambers/Zoom Webinar

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

**A. CALL TO ORDER** – Chair Adkison called the Assembly Human Resources Committee meeting to order in the Assembly Chambers and via Zoom at 6:00 p.m.

**B. LAND ACKNOWLEDGEMENT** – read by Assemblymember Bryson

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

**C. ROLL CALL**

**Present:** Chair Ella Adkison, Wade Bryson, Neil Steininger, and Maureen Hall

**Absent:** None

**Staff/Others Present:** Deputy City Clerk Di Cathcart, City Attorney Emily Wright, Deputy City Manager Robert Barr, Clerk Meeting Tech Kevin Allen, Mayor Weldon, City Manager Katie Koester, City Clerk Beth McEwen, Finance Director Angie Flick, Community Development Department Director Jill Lawhorne, Alaskan Coffee Pot Licensee Jake Mackey, Deputy City Clerk Andi Hirsh, Historic Resources Advisory Committee Members Gary Gillette and Dorene Lorenz

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

**E. APPROVAL OF MINUTES** – Minutes approved as presented.

1. January 6, 2025 Assembly HRC Meeting Minutes - Draft

**F. AGENDA TOPICS**

2. Youth Activities Board (YAB) Appointments

Per [Resolution 2820](#), the Youth Activities Board (YAB) consists of nine members as follows: A Parks and Recreation Advisory Committee member (nominated by PRAC), a Juneau Arts & Humanities Council member (nominated by JAH), and seven public members, one of which must be 18 years or younger at time of appointment.

Youth Activities Board [Roster](#)

**There are two (2) vacant general public seats each with various terms, one beginning immediately and ending August 31, 2025 and the other beginning immediately and ending August 31, 2026.**

**MOTION:** by Ms. Hall to forward to the full Assembly for approval, the recommendation to appoint **Misuri (Missouri) Smyth** to a Youth Activities Board general public seat for a term beginning immediately and ending August 31, 2025 and to a full term beginning September 1, 2025 and ending August 31, 2028 since this term ends within 6-months of appointment; and to appoint **Lindsey Wold** to a Youth Activities Board general public seat for a term beginning immediately and ending August 31, 2026 and asked for unanimous consent. **Hearing no objection, motion passed.**

**3. Ordinance 2025-13 Election Code Ranked Choice Voting**

Ordinance 2025-13 was for Information only to the HRC members so they can formulate questions and hold discussion at the March 3, 2025 Assembly HRC meeting.

**G. OTHER BUSINESS**

**4. For Reference: State Statute 3 AAC 306.060 & CBJ Code 20.30.020 - Relating to Marijuana License Protests for Local Governing Bodies**

**5. Recommended Protest of AMCO Marijuana License #25190 - Alaskan Coffee Pot LLC d/b/a Alaskan Coffee Pot**

The CBJ Finance Department is recommending protest of the renewal of a retail marijuana store license #25190 for Alaskan Coffee Pot LLC d/b/a Alaskan Coffee Pot. This recommended protest of license #25190 is for the following unpaid 2024 Sales Tax Quarters: 2ndQ \$32,334.37, including penalties and interest, and 3rdQ \$30,023.88, including penalties and interest, for a total due: \$62,368.25 as of January 31, 2025; **4thQ sales tax is due January 31, 2025 and is yet to be paid at the time this packet was published.** Copies of the notice sent to the licensee is included in the Assembly HRC and the regular Assembly meeting packets.

This recommended protest is before the Assembly Human Resources Committee to review and make recommendations to forward to the full Assembly for final recommendations.

The State of Alaska Alcohol & Marijuana Control Office (AMCO) allows local governing bodies a 60-day comment period on all liquor and marijuana licenses throughout the borough. CBJ's comment period to recommend protest or to waive protest ends February 10, 2025.

**MOTION:** by Mr. Bryson to recommend the Assembly maintain the protest against Alaskan Coffee Pot, AMCO Marijuana License #25190 until 4<sup>th</sup> Quarter Sales Tax is submitted and paid in full, including any penalties or interest and asked for unanimous consent. **Hearing no objection motion passed.**

**H. STAFF REPORTS - None**

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

**6. Boards & Committees Discussion & Updates**

**1. August 30, 2004 Assembly Committee of the Whole Packet - Airport Audit Report**

Chair Adkison outlined that the 2004 Airport Audit Report was included in in the packet because two of the three report findings are still relevant in regard to the current Airport Board.

Ms. Wright walked the committee through those findings. The first one being the majority of the Airport Board have apparent conflicts of interest that remain in place; meaning they either have a conflict of interest or an appearance of a conflict of interest. There are currently four (4) tenants on the Airport Board, vs. the standard up to three tenants which was approved last year by the Assembly due to low board applicant interest from the general public, so that issue remains.

The second finding in the 2004 report was the lack of minutes or the recording of significant actions by the Airport Board Finance Committee which was made up entirely of airport tenants. This finding has since been resolved; the committee keeps excellent records now and while the Chair of the Finance Committee was a tenant she would recuse herself when there were issues of leases.

The third finding was that the Board of Directors have not declared conflicts of interest, which is a major issue. Law has gone back and reviewed past notes regarding the Airport Board and found at least four (4) instances where Law had to step in because of conflicts were significant and board members were not taking appropriate action to recuse themselves, so Law had to take a forceful stance and tell a board member they needed to step

down. This issue has continued on and off since 2,004 but it's absolutely an issue currently that conflicts are not being stated and members of the public or other board members are having to bring up conflicts that they see. So, Law has those difficult conversations, with push-back from the conflicted member, and oftentimes Law has to take a pretty strong stance with the person, letting them know they cannot participate, and if they attempt to they are directly violating the conflict-of-interest rules. It seems to be a structural issue when you have this many tenants on a board. Board members are caring, thoughtful, dedicated members, and they have excellent knowledge of aeronautics and this industry. However, these are issues brought up in this report that continue to exist.

Ms. Adkison asked if we are seeing actual impacts regarding policy or action the Airport Board takes that staff could attribute to a conflict of interest with having so many tenants on the board.

Mr. Barr had the same question Ms. Adkison had so he spent time with Finance and Airport staff to determine if there were impacts to policy and the answer was, it's complicated due to the fact that the Airport budget is a very complicated document. Revenues come from large carriers, small carriers, private operators, and those all come in through a wide variety of revenue lines. So, you have things like leases, fuel flow rates, landing fees and security fees, and many, many different revenue line items, and at the end of the day. All of those fees fund the big cost centers in the Airport which are the terminal, airfield security, and ARF (Airport Rescue Firefighting work). To add more complexity, in addition to the operators that utilize the Airport for their business, there are also Airport concessionaires: rental cars, shops, and food; all of the revenue that comes in from those concessionaires go to offset the Airport's costs.

Mr. Barr continued, all of those revenues go to those different cost centers, and they go to them at different allocations, and different percentages. What that really means is that the more of that concessionary revenue that funds each of those cost centers the less needs to be recouped in operator fees and leases and their line items. So, due to the complexity it would take a significant allocation study and a significant amount of time to really draw you conclusions to a very fine level of detail.

After spending time talking with staff Mr. Barr said the thing that stood out to him the most and had concerns on was the trajectory; the trend line of some of the rate increases over the past two decades that was part of his review. Since 2001, fuel flowage rates for small operators and private aviators have increased over those 20 – 23 years by 267%. For large operators, Alaska and Delta Airlines, those fuel flow rates over the same period by 2,300% on top of an additional landing fee that only large operators pay. He said he hadn't had time to review other rates at a fine level of detail, but lease rates would be the next thing to review. He said, if he had a conflict-of-interest antenna the difference in the significant changes that we've seen to that one particular rate would have raised it.

A couple of other things came up as well while talking with staff that Mr. Barr wanted to bring to the HRC's attention. One was a recent instance of an Airport Boardmember extensively rewriting recent meeting minutes, and an apparent contrivance of what actually happened, and fund balance being used for a variety of years. In the 2001 to 2024 period fund balance has been used to cover budget deficits, which is fine, but not accounting for the appropriate allocation of where that fund balance came from to pay for the different revenues that it was paying for; so once again, it's complicated. Airport fund balance largely comes from operators in specific allocations, and there were a number of years when that same fund balance wasn't being used in the way that Airport allocations are generally apportioned across their cost centers.

Mr. Steininger asked if he was correct that staff concerns come from seeing that, say the Airport is getting 20% of the revenue here, 80% from there, and they should be spending that 80, 20 proportionally on some of these expenditures, but in your review you saw them spend more from maybe the 80% and retaining more of a balance from the 20%. Mr. Barr, correct.

Ms. Adkison, looking into this further would obviously take quite a lot of time. Is that something staff are wanting to look into or planning on looking into.

Mr. Barr responded that his recommendation would be to talk to the Airport Board first, since some of them have been on the Airport Board for a while and have spent much more time on this than he had. So, my initial concern about the fuel flow rates, for example, there may be an explanation that I didn't find in the time I've spent on this; talking with the Airport Board would be one recommendation, and then, depending on the outcome of that conversation a rate study seems like a good path forward. CBJ does rate studies periodically to determine our full cost allocation for internal services; and we've done rate studies to determine how we allocate Marine Passenger Fees. So, a good question for the Airport Board is if they want to do pursue a rate study.

