



# ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA - **UPDATED 9/22/2025 10:50AM**

September 22, 2025 at 5:00 PM

Centennial Hall/Zoom Webinar

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

**A. CALL TO ORDER**

**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 - 8/18/2025 HRC CANCELLED, NO MINUTES TO APPROVE**

**F. AGENDA TOPICS - CBJ PROTEST OF LIQUOR LICENSES**

**1. Recommended Protest of Restaurant/Eating Place Liquor License #2641 Renewal Spice LLC. d/b/a Spice**

This liquor license renewal (Spice LLC d/b/a Spice LL#2641) is before the Assembly Human Resources Committee for review and to forward a recommendation to the full Assembly on whether to let the recommended protest stand or to waive the right to protest. If the HRC recommends the protest stand, this license will come before the full Assembly at its Regular Assembly Meeting on September 22, 2025 for final action.

The AMCO 60-day comment period from the local governing body ends Tuesday, October 21, 2025.

**Clerk Note:** *If the Licensee comes into compliance by close of business September 22nd, staff will notify the Assembly, the protest will be removed, and this agenda topic removed from the Assembly HRC agenda.*

**G. AGENDA TOPICS - BOARDS/COMMITTEES ACTIONS**

**1. Youth Activity Board (YAB) Annual Report and Appointments**

Per [Resolution 4026](#), which passed at the August 18, 2025, Regular Assembly meeting updating the Youth Activities Board membership seats; the Youth Activities Board (YAB) consists of nine members as follows: One member from the Parks & Recreation Advisory Committee, nominated by the Committee ([see 8/5/2025 PRAC Meeting Minutes](#)); two members 19 years old or younger; and six members of the general public.

## **CURRENT YAB [ROSTER](#)**

There is one general public seat and one PRAC seat, up for action with full terms running September 1, 2025, to August 31, 2028, there are two unexpired general public seats up for action, one with a term running immediately to August 31, 2026 and one with a term running immediately to August 31, 2027, there is also one 19 years or younger seat with a term running September 1, 2025 to August 31, 2028. Both incumbents, two members of the general public, and one 19-year-old have applied for the various open seats.

**Suggested Motion:** by \_\_\_\_\_ that the Assembly Human Resources Committee forward to the full Assembly for approval the reappointment of Bonita Nelson to a general public seat, and Josh Anderson to the PRAC seat, both for full terms beginning immediately and ending August 31, 2028, the appointment of \_\_\_\_\_ to a general public seat for an unexpired term beginning immediately and ending August 31, 2026 the appointment of \_\_\_\_\_ to a general public seat for an unexpired term beginning immediately and ending August 31, 2027 and the appointment of \_\_\_\_\_ to the 19 years or younger seat for a term beginning immediately and ending August 31, 2028, all to the Youth Activities Board an ask for unanimous consent.

## **2. Juneau Human Rights Commission (JHRC) Annual Report & Appointment**

### **JHRC Annual Report**

Included in the HRC packet is the Juneau Human Rights Commission Annual Report outlining the work of the commission between July 2024 and June 2025.

### **JHRC Appointment**

Per [Resolution 4000](#) the Juneau Human Rights Commission is a five-member commission appointed by the Assembly for staggered three-year terms. Members shall be selected to provide the most balanced representation possible.

## **CURRENT JHRC [ROSTER](#)**

There is currently one seat up for action and one application in the HRC packet.

**Suggested Motion:** by \_\_\_\_\_ that the Assembly Human Resources Committee forward to the full Assembly for approval, the appointment of Wendy Todd to the Juneau Human Rights Commission for a term beginning immediately and ending May 31, 2028, and ask for unanimous consent.

## **3. Juneau Commission on Aging (JCOA) Appointment**

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

## **CURRENT JCOA [ROSTER](#)**

**There is currently one general public seat for an unexpired term ending December 31, 2025. Since it is within 6-months of the term ending, HRC members can appoint the applicant to finish the unexpired term and fill the full 2-year term, which runs from January 1, 2026 to December 31, 2027.**

**Suggested Motion:** *by \_\_\_\_\_ that the Assembly Human Resources Committee forward to the full Assembly for approval, the appointment of Laura Revels to a general public seat on the Juneau Commission on Aging for an unexpired term beginning immediately and ending December 31, 2025 and to a full term beginning January 1, 2026 and ending December 31, 2027 since the partial term is within 6-months of ending, and ask for unanimous consent.*

**H. STAFF REPORTS**

**I. STANDING COMMITTEE TOPICS-FOR DISCUSSION AS MEETING TIME ALLOWS**

**1. Discussion on Boardmembers Serving Past Term End Date & Vacancies on Empowered Boards**

Included in the packet is [Resolution 2686](#) Advisory Rules of Procedure and [Resolution 2986](#) Assembly Rules of Procedure for reference. *(Depending on time left in the meeting, this topic may need to get pushed to November 17, 2025 Assembly HRC)*