Mr. Steininger, when you saw the way the Airport Board was spending money, was it advantaging a group of rate payers that were predominantly represented on the board. Mr. Barr, yes, that's what it appeared to be to me.

Mr. Bryson asked if this was similar to the problem we've explored on HRC of not having a diversified or large pool of diversified applicants and so we end up with the same traditional user groups, namely the airline industry and if so, is that a problem. Mr. Barr, one of the reasons the Assembly did permit four tenants on the Airport Board was because of challenges with recruitment. So, you are apt to point out that recruiting for our boards and commissions is challenging and part of the complexity of the problem.

Ms. Hall asked how the Airport is doing financially. Mr. Barr responded that he didn't see anything of concern regarding the Airports underlying financial status.

Mr. Steininger agreed that a rate study would be beneficial and wondered at the cost and staff time involved. Mr. Barr said that CBJ would outsource that through the Request for Proposal (RFP) process and wasn't sure how expensive the study would be but there may be firms out here that specialize in Airport rate setting that we could utilize.

Ms. Wright wanted to make sure the committee was aware that, under the conflict-of-interest code, actions taken in violation of conflict of interest are voided hence the importance of highlighting this issue. It is in the boards interest to work with Law ahead of time to see if there are potential conflicts so we can avoid board actions being voided due to not disclosing potential conflicts. Inappropriate actions taken by the board can get CBJ into a lot of hot water with the Federal Aviation Administration (FAA).

Ms. Adkison thanked staff for the updates and noted that it was time to schedule the annual joint Assembly and Airport Board meeting in the near future.

## **2. Historic Resources Advisory Committee - Discussion Regarding Sunsetting or Restructuring of Committee's Charge**

Ms. Adkison commented that at the last HRC meeting we discussed sunsetting the Historic Resources Advisory Committee (HRAC) and since that meeting we have received a letter from HRAC which is included in the packet, and we have Community Development Department staff here, as well as the HRAC Chair to answer any questions from the HRC. Ms. Adkison asked CDD Director Lawhorne up to answer some questions.

Ms. Adkison asked Ms. Lawhorne to outline what a Certified Local Government status is and how do we keep that status as noted in the HRAC letter.

Ms. Lawhorne, a Certified Local Government (CLG) says that the community will commit to preserving its local history, and through the CLG program there are grants that are available if you meet certain standards, do certain restoration, and make certain guarantees over a long-term project.

Mr. Steininger said that the HRAC letter made a couple of recommendations that this committee might consider. Two of them specifically were related to reducing some of HRAC's burden to staff time, could staff speak to that.

Ms. Lawhorne said that CDD does not have the staff time to put towards HRAC. For some historical context, in the last 1990's CBJ had a Design Review Board. The Planning Commission was mostly the same as it is today, and the Design Review Board had regulation they had to follow and design control; so, they had the authority to tell you what a structure should look like within the Downtown Historic District. At some point the Design Review Board

was dissolved, most likely from feedback from the community who, even currently, don't like the extra permitting layers. However, the land use code didn't reflect that change, so we still had HRAC. Where things have gotten blurry over the years is we no longer have regulations, only guidelines. HRAC, as an Advisory Board, can give recommendations but they don't have to be followed, and any regulations or building requirements go through the Planning Commission and or staff as appropriate.

Ms. Lawhorne said that her department has three (3) vacant positions and staff priorities have been the flood and permitting associated with the flood, as well as housing. HRAC members are a passionate group but they to have other personal commitments, so it's been challenging for staff to pull the members together for a meeting or material for a meeting packet and HRAC currently has two vacant seats.

Moving forward, one approach could be, for staff to look at what is HRAC doing, how can we keep our CLG status if that's important to CBJ and then refocus HRAC so it can be a streamline for the permitting piece and let the community dialogue happen over the next year or two through the Comprehensive Plan updating process CDD is about to begin. Is there a community desire to make preservation a priority and if so, look at staffing or a new charge for HRAC or to new members who would have the time to give to a volunteer committee.

Ms. Adkison, so to summarize, CDD doesn't have staff time to devote to HRAC but to keep CLG status CBJ should keep the committee because there doesn't seem to be an appetite to change the Planning Commission make-up but in the future perhaps we will look at changing the charge to better reflect what HRAC is now, without the Design Review Board, through the Comprehensive Plan update process.

**MOTION:** by Mr. Steininger to direct the City Attorney to draft an ordinance that refines and clarifies the roles and responsibilities of the Historic Resources Advisory Committee with the focus on streamlining the historic review process and establishing a flexible as needed approach to such reviews and asked for unanimous consent.

**Hearing no objection, motion passed.**

**3. Ordinance 2025-17 v. HRC An Ordinance Amending the City and Borough Code Relating to Quasi-Judicial and Appeal Review Boards**

Ms. Wright requested additional time to bring Ordinance 2025-17 back to the Assembly Human Resources Committee's March 3<sup>rd</sup> meeting when it is completed and ready to move forward for Assembly action.

**J. COMMITTEE MEMBER COMMENTS AND QUESTIONS - None**

**K. NEXT MEETING DATE**

Monday, March 3, 2025 at 6pm, Assembly Chambers/Zoom Webinar

**L. SUPPLEMENTAL MATERIALS - None**

**M. ADJOURNMENT**

*There being no further business to come before the committee meeting adjourned at 6:41 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](mailto:di.cathcart@juneau.gov)

**MEMORANDUM**

DATE: March 3, 2025  
TO: Assembly Human Resources Committee  
FROM: Diane Cathcart, Deputy Municipal Clerk  
cc: Emergency Programs Staff Liaisons Ryan O’Shaughnessy, Teri Rehfeldt  
RE: (LEPC) Seat Assignments/Nominations

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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 Immediately & Ending December 31, 2027**

***Seat 9 – Community Group Seat [Primary Member] – Michael Mazouch***

**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 Michael Mazouch, Community Group Seat 9, for a term beginning immediately and ending December 31, 2027 and ask for unanimous consent.*





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Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Wed, 01/29/2025 - 3:14pm  
199.116.8.20

**First Name**  
Jacob

**Last Name**  
Thayer

**Residence Address**  
[REDACTED]

**Mailing Address**  
[REDACTED]

**Primary Phone Number**  
[REDACTED]

**Secondary Phone Number**

**Email**  
[REDACTED]

**Board, Commission, Committee**  
Local Emergency Planning Committee

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

**Reasons for Applying**  
Newly hired Emergency Management, Safety & Health Program Manager at Bartlett Regional Hospital.

**Qualifications**  
Bachelors degree in Homeland Security and Emergency Management from the University of Alaska Fairbanks. Currently in final semester of graduate school at the University of Alaska Fairbanks studying Security and Disaster Management.  
9+ years experience in emergency response (Police, Fire, Medical, Dispatch).

**Civic Activities, Memberships or Non-profits Involved With**  
None related to LEPC

**Working with a Group**

I have experience working in groups and serving on boards. I was a prior Vice-President and President of [redacted] port association. I was also the founding President of the International Association of Emergency Managers [redacted] Chapter. Being on a board and working in groups requires everyone's input and perspectives. Diversity and different experiences in a group should be seen as a positive and used in a constructive manner to better the group. Conversations, opinions, and conflict must be kept professional at all times.

**Meeting Schedule and Attendance**

Agree

**Date of Birth (Optional)**

[redacted]

**Ethnicity (Optional)**

**Gender (Optional)**

Male

**Acknowledgment/Certification**

Jacob Thayer

**Resume, Education, etc. (Optional)**





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Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Thu, 02/13/2025 - 11:10am  
199.116.8.20

**First Name**  
Kirsten

**Last Name**  
Johnson

**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**  
No Prior or current CBJ board/commission/committee experience.

**Reasons for Applying**  
I am the Current Director of the House Supervisors at Bartlett Regional Hospital, my department are often the initial activators of our EOPs as well as Incident Commander until the CEO or designee arrives to receive hand off.

**Qualifications**  
I have been an RN since 2012, House Supervisor since 2018 and now the Director of the House Supervisors since 08/2023. I had to be incident command until our command center was organized during COVID-19 and then maintained my role as House Supervisor and Operations Lead during the remainder of the Pandemic. I have FEMA training 100, 200 and 700b with the goal to get more FEMA training in the future. I am a heavy participator in the Emergency Management Team Committee at Bartlett and helped organize our last live ICS drill as well as participating in our HCID tabletop plann

**Civic Activities, Memberships or Non-profits Involved With**

None

Section F, Item 2.

**Working with a Group**

As an RN who has worked on every floor in the hospital as well as had to be acting Supervisor to multiple different units during low staffing, the COVID pandemic, and leadership changes - I have lot's of experience working with varying personalities and often in high pressure/stress situations. I am able to look at the big picture without losing perspective to all of the people involved and how things affect people in different ways. I always try to put myself in someone else's shoes when hearing their contributions and responding accordingly. I am patient and used to a diverse group of staff, patients and leadership.

**Meeting Schedule and Attendance**

Yes

**Date of Birth (Optional)**

[Redacted]

**Ethnicity (Optional)**

Caucasian

**Gender (Optional)**

Female

**Acknowledgment/Certification**

Kirsten A. Johnson

**Resume, Education, etc. (Optional)**

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Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Tue, 01/28/2025 - 7:40am  
24.237.12.156

**First Name**  
Michael

**Last Name**  
Mazouch

**Residence Address**  
[REDACTED] Juneau AK 99801

**Mailing Address**  
SAME

**Primary Phone Number**  
[REDACTED]

**Secondary Phone Number**

**Email**  
[REDACTED]

**Board, Commission, Committee**  
Local Emergency Planning Committee

**Current of Prior Experience on CBJ Boards/Commissions/Committees**  
None

**Reasons for Applying**  
Current Director of Animal Control & Protection is retiring, I am replacing her.

**Qualifications**  
20 years experience as LEO / First Responder. ICS trained and POST certified in Laws of Arrest & Control and Firearms. Incident Commander in 10 plus major events involving the need to shelter and remove animals.

**Civic Activities, Memberships or Non-profits Involved With**  
Juneau Animal Rescue-current

**Working with a Group**  
Collaborative, listening to all and implementing best practice.

**Meeting Schedule and Attendance**

Always available

Section F, Item 2.

**Date of Birth (Optional)**

[Redacted]

**Ethnicity (Optional)**

White not Hispanic

**Gender (Optional)**

Male

**Acknowledgment/Certification**

Agree

**Resume, Education, etc. (Optional)**



## 44.05.060 - Personnel board.

- (a) *Board established.* There shall be a personnel board composed of five members who shall be appointed by the assembly. All appointments shall be for staggered three-year terms. No member of the personnel board 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.
- (b) *Qualifications.* 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. 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. A member of the personnel board shall not be an employee of the City and Borough or a member of employee's immediate family or household or an employee of any collective bargaining organization which represents any City and Borough employees, other than those employed by the school district. When openings appear for designated labor seats, the Juneau Central Labor Council, AFL-CIO, will be asked to provide an endorsement for three applicants it believes meet the qualification to be designated as having "a background in labor" and meet all other requirements of this section 44.05.060(b).
- (c) *Meeting procedure.* The personnel board shall conduct its business, including notice, meetings and hearings, in accordance with the personnel rules.
- (d) *Responsibilities.* The personnel board shall hold meetings, conduct hearings, and issue findings and conclusions in employee appeals as provided in the personnel rules. The personnel board may order reinstatement, or the payment of back pay for an employee, or take other action as appropriate. The personnel board may not order the payment of attorneys' fees or costs for either party to an appeal, or the payment of damages, either compensatory, punitive, medical, therapeutic, or otherwise, to an employee. The personnel board may from time to time review and make recommendations to the manager on the personnel rules and amendments to the rules.
- (e) *Organization, quorum, and rules of order.* The personnel board shall each year appoint from its membership a chair and a vice-chair. Three members of the personnel board shall constitute a quorum and the concurrence of three members shall be necessary for action. Meetings of the personnel board shall be conducted according to Robert's Rules of Order, Newly Revised, provided motions need not be seconded.
- (f) *Assistance and personnel costs.* Staff support and assistance to the personnel board shall be provided by the human resources director and the municipal clerk as available and appropriate. Staff costs of the personnel board are to be borne by the City and Borough. Nonstaff costs in specific collective bargaining disputes for matters such as mediation and factfinding are to be borne equally by the parties to the dispute. For the purpose of this section, "staff costs" are those costs of consultants, subject to budgetary and funding limitations, and those costs necessary to pay the salaries of City and Borough employees who normally serve as staff to the personnel board and to supply those employees with normal overhead support.
- (g) *Duties of the personnel board.* In addition to other duties imposed on the board, it shall administer the policy established by chapter 44.10, entitled "Labor Relations," and shall have duties which shall include:
- (1) Determining the units appropriate for collective bargaining;
  - (2) Certifying or decertifying of employee organizations as exclusive representatives;
  - (3) Conducting representation elections;
  - (4) Resolving disputes, including mediation and fact-finding;
  - (5) Determining the extent of and remedy for unfair labor practices.

- (h) *Labor relations policies.* The personnel board may conduct hearings, issue cease and desist orders, conduct elections and take affirmative action to effectuate the policies of chapter 44.10.
- (i) *Rules and regulations.* The personnel board shall propose to the assembly rules and regulations, and amendments thereto, as may be necessary to effectuate the purposes of chapter 44.10. Upon receipt of such recommendations, the assembly may by resolution approve, disapprove, or modify such proposed rules, regulations, or amendments thereto.

(Serial No. 91-14, § 2, 1991; Serial No. 94-12, § 4, 1994; Serial No. 2004-08, § 5, 3-22-2004; Serial No. 2006-30, § 4, 9-11-2006, eff. 10-12-2006; Serial No. 2011-03(c), § 2, 2-28-2011, eff. 3-31-2011)

**Charter reference**— Personnel board, § 3.14.



# 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.]

Allison \_\_\_\_\_ L \_\_\_\_\_ Radford \_\_\_\_\_  
First Name Middle Initial Last Name

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Email Address

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Home Address

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Suite or Apt

\_\_\_\_\_  
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State

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Postal Code

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Primary Phone

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

Office of the Attorney General,  
State of Washington  
Employer

Labor Relations Manager  
Job Title

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

\_\_\_\_\_

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Personnel 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?

1

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

None

Interests & Experiences

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

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

I have been looking for opportunities to give back to this community and become more involved in local government. Towards that end, I attended the recent How To Run for Local Office Workshop presented by the League of Women Voters. I am not in a space to run for office right now, but during the training, panelists reminded us that participating as a Board member is another meaningful way to contribute. The vacancy on the Personnel Board for a management representative seemed like a perfect fit! As you will note from the resume I submitted in support of my application, I have extensive experience in management-side labor relations, including hearing and responding to employee grievances and developing agency policy. I have a good record of building and maintaining respectful relationships with my counterparts in labor. I would be happy to provide any additional information you need to evaluate my suitability for this role. Thank you for considering me for this position!

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.

See Resume

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

DPS Commissioner delegee on the Council on Domestic Violence and Sexual Assault from 2015-2018

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

See Resume

**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.**

Member of the Alaska Bar Association and Washington Bar Association

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### **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**

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

# Allison L. Radford

## EDUCATION

Juris Doctor, Vermont Law School (*August 2008*)  
Bachelor of Arts, University of Hawai'i (*May 2005*)

## PROFESSIONAL EXPERIENCE

Labor Relations Manager, State of Washington, Office of the Attorney General  
(*March 2020 to present*)

- First Labor Relations Manager for the Washington Attorney General tasked with implementing the agency's first collective bargaining agreements, including establishing relationships with new labor partners, creating a process to receive and respond to grievances, and developing and delivering training for agency leaders on supervising in a unionized environment and applying collective bargaining terms.
- Develop bargaining priorities, manage and respond to union information requests, oversee mandatory collective bargaining notifications, participate as a member of the bargaining team, and draft agency responses to Human Rights Commission and Equal Employment Opportunity Commission complaints.

Assistant Attorney General/Legislative Liaison, State of Alaska, Department of Law  
(*May 2019 to March 2020*)

- Legislative liaison for the Civil Division; primary point of contact for all legislative activities concerning civil matters. Coordinated responses to legislative inquiries; identified and tracked bills that impact civil law; provided legal analyses on proposed legislation internally and to the governor's office or legislators when appropriate; arranged participation of civil division attorneys and leadership in legislative hearings; drafted legislative proposals, proclamations, and legal memoranda; conducted legal research, including reviewing case law, and constitutional and legislative history; and responded to public inquiries on behalf of the Attorney General when appropriate.
- Conducted final review of regulations projects to ensure compliance with the regulatory process and statutory authority.

Human Resource Consultant III, State of Alaska, Department of Law  
(*January 2019 to April 2019; Short Term Non-Permanent*)

- Provided advice and assistance to supervisors in handling performance and disciplinary matters; answered questions about progressive discipline, evaluation procedures, due process requirements, and complaint and grievance procedures; drafted complaint and grievance responses as well as letters of performance expectations, instruction, warning and reprimand, suspension, demotion, and dismissals for both union and unrepresented employees; interpreted and applied terms of collective bargaining agreements, and explained contract terms and human resource related policies and procedures to employees and supervisors.

Special Assistant to the Commissioner/Legislative Liaison, State of Alaska, Department of Public Safety  
(*March 2015 to December 2018*)

- As a member of the senior management team, performed a variety of activities to further the goals, objectives, and mission of the department. Prepared bill analysis papers to determine the impact of

proposed legislation on operations; responded to legislative information requests; testified in committee hearings or coordinated department testimony as appropriate; under the delegated authority of the Commissioner, responded to the most complex public records requests; provided guidance to senior command on interpretation and application of collective bargaining agreements; negotiated grievance and dispute resolutions; built and maintained effective relationships with agency partners and labor organizations; prepared reports, statements, or other written correspondence regarding a wide variety of issues; responded to internal and external inquiries on behalf of the Commissioner; provided oversight and direction to agency staff on special projects or initiatives; identified major policy issues and concerns; and represented the Commissioner on the Council on Domestic Violence and Sexual Assault (CDVSA).

Labor Relations Analyst, State of Alaska, Department of Administration  
(August 2011 to March 2015)

- Served as the State’s principal advisor on labor relations issues for assigned departments: Public Safety; Military & Veterans Affairs; Corrections; Administration; Commerce, Community & Economic Development; Education & Early Development; Labor & Workforce Development; Law; and Revenue. Analyzed employer’s position in grievances and Alaska Labor Relations agency filings; prepared deliberative memoranda; drafted formal responses on behalf of the Director; negotiated grievance or dispute resolutions and letters of agreement; acted as the advocate in all phases of arbitration, including witness preparation and evidence selection; participated in contract negotiations as either a chief spokesperson or team member; communicated effectively both orally and in writing with a diverse audience; and remained tactful and effective in an often tense and conflict-driven environment.

Children’s Services Specialist, State of Alaska, Department of Health & Social Services  
(December 2009 to August 2011)

- Frontline child protective services worker responsible for investigating reports of child abuse or neglect and providing ongoing services to families in Juneau, Angoon, and Hoonah. Used specialized observation, assessment, and interviewing strategies to gather information and assess risk and safety factors in situations of suspected child maltreatment; communicated appropriately with people of diverse ages, cultural traditions, educational levels, and intellectual capacities; remained professional and effective in high-stress situations, including interaction with people experiencing profound trauma; produced detailed and accurate records, frequently under very short deadlines, to be used as legal documents, including petitions for court; managed a high caseload with multiple competing priorities; acted as a liaison between the agency, families, guardians, community partners, and others with a right or interest in the case.

**ADDITIONAL TRAINING**

- National Public Employer Labor Relations Association Academies I – III (2020-21)
- Sexual Assault Response Team training, CDVSA (2017)
- Regulation Writing, State of Alaska (2015)
- Law Enforcement Internal Affairs Investigations, Certificate of Completion, Public Agency Training Center (2015)
- The Rights of Police Officers, Labor Relations Information Systems (2015)
- Standards, Knowledge, and Insight Leading to Success, 120 contact hours; University of Alaska Anchorage, Family and Youth Services Training Academy (2010)
- Domestic Violence Advocacy Training, 40 hours, AWARE, Juneau, Alaska (2010)
- Guardian ad Litem Training, 40 hours, Vermont Judiciary, Family Division (2007)



Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Personnel 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. [Please respond to each of the below questions and don't just write "see attached resume."]

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

To apply my 20 years of human resource experience to help the city with personnel issues.

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.

Juneau Tlingit and Haida Community Council - President Juneau Billiard Association - President

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

2.5 years on Juneau Tlingit Haida Community Council 2.5 years as Delegate to Central Council Tlingit and Haida Indian Tribes of Alaska 18 years officer with Juneau Billiard Association

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

1993 BBA from Univeristy of Alaska Fairbanks in Human Resouces Management 2013- current Tlingit Haida Regional Housing Authority as Human Resource Administrator. Last 6 months as Director of Admin 2004-2012 Sealaska Corporation as Human Resource Director 1996-2004 State of Alaska various Human Resources roles.

**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.**

SHRM-SCP

Upload a Resume

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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

American Indian/Alaskan native Aleutian

### 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



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

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

**Serial No. 2022-64(b)(am)**

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

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

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

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

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

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

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

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

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

WHEREAS, consolidation of the Jensen-Olson Arboretum Advisory Board, the Treadwell Arena Advisory Board, and the Aquatics Board duties into the Parks and Recreation Advisory Committee is in the best interest of the community because recruitment and retention of 43 engaged volunteers is challenging, board morale is low when meetings are not meaningful, staff

support time can be better spent on other projects, and fewer boards representing a larger portion of the community would be more effective and impactful.

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

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

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

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

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

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

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

**Chapter 67.01 – RECREATION AREAS**

**ARTICLE I. RECREATION AREA ORDINANCE**

**67.01.010 Short title.**

...

**67.01.020 Other ordinances not affected.**

...

**67.01.030 Areas regulated.**

...

**67.01.040 Intent.**

...

**67.01.045 Regulations.**

...

**67.01.050 Hours of operation.**

...

**67.01.080 Use; liability insurance.**

...

**67.01.090 Prohibited uses.**

...

**67.01.095 Motorized uses on Auke Lake.**

...

**67.01.100 Criminal liability.**

...

**ARTICLE II. PARKS AND RECREATION ADVISORY COMMITTEE**

**67.01.200 Establishment.**

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

**67.01.210 Membership.**

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

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

(c) Quorum. Five members constitutes a quorum.

**67.01.220 Meetings.**

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

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

**67.01.230 Subcommittees.**

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

(b) Special subcommittees. The chairperson—subject to ratification by the PRAC—or majority of the PRAC may create temporary special subcommittees to facilitate any discrete PRAC business issue. Membership on subcommittees may include public seats in addition to PRAC members. While all PRAC members may attend and participate in subcommittee proceedings, only

designated subcommittee members may vote. Temporary subcommittees should exist for no longer than 24 months and dissolve upon completion of the enabling charge.

(c) Facilities Subcommittee. There is established a Facilities Subcommittee that will focus on the health and good repair of all facilities under the purview of the PRAC. At a minimum of two times per year the Facilities Subcommittee shall engage users of each facility to hear from those users and to plan for facility needs.

**67.01.240 Duties.**

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

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

- (1) Planning and development of all aspects of recreation and associated issues affecting parks and recreation in the community.
- (2) The Capital Improvement Plan (excluding Facilities Maintenance and Centennial Hall).
- (3) The department’s Fee Schedule (excluding parking).
- (4) Adopted and proposed legislation, including regulations, related to the department.
- (5) Acquisition or disposal of City and Borough of Juneau lands managed or dedicated for park or recreation purposes.
- (6) Naming of parks or recreation facilities.

**67.01.250 Staff Assistance.**


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

The director of each parks and recreation facility shall provide quarterly reports to the PRAC.

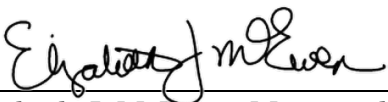
**Section 7. Parks and Recreation Advisory Committee Transition Period.** The Assembly intends on reestablishing the PRAC by May 1, 2023. Current members of the PRAC will continue to serve through April 30, 2023, and need to reapply if interested in a future PRAC position. In addition to new public members,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

**Section 8. Effective Date.** This ordinance shall be effective 30 days after its adoption.

Adopted this 27<sup>th</sup> day of February, 2023.

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

Attest:

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



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)  
Wed, 02/12/2025 - 3:51pm  
209.112.146.90

**First Name**  
Jennifer

**Last Name**  
Gross

**Residence Address**  
[REDACTED]

**Mailing Address**  
[REDACTED]

**Primary Phone Number**  
[REDACTED]

**Secondary Phone Number**

**Email**  
[REDACTED]

**Board, Commission, Committee**  
Parks & Recreation Advisory Committee

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

**Reasons for Applying**  
I am applying for the Parks & Recreation Advisory Committee because I believe the upcoming redesign of the skate park provides a unique opportunity to create a space that is truly inclusive and welcoming for a diverse range of skaters, including rollerskaters, beginners, and children. As a passionate rollerskater and mother, I've personally felt the limitations of the current design, which doesn't fully accommodate the needs of rollerskaters or those who are just starting out. I'm eager to lend my voice to ensure that these needs are not overlooked in the planning process.

While my primary focus is on making the skate park more accessible to all types of skaters, my broader interest lies in advocating for inclusive recreational spaces that cater to a variety of activities. As someone who is actively involved in multiple hobbies within the community, I feel I can offer valuable perspectives on how to better serve the diverse interests of residents. Whether it's developing safe spaces for families and kids to engage in outdoor activities, or enhancing accessibility for people with different abilities, I want to contribute to a broader vision of how parks and recreation can

support healthy and active lifestyles for all.

The opportunity to shape a space that will be enjoyed by people of all ages and skill levels excites me, and I would love to have a lasting, positive impact on the community through this work. Ultimately, I want to ensure that the new skate park is a place that brings people together, fosters learning and growth, and supports the joy of skating for everyone—no matter their skill level or chosen activity.

**Qualifications**

I currently serve as the chair of the Website Strategy Committee at the University of Alaska Southeast, where I lead efforts to enhance the institution’s online presence and user experience. In this role, I collaborate with a diverse group of stakeholders to design strategic initiatives, ensuring that the website is both functional and accessible for all users. Additionally, I regularly attend the UA Accessibility Workgroup Meetings, where we discuss best practices for creating inclusive and accessible environments across campus. These experiences have strengthened my understanding of user-centered design and accessibility standards, which I believe are essential to creating equitable public spaces, like parks and recreation areas.

My previous involvement in various committees at UAS has provided me with valuable insight into committee processes, including how to work collaboratively with other members, make data-driven decisions, and advocate for diverse community needs. This experience has given me confidence in my ability to contribute effectively to a committee such as the Parks & Recreation Advisory Committee, where thoughtful decision-making and inclusive practices are vital.

Furthermore, my passion for outdoor spaces, combined with my experience in strategic planning and accessibility, makes me well-suited to serve on this board. I am committed to enhancing community engagement, promoting sustainable practices, and ensuring that all individuals have equal access to recreational opportunities.

**Civic Activities, Memberships or Non-profits Involved With**

I am not currently involved with any civic activities that relate to PRAC. However, I do find myself involved with the Juneau Archery Club in a capacity that is manageable for myself.

**Working with a Group**

When working with a diverse group with conflicting perspectives, I like to start from a place of assuming positive intent. I enjoy taking turns in conversation, and listening to understand. I recognize that everyone is coming to a discussion from different bases of knowledge and perspectives. It is important to be respectful and encouraging. I want to provide space for different or opposing perspectives! Finding a balance of what works for a diverse group would hopefully lead to discovering more effective, creative and inclusive solutions. If someone offends me or if I offend someone in conversation, this is a great opportunity for learning and gaining valuable insight and understanding. Currently I am pursuing my Masters of Social Work. The course work includes heavy topics such as racism and discrimination. As a black woman, sometimes it can be easy to assume I know a lot about these forms of oppression. However, I only know my lived-experience and I has been valuable for me to remain receptive to the perspectives of others.

**Meeting Schedule and Attendance**

Yes, Tuesdays at 5:30. This works for now. I'm doing a Masters program, I hope to schedule classes with this commitment in mind

**Date of Birth (Optional)**

[Redacted]

**Ethnicity (Optional)**

African American

**Gender (Optional)**

Female

**Acknowledgment/Certification**

Jennifer Gross

**Resume, Education, etc. (Optional)**

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Presented by: The Manager  
Presented: 03/03/2025  
Drafted by: Law Department

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

**Serial No. 2025-17 vHRC**

**An Ordinance Amending the City and Borough Code Relating to Quasi-Judicial and Appeal Review Boards.**

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 Chapter.** Chapter 01.50, Administrative appeal procedures, is amended by adding the following section:

\*\*\*

**01.50.270 Hearing officer(s).**

OPTION 1: In the event of an appeal, a single hearing officer will be selected at random from the pool to hear appeals. Should the person selected not be available, the clerks will randomly select the next name, until a hearing officer is available.

OPTION 2: In the event of an appeal, a group of three hearing officers will be randomly selected to hear the appeal. Should any one of the persons selected not be available, the clerks will randomly select the next name, until a panel of three hearing officers are available.

(a) If a hearing officer is needed to review decisions made under Title 19, Title 53, or Title 69, a list of available hearing officers will be established by the manager. Members of the Bidding Review Board, Sales Tax Board of Appeals, Building Code Advisory Committee, and Building Code Board of Appeals will be offered a position as a hearing officer as part of the repeal of these boards. To the extent feasible, hearing officers will



have experience in the legal, financial, land use, fire, or building code fields. Hearing officers will be appointed for a period of three years. If no hearing officer is available, the manager may seek an outside appointment.

(b) The hearing officer may:

- (1) Hold prehearing conferences to settle, simplify, or identify the issues in a proceeding, or to consider other matters that may aid in the expeditious disposition of the proceeding;
- (2) Require parties to state their positions concerning the various issues in the proceeding;
- (3) Require parties to produce for examination those relevant witnesses and documents under their control;
- (4) Rule on motions and other procedural matters;
- (5) Regulate the course of the hearing and conduct of the participants;
- (6) Establish time limits for submission of motions or memoranda;
- (7) Impose appropriate sanctions against a person who fails to obey an order of the manager, including:
  - (A) Prohibiting the person from asserting or opposing designated claims or defenses or introducing designated matters into evidence;
  - (B) Excluding all testimony of an unresponsive or evasive witness; and
  - (C) Excluding a person from further participation in the hearing.
- (8) Take official notice of a material fact not appearing in evidence, if the fact is among the traditional matters subject to judicial notice;
- (9) Administer oaths or affirmations.

(c) A transcribed record of the hearing shall be made available at cost to a party that requests it.

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(d) The hearing officer shall recommend a decision to the manager based on the evidence presented. The recommendation must include findings of fact and conclusions of law.

(e) The manager may remand the matter to the hearing officer if additional findings are necessary.

(f) The manager shall release the final decision after the hearing or upon failure of the person to timely request a hearing. The decision shall be issued within 20 days of the hearing, unless otherwise noted in code. A decision takes effect immediately.

(g) A final decision may be appealed to the Assembly as designated in code or superior court in accordance with the Alaska Rules of Appellate Procedure.

**Section 3. Amendment of Chapter.** Chapter 19.02, Board of appeals, is amended as follows:

**~~19.02.010.1~~ — ~~Created; membership.~~**

~~In order to determine the appropriateness of orders, decisions and determinations made by the building official or fire chief concerning the application and interpretation of the codes, there is created a board of appeals consisting of seven members. Members shall be appointed by the assembly on the basis of their general building construction expertise. General building construction expertise may include, but is not limited to, knowledge, experience, or training relating to building construction, plumbing, mechanical, electrical, property maintenance, fire safety or other similar fields. Members of the board of appeals shall be appointed by the assembly for three year staggered terms. The board of appeals shall elect from its membership a chair and a vice chair and shall adopt reasonable rules for the conduct of its proceedings. The City and Borough shall provide secretarial and other staff support required by the board of appeals.~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Ord. No. 2012-34, § 2, 8-27-2012)

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**19.02.010.2 Appeals.**

Appeals shall be conducted in accordance with the adopted rules of procedure and must be filed within 20 days after the day the decision, notice or order was served, except that if the order appealed from relates to a building or structure which has been determined by the building official to be in such condition as to make it immediately dangerous to life, limb, property or safety of the occupants, the public, or adjacent property and is ordered vacated and is posted in accordance with the applicable section of the International Property Maintenance Code as adopted, such appeal must be filed within ten days from the date of the service of notice and order of the building official. Appeals will be heard by a hearing officer under CBJC 01.50.270.

(Serial No. 2009-16(b), § 2, 9-21-2009; Ord. No. 2012-34, § 2, 8-27-2012)

**19.02.010.3 Limitations of authority.**

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

All variance requests to IRC 323.3.1 through 323.3.5 and IBC 1612 shall be heard by the Planning Commission, under procedures established per 49.70.410.

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2021-19, § 11, 8-2-2021, eff. 9-1-2021)

**Section 4. Amendment of Section.** CBJC 19.01.119, Adoption of new international, national and uniform codes; procedures, is amended as follows:

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**19.01.119 Adoption of new international, national and uniform codes; procedures.**

Upon the publication of new or updated versions of the international, national and uniform codes adopted under this title, ~~the building code advisory committee, with the assistance of the building official and the fire chief,~~ shall review the new codes and proposed changes. It is the policy of the assembly to adopt international, national and uniform codes under this title with a minimum of changes. Changes proposed should be justified primarily on the basis of conditions in the City and Borough that require additional consideration. ~~Prior to proposing adoption of new codes and changes thereto, the building code advisory committee, with the assistance of the building official and the fire chief, shall conduct a public hearing on the proposed code and changes. After the hearing, the~~ The manager shall present an ordinance for the adoption of the new code and changes recommended by ~~the building code advisory committee. The building official shall include with the ordinance a synopsis of the comments presented at the public hearing.~~

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

**Section 5. Repeal of Section.** CBJC 53.50.061, Bidding review board, is repealed in its entirety.

~~**53.50.061 Bidding review board.**~~

~~(a) There is established a bidding review board. 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. The members of the bidding review board shall serve three year terms. The bidding review board shall adopt written rules of procedure for the purpose of ensuring the expeditious resolution of protests. No member of the bidding review board who has served for three consecutive terms or nine~~

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~~years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply:~~

~~(1) — If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or~~

~~(2) — To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.~~

~~(b) — The bidding review board shall hear protests as provided in this chapter and may perform such other related duties as the manager or assembly may, from time to time, request.~~

~~(Serial No. 93-11am, § 11, 1993; Serial No. 99-03, § 3, 1999; Serial No. 2004-08, § 7, 3-22-2004)~~

**Section 6. Amendment of Section.** CBJC 53.50.062, Protests, is amended as follows:

**53.50.062 Protests.**

\*\*\*

(c) A written protest shall be filed with the purchasing officer within five working days after posting of notice of apparent low bidder or successful proposer.

\*\*\*

(g) The purchasing officer shall issue a written response to the protestor within ten working days of the date the protest is filed. If multiple protests have been filed, they may be consolidated for purposes of the response. Copies of the response shall be provided to any other protestor requesting one. The response may include an amendment of all or

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any part of the recommended award. The manager may, upon written request of the purchasing officer, for good cause shown, extend the date for the purchasing officer's response for such additional period as may be necessary.

(h) A protestor aggrieved by the purchasing officer's response pursuant to subsection (g) of this section may request review by a hearing officer ~~the bidding review board~~.

(i) The protestor may seek review of the purchasing officer's response by providing written notice of intent to request review. The protestor shall notify the purchasing officer of the intent to request review by 4:30 p.m. Alaska time the working day following issuance of the purchasing officer's response. Late notices shall not be considered.

(j) A written request for review shall be filed within five working days after the response is issued by the purchasing officer. The notice of intent to request review and the written request for review shall be in the same form as provided in subsections (b), (c), and (d) of this section.

~~(k)(j)~~ Upon receipt of a timely and complete request for review of the purchasing officer's response, the matter shall be forwarded to the hearing officer under CBJC 01.50.270 ~~bidding review board~~ and a hearing date shall be established. Once the hearing date has been established, all bidders or proposers shall be notified of the hearing in writing.

~~(l)(k)~~ The hearing officer ~~bidding review board~~ shall conduct a hearing and issue a recommendation within seven calendar days of the date the referral is made ~~to the board~~. The hearing officer ~~bidding review board~~ may, by written notice to all bidders or proposers, extend this seven-day period to a maximum of 30 days. Hearings shall be

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conducted informally, with due regard for the rights of the parties involved. Hearings shall be recorded.

~~(m)-(1)~~ The hearing officer's bidding review board's recommendation shall be based on the provisions of this Code interpreted in light of applicable state case law and generally accepted principles of government purchasing as set forth in standard treatises, decisions of the United States Comptroller General, and similar authorities. The recommendation shall contain findings of fact and conclusions of law.

~~(n)-(m)~~ The recommendation:

\*\*\*

(4) Shall be forwarded to the manager, or assembly if the bid amount is over \$750,000.00 as appropriate, for consideration in the award of the contract.

~~(o)-(m)~~ The protest procedures established by this section, may be adapted for a procurement as necessary to maintain eligibility for state or federal funding for that procurement, provided that no such adaptation may authorize the board to grant a form of relief prohibited by subsection (m)(3) of this section.

(Serial No. 93-11am, § 12, 1993; Serial No. 95-20, § 2, 1995; Serial No. 96-31, § 5, 1996; Serial No. 97-11, § 2, 1997; Serial No. 99-03, § 4, 1999; Serial No. 2001-38, § 2, 7-2-2001; Serial No. 2019-43, § 2, 11-25-2019, eff. 12-25-2019)

**Section 7. Amendment of Section.** CBJC 69.05.104, Protest of tax, is amended as follows:

**69.05.104 Protest of tax.**

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(b) If the seller or a transportation network company that has collected or remitted sales tax on behalf of a transportation network company driver protests liability for sales tax, penalties, or interest, the seller or transportation network company shall pay the tax, penalties, and interest under a written protest filed before or with the payment and setting forth the basis for the protest. No appeal under CBJC 01.50.270 ~~from the sales tax board of appeals~~ nor any action for a refund may be filed or maintained nor may a defense to nonpayment be maintained in a civil action unless the amount in dispute has been paid under protest as provided in this subsection. A protest accompanying a payment shall be deemed waived unless the protestor files an appeal under this chapter pursuant to and within 90 days of the protest.

(c) An appeal under CBJC 01.50.270 ~~from the sales tax board of appeals~~ or an action for a refund may be filed, maintained, or both without the payment under protest otherwise required by subsection (b) of this section:

- (1) Upon a finding by the director of finance that:
  - (A) The seller or the transportation network company on behalf of the transportation network company driver has registered for the sales tax and filed returns according to the schedule specified in this chapter;
  - (B) The contested liability arises from an audit finding;
  - (C) The contested liability is not of a kind regularly remitted by similarly situated sellers; and

(2) Subject to the requirement that if the appeal or action for refund is denied, interest, but not penalty, shall be charged notwithstanding relief under this subsection.



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(Serial No. 83-66, § 13, 1983; Serial No. 85-44, § 7, 1985; Serial No. 2001-04am, § 2, 2-26-2001; Serial No. 2018-38(b)(am), § 10, 9-17-2018, eff. 10-18-2018)

**Section 8. Amendment of Section.** CBJC 69.05.180, Appeals, is amended as follows:

**69.05.180 Appeals.**

(a) *Informal appeal.* For controversies involving taxable sales, sales taxes, penalties and interest not exceeding \$500.00, or involving procedures implemented by the treasurer, an appeal by a financially aggrieved taxpayer or merchant shall be directed to the treasurer. The treasurer shall advise the appellant of a date certain for a hearing and shall informally review the appeal claim, make written findings and state reasons for the decision. The decisions shall be maintained and indexed by the treasurer for review by the public. The appellant may appeal the decision of the treasurer to a hearing officer ~~the board of appeals~~ within 15 days after receipt of the written decision of the treasurer and failure of the appellant to so appeal shall be deemed to be a waiver of any right to appeal such decision.

(b) Hearing officer ~~Board of appeals~~.

(1) In order to provide an appeal mechanism for controversies involving taxable sales, sales taxes, penalties and interest, and exceeding \$500.00, and in order to hear appeals from decisions of the manager as provided under subsection (a) of this section, a hearing officer will be appointed, under CBJC 01.50.270, to hear controversies. ~~there is established a board of appeals which shall consist of five members appointed by the assembly for staggered three year terms. To the~~

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~~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. The board of appeals shall elect from its membership a chair, a vice chair and a secretary. Three members of the board of appeals shall constitute a quorum for the transaction of business. The City and Borough shall provide secretarial and other staff support required by the board of appeals.~~

~~No member of the sales tax board 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:~~

~~(A) — If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or~~

~~(B) — To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.~~

- (2) The hearing officer ~~board of appeals~~ shall conduct a hearing on a protest no more than 60 days after the protest is filed. Decisions of the hearing officer ~~board of appeals~~ shall be in writing and shall be maintained and indexed by the manager for review by the public. Records and proceedings before the hearing officer ~~board of appeals~~ are public, except that the hearing officer ~~board~~ may deliberate in closed session. The hearing officer's ~~board's~~ authority in its review of sales tax appeals includes the authority to recommend, in writing, that the manager compromise and abate penalties and interest, and to recommend, in writing, that

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the manager negotiate and enter into payment plans for delinquent sales taxes, penalties and interest.

(3) Hearings shall be conducted informally, with due regard for the rights of the parties involved. Hearings shall be recorded. The board of appeals shall adopt rules of procedure governing sales tax appeals and proceedings before the board of appeals which rules shall become effective upon adoption, or such later date as the board may specify. Rules adopted by the board of appeals may not be inconsistent with this chapter. Upon adoption by the board of appeals, the rules and all additions and changes thereto shall be submitted to the assembly. The assembly may, by motion or resolution, modify any rules adopted by the board of appeals.

(c) *Review by assembly.* Any party to an appeal proceeding in this chapter shall have a right to review by the assembly in accordance with chapter 01.50 of this Code.

(Serial No. 85-72, § 2, 1985; Serial No. 86-73, § 3, 1986; Serial No. 96-32, § 4, 1996; Serial No. 2001-04am, § 3, 2-26-2001; Serial No. 2002-13, § 2, 4-15-2002; Serial No. 2004-08, § 9, 3-22-2004)

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

Attest:

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Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager  
Presented: 03/03/2025  
Drafted by: Law Department

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

**Serial No. 2025-16 vHRC**

**An Ordinance Amending the City and Borough Code Relating to the Historic Resources Advisory Committee.**

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 19.01.202, Definitions, is amended as follows:

**19.01.202 Definitions.**

Unless a different meaning is clearly intended, the following words and phrases shall have the meanings ascribed below whenever used in this title and shall supersede definitions of such words or phrases set forth in any technical code adopted under this title:

\*\*\*

*Historic building* means a structure which has been placed on or nominated for placement on the National Register of Historic Places; a contributing property within a designated historic district which has been placed on or nominated for placement on the National Register of Historic Places; a contributing property within a designated historic district which has been recognized by the state or the City and Borough; a property which has been declared architecturally significant by City and Borough historic building surveys; a property which possesses characteristics of nationally or locally recognized historic styles of architecture as

determined by the historic district advisory committee; or a locally designated or recognized historically significant structure.

\*\*\*

**Section 3. Amendment of Section.** CBJC 49.10.410, Historic resources advisory committee, is amended as follows.

**49.10.410 Historic resources advisory committee.**

- (a) *Establishment.* There is established the Juneau historic resources advisory committee.
- (b) *Membership.* The committee shall consist of seven ~~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, and owners of locally recognized historic property, ~~people familiar with the operations and issues relating to the city museum, teachers, and the general public.~~
- (c) *Officers.* The committee shall select its own officers.
- (d) *Meetings.* The committee shall meet on an as needed basis and at least four times annually ~~monthly.~~
- (e) *Staffing.* The community development ~~and library~~ departments ~~shall~~ may provide ~~such~~ staff support ~~and assistance as to~~ the committee at the director's ~~may require~~ discretion to the extent that capacity allows ~~funds are available.~~ Community

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development will maintain a system for HRAC for periodic and on-demand review sessions, ensuring that reviews and recommendations are made promptly.

(f) *Duties.* The duties of the committee shall include:

- (1) Reviewing and making recommendations about local projects that might affect properties identified in the local historic preservation plan;
- (2) Reviewing and developing nominations to the National Register of Historic Places for properties within the City and Borough;
- (3) Engage with property owners in the historic district, encourage participation in preservation activities, facilitate educational opportunities, and provide resources and guidance on best practices for maintaining historical integrity
- (4) Provide an annual report to the Assembly on its activities, including updates on the outreach to property owners in the historic district, preservation education opportunities offered, nominations made to the National Register of Historic Places, and projects reviewed.
- ~~(3) Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough;~~
- ~~(4) Reviewing and making recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau Douglas City Museum;~~

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~~(5) Cooperating and consulting with the library department on matters concerning the Juneau Douglas City Museum; and~~

~~(6) Performing other actions which are necessary and proper to carry out the above duties.~~

**Section 4. Amendment of Section.** CBJC 69.10.005, Definitions, is amended as follows:

**69.10.005 Definitions.**

The following words, terms and phrases, when used in this chapter or in an applicable state statute, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning or they are, for the purpose of property taxation, defined differently in applicable law:

\*\*\*

*Historic property* means a structure which has been placed on or nominated for placement on the National Register of Historic Places; a contributing property within a designated historic district which has been placed on or nominated for placement on the National Register of Historic Places; a contributing property within a designated historic district which has been recognized by the state or the City and Borough; a property which has been declared architecturally significant by City and Borough historic building surveys; a property which possesses characteristics of nationally or locally recognized historic styles of architecture as determined by the City and Borough historic district advisory committee; or a locally designated or recognized historically significant structure.

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**Section 5. Amendment of Section.** CBJC 69.10.025, Repair and rehabilitation exemption qualification, is amended as follows:

**69.10.025 Repair and rehabilitation exemption qualification.**

(a) An exemption under subsection 69.10.020(6) or subsection 69.10.020(8) shall be in an amount equal to the value of qualifying work as defined and computed in accordance with this section. The exemptions shall be granted only if an application for the exemption is filed with the building official prior to final completion of the work permitted by an applicable building permit and the building official certifies that the work has been completed in accordance with applicable building codes. Applications for an exemption under subsection 69.10.020(6) shall be reviewed by the community development ~~department~~ director for determination as to whether the property is "historic property" as defined in subsection 69.10.005. The decision of the community development ~~department~~ director may be appealed to the planning commission. ~~The commission shall refer the matter to the historic district advisory committee for review and a recommendation before hearing the appeal.~~

\*\*\*

**Section 6. Repeal of Resolution.** Resolution Serial No. 1195, a resolution repealing and reenacting Resolution Serial No. 527 relating to the establishment of the Juneau Historic District Advisory Committee and the designation of the Assembly as the Juneau Historic District Commission, is repealed in its entirety and the Committee is dissolved.

**Section 6. Effective Date.** This ordinance shall be effective 30 days after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

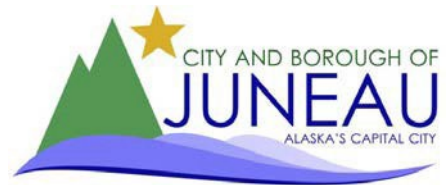
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Beth A. Weldon, Mayor

Attest:

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Elizabeth J. McEwen, Municipal Clerk

# MEMORANDUM



155 Heritage Way  
One Sealaska Plaza  
Suite 202  
Juneau, AK 99801  
Phone: (907) 586-5242

**DATE:** 2/3/2025  
**TO:** HRC  
**FROM:** Law Department  
**SUBJECT:** Ranked Choice Voting

The Law Department was asked to draft legislation to move the City and Borough of Juneau (CBJ) to a ranked choice voting system (RCV).

In 2020, Alaskan voters approved an initiative which moved all state elections to a ranked choice voting system. In 2024, Alaskans rejected an initiative to repeal ranked choice voting. As of today’s date, two new state initiatives to repeal ranked choice voting have been filed with the State Division of Elections. Should these initiatives gain the necessary signatures, voters will be asked again whether they would like to repeal ranked choice voting in the 2026 state election. No matter what happens at the state level, CBJ may set its election process for local races.

Data from the Division of Elections show that Juneau voters overwhelmingly supported ranked choice voting. While at the state level Ballot Measure 2 (repeal RCV) showed a final margin of 49.88% yes to 50.12% no, separated by just 743 votes, at the local level the numbers were quite different.<sup>1</sup> For District 3 (Juneau only) the margin was 39.0% yes to 61.0% no, and for District 4 it was 25.7% yes to 74.3% no.<sup>2</sup>

Currently CBJ uses two types of voting systems. The first, for single winner races, is referred to as “first past the post.” The second, for races with multiple winners (for example, races which state “vote for no more than 2”), is referred to as “block voting.” CBJ Charter sets out that the city will have both regular and special elections, and that election processes will be set out via ordinance (Charter Article 6). CBJ Code Title 29 sets forth the process of elections.

The attached ordinance matches State law with slight adjustments for CBJ code. We have also included three sample ballots. The first is a ballot from 2021, the second is a ballot using RCV for all races, the third is a ballot that uses a combination of RCV and block voting.

Several decision points need to be made:

- (1) Do you want to shift to ranked choice voting?
- (2) If so, do you:
  - a. Want to use RCV voting for single member races and block voting for multimember races? or
  - b. Do you want to move to RCV in all races?

Things to keep in mind when making these decisions are:

- There is a benefit to having all races handled in a consistent manner; and
- Block voting has historically been where we see confusion by voters and rejected votes; but
- Moving to single member races for all races represents a change for school board and early-term assembly vacancy races.

<sup>1</sup> <https://www.juneauempire.com/news/recount-of-ranked-choice-repeal-upholds-voters-rejection-and-increases-margin-by-six-votes/>

<sup>2</sup> <https://www.elections.alaska.gov/results/24GENR/map/>

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Presented by: The Manager  
Presented: 02/03/2025  
Drafted by: Law Department

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

**Serial No. 2025-13 vHRC**

**An Ordinance Amending the Election Procedures Code to Include  
General Procedures for Ballot Count, Relating to Ranked Choice Voting.**

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 Chapter.** Chapter 29.07, Election Procedures, is amended by adding a new section to read:

**Chapter 29.07 ELECTION PROCEDURES**

\*\*\*

**29.07.155 General procedures for ballot count, ranked choice voting.**

(a) All regular or special elections shall be conducted by ranked-choice voting.

(b) When counting ballots, the Election Official or designees shall initially tabulate each validly cast ballot as one vote for the highest-ranked continuing candidate on that ballot or as an inactive ballot. If a candidate is highest-ranked on more than one-half of the active ballots, that candidate is elected and the tabulation is complete. Otherwise, tabulation proceeds in sequential rounds as follows:

(1) If two or fewer continuing candidates remain, the candidate with the greatest number of votes is elected and the tabulation is complete; otherwise, the tabulation continues under (2) of this subsection;

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(2) Votes cast for the defeated candidate shall cease counting for the defeated candidate and shall be added to the totals of each ballot's next-highest-ranked continuing candidate or considered an inactive ballot under (g)(2) of this section, and a new round begins under (1) of this subsection.

(c) When counting ballots,

(1) A ballot containing an overvote shall be considered an inactive ballot once the overvote is encountered at the highest ranking for a continuing candidate;

(2) If a ballot skips a ranking, then the next ranking shall be counted. If the next ranking is another skipped ranking, the ballot shall be considered an inactive ballot once the second skipped ranking is encountered; and

(3) In the event of a tie between the final two continuing candidates, the procedures prescribed in Charter Section 6.6 shall apply to determine the winner of the election; in the event of a tie between two candidates with the fewest votes, the tie shall be resolved by lot to determine which candidate is defeated.

(d) The Election Official or designees may not count an inactive ballot for any candidate.

(e) In this section,

(1) "Continuing candidate" means a candidate who has not been defeated;

(2) "Inactive ballot" means a ballot that is no longer tabulated, either in whole or in part, because it does not rank any continuing candidate, contains an overvote at the highest continuing ranking, or contains two or more sequential skipped rankings before its highest continuing ranking;

(3) "Overvote" means an instance where a voter has assigned the same ranking to more than one candidate;

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(4) “Ranking” or “ranked” means the number assigned by a voter to a candidate to express the voter's choice for that candidate; a ranking of “1” is the highest ranking, followed by “2,” and then “3,” and so on;

(5) “Round” means an instance of the sequence of voting tabulation in an election;

(6) “Skipped ranking” means a blank ranking on a ballot on which a voter has ranked another candidate at a subsequent ranking.

\*\*\*

**Section 3. Effective Date.** This ordinance shall be effective January 1, 2026.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

Attest:

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



CITY AND BOROUGH OF JUNEAU  
OFFICIAL BALLOT  
REGULAR MUNICIPAL ELECTION  
OCTOBER 5, 2021

Instructions:

To vote, completely fill in the oval next to your choice like this: ●

Use a blue or black ink pen to mark your ballot. NO RED INK. To vote for a person whose name is not printed on the ballot, fill in the oval and print the person's name on the blank line provided for a write-in candidate. If you make a mistake voting, draw a line through the oval and candidate or issue you voted, write "NO" next to it and then continue voting by filling in the oval next to your choice.

<b>MAYOR</b> VOTE FOR NOT MORE THAN <u>ONE</u>	<b>SCHOOL BOARD MEMBER</b> VOTE FOR NOT MORE THAN <u>THREE</u>
<input type="radio"/> Beth Weldon <input type="radio"/> Write-in	<input type="radio"/> Ibn Bailey <input type="radio"/> Thom Buzard <input type="radio"/> Elizabeth (Ebett) Siddon <input type="radio"/> Wiljordon V. Sangster <input type="radio"/> Aaron Spratt <input type="radio"/> Amber Frommherz <input type="radio"/> Write-in
<b>DISTRICT 1 ASSEMBLY</b> VOTE FOR NOT MORE THAN <u>ONE</u>	<input type="radio"/> Write-in <input type="radio"/> Write-in <input type="radio"/> Write-in
<input type="radio"/> Barbara Blake <input type="radio"/> Paul R. Kelly <input type="radio"/> Troy Wuyts-Smith <input type="radio"/> Write-in	
<b>DISTRICT 2 ASSEMBLY</b> VOTE FOR NOT MORE THAN <u>ONE</u>	<b><u>PROPOSITION NO. 1</u></b>
<input type="radio"/> Michelle Bonnet Hale <input type="radio"/> Kelly Fishler <input type="radio"/> Write-in	Go to Backside of Ballot for Proposition No. 1

**SAMPLE**

VOTE BOTH SIDES OF BALLOT

Elizabeth J. McEwen  
Municipal Clerk

CITY AND BOROUGH OF JUNEAU  
OFFICIAL BALLOT  
REGULAR MUNICIPAL ELECTION  
OCTOBER 5, 2021

**PROPOSITION NO. 1**

**Explanation**

Juneau currently has a permanent 1% sales tax, a temporary 1% sales tax, and a temporary 3% sales tax. The temporary 1% sales tax is automatically repealed on September 30, 2023. The temporary 3% sales tax is automatically repealed on July 1, 2022. The total of all CBJ sales taxes is currently 5%.

This ballot proposition would continue the current 3% temporary sales tax rate for an additional five years, until June 30, 2027. Accordingly, if this proposition is approved, the total sales tax rate would remain at 5%. This proposition would also continue the Assembly's intended allocation of the temporary 3% sales tax revenues as follows:

**Current Temporary Sales Tax  
(repealed July 1, 2022)**

**New Proposed Temporary Sales  
Tax (July 1, 2022 to June 30, 2027)**

- 1% police, fire, street maintenance, snow removal, EMT/ambulance service, parks and recreation, libraries, and other general purposes;
- 1% roads, drainage, retaining walls, sidewalks, stairs, and other capital improvements; and
- 1% allocated annually by the assembly for capital improvements, general government services (including the Better Capital City account and youth activities) and Budget Reserve.

- 1% police, fire, street maintenance, snow removal, EMT/ ambulance service, parks and recreation, libraries, and other general purposes;
- 1% roads, drainage, retaining walls, sidewalks, stairs, and other capital improvements; and
- 1% allocated annually by the assembly among capital improvements, an emergency budget reserve, and other general public services.

**Total** Temporary sales tax until June 30, 2022  
**3%**

**Total** Proposed temporary sales tax starting July 1, 2022,  
**3%** and ending June 30, 2027

**PROPOSITION NO. 1**

**Authorization to Renew a Temporary 3% Areawide Sales Tax Effective July 1, 2022, Intended to Be Used for Certain Purposes as Set Forth Below.**

**Shall the City and Borough of Juneau, Alaska, levy and collect a temporary 3% areawide sales tax on the price of all taxable sales of goods and delivered in the City and Borough, effective July 1, 2022, for a period of five years only, in addition to the 1% permanent areawide sales tax and the 1% temporary areawide sales tax?**

It is the intent of the Assembly to use the temporary 3% areawide sales tax as follows:

- 1% police, fire, street maintenance, snow removal, EMT/ambulance service, parks and recreation, libraries, and other general purposes;
- 1% roads, drainage, retaining walls, sidewalks, stairs, and other capital improvement projects; and
- 1% allocated annually by the assembly among capital improvements, an emergency budget reserve, and other general public services.

**Total 3% Temporary Sales Tax**

YES Extend 3% sales tax five years?

NO Extend 3% sales tax five years?

**S A M P L E**

**VOTE BOTH SIDES OF BALLOT**



CITY AND BOROUGH OF JUNEAU  
 DEMO BALLOT  
 DEMO ELECTION  
 OCTOBER 1, 2024

03-300 Auke Bay

*Elizabeth J. McEwen*  
 Elizabeth J. McEwen  
 Municipal Clerk

**Instructions**

To vote, completely fill in the oval next to your choice like this: ●

**Ranked Contest Instructions:**

- Do not use red ink or a pencil to mark your ballot.
- Rank as many or few candidates as you like.
- Completely fill in no more than one oval for each candidate or column.
- For your 1st choice, fill in the oval in the first choice column.
- For your 2nd choice, fill in the oval in the 2nd choice column.
- For your 3rd choice, fill in the oval in the 3rd choice column, and so on.
- If you make a mistake, you can ask for a new ballot.

Mayor				
	1st Choice	2nd Choice	3rd Choice	
John Doe	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	
Jane Doe	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	
Write-in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	
Assembly District 1				
	1st Choice	2nd Choice	3rd Choice	4th Choice
D1 Candidate A	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
D1 Candidate B	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
D1 Candidate C	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Write-in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Assembly District 2				
	1st Choice	2nd Choice	3rd Choice	4th Choice
D2 Candidate X	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
D2 Candidate Y	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
D2 Candidate Z	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Write-in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Board of Education Seat A				
	1st Choice	2nd Choice	3rd Choice	4th Choice
Choice Alpha	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Choice Bravo	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Choice Charlie	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Write-in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Board of Education Seat B				
	1st Choice	2nd Choice	3rd Choice	4th Choice
Choice Delta	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Choice Echo	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Choice Foxtrot	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Write-in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

CITY AND BOROUGH OF JUNEAU  
 DEMO BALLOT  
 DEMO ELECTION  
 OCTOBER 1, 2024

03-300 Auke Bay

*Elizabeth J. McEwen*  
 Elizabeth J. McEwen  
 Municipal Clerk

**Instructions**

To vote, completely fill in the oval next to your choice like this: ●

**Ranked Contest Instructions:**

- Do not use red ink or a pencil to mark your ballot.
- Rank as many or few candidates as you like.
- Completely fill in no more than one oval for each candidate or column.
- For your 1st choice, fill in the oval in the first choice column.
- For your 2nd choice, fill in the oval in the 2nd choice column.
- For your 3rd choice, fill in the oval in the 3rd choice column, and so on.
- If you make a mistake, you can ask for a new ballot.

Mayor			
	1st Choice	2nd Choice	3rd Choice
John Doe	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Jane Doe	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Write-in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3

Assembly District 1				
	1st Choice	2nd Choice	3rd Choice	4th Choice
D1 Candidate A	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
D1 Candidate B	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
D1 Candidate C	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Write-in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Assembly District 2				
	1st Choice	2nd Choice	3rd Choice	4th Choice
D2 Candidate X	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
D2 Candidate Y	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
D2 Candidate Z	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Write-in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

BOARD OF EDUCATION	
VOTE FOR NOT MORE THAN TWO	
Choice Alpha	<input type="radio"/>
Choice Bravo	<input type="radio"/>
Choice Charlie	<input type="radio"/>
Choice Delta	<input type="radio"/>
Choice Echo	<input type="radio"/>
Choice Foxtrot	<input type="radio"/>
Write-in	<input type="radio"/>
Write-in	<input type="radio"/>

**Recommendation to CBJ on Reducing JHRC Membership and Maintaining Commission Responsibilities**

**Subject:** Recommendation to Reduce Juneau Human Rights Commission (JHRC) Membership from Seven to Five While Maintaining Its Charge

**Dear Madam Mayor Weldon and Members of the Assembly,**

This is a request for a reduction in membership of the Juneau Human Rights Commission (JHRC) from seven (7) members to five (5), while ensuring the commission's operation continues in alignment with its charge as established by Resolution 2946, 1615(am), 2209, 2436, 2738.

This recommendation for reduction will provide JHRC increased operational efficiency including eased scheduling, recruiting and retention, increased active participation and decision-making ensuring that JHRC critical work and charge in promoting human rights in the community remains relevant and achievable. We further request that the reduction in membership occurs through attrition as seats become vacant.

JHRC recommendation for membership adjustment will help sustain the commission's impact and address practical operation challenges.

We appreciate your consideration of this recommendation.

Sincerely,

JHRC Members

Haifa Foroughi, Chair