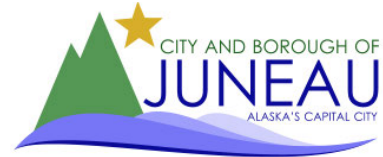
**J. COMMITTEE MEMBER COMMENTS**

**K. NEXT MEETING DATE** Nov. 17, 2025 at 5:00 p.m. (no Oct. meeting due to CBJ Elections)

**L. SUPPLEMENTAL MATERIALS**

**M. 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, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).



**OFFICE OF THE MUNICIPAL CLERK**  
**155 Heritage Way, Juneau AK 99801**  
**Ph: (907)586-5278 email: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov)**

September 10, 2025

*via certified/regular mail & email*

Spice LLC d/b/a Spice  
Attn: Nimmy J. Philips  
3540 Glacier Hwy  
Juneau AK 99801

Re: Restaurant/Eating Place-2025-2026 Liquor License Renewal Protest  
Spice LLC. License #2641

Dear Nimmy J. Philips,

The City and Borough of Juneau is in receipt of your liquor license renewal from the Alcohol Beverage Control Board for local governing body action by the CBJ Assembly.

As is our practice in these matters, staff from the Fire, Finance, Police, and Community Development Departments have reviewed your establishment to ensure compliance with city code. **The Finance Department is recommending the Assembly protest this license renewal due to non-filing of Sales Tax for July 2025 as well as a past-due Sales Tax balance of \$44,985.12 (Account [REDACTED]) as of September 1, 2025, in addition to any applicable penalties and interest that may continue to accrue until the balance is paid in full.**

CBJ Code 20.25.025 provides you with the right to an informal hearing before the Assembly to address this issue. This matter will be considered at the Monday, September 22, 2025, Assembly Human Resources Committee (HRC) meeting at 5:00pm at Centennial Hall & via zoom webinar. The HRC will then forward a recommendation to the Assembly for action at its regular meeting that same evening at 6:00pm at Centennial Hall & via zoom webinar. You have the opportunity to participate in an informal hearing before the HRC and the Assembly during these meetings if you wish to do so. If you plan to attend the meeting via Zoom, please notify the Clerk's Office by 4:00pm on the day of the meeting at the above email or phone number so we can be sure to move you over to panelist mode on the zoom platform.

Copies of the CBJ Code and Alaska Statutes pertaining to the protest process are enclosed for your reference. Please work with our Collections Division to ensure all outstanding balances are resolved prior to this appearing before the Assembly on September 22.

**If balance due is paid by the close of business, Monday, September 22, 2025 the protest will be removed and noted as such on the agendas and at the meetings. Collections staff can be reached at 586-5268.**

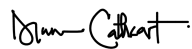
To participate in the HRC meeting via Zoom, on September 22, 2025, use the following participation information:

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

To participate in the Regular Assembly meeting via Zoom, on September 22, 2025, use the following participation information:

<https://juneau.zoom.us/j/91515424903> or 1-253-215-8782 Webinar ID: 915 1542 4903

Sincerely,



Diane 'Di' Cathcart, CMC  
Deputy Municipal Clerk

Enclosures  
cc via email:  
AMCO  
Borough Assembly  
CBJ Liquor License Staff Reviewers



**CITY/BOROUGH OF JUNEAU**  
 155 Heritage Way, Juneau, Alaska 99801-1397

Date: 9/10/2025

Account: [REDACTED]

Subject: Sales Tax Statement

SPICE LLC  
 3540 GLACIER HWY  
 ATTN: NIMMY PHILIPS  
 JUNEAU AK 99801

Period YYYY MM	Amount of Tax	Discount	Penalties, Interest, Fees	Cash Applied	Amount Due
2024 2Q	10,141.86	0.00	3,253.07	8,396.78	5,253.98
2024 3Q	12,263.49	0.00	4,293.76	1,903.92	14,818.82
2024 4Q	5,543.55	0.00	1,744.68	500.00	6,818.23
2025 1Q	8,456.62	0.00	2,419.79	800.00	10,076.41
2025 4M	2,991.24	0.00	720.44	0.00	3,741.68
2025 5M	3,800.92	0.00	5.14	3,770.92	105.14
2025 6M	3,732.22	0.00	438.64	0.00	4,170.86
<b>Totals</b>	<b>46,929.90</b>	<b>0.00</b>	<b>12,875.52</b>	<b>15,371.62</b>	<b>44,985.12</b>

This balance is only accurate through the end of this month. Additional Penalties and/or Interest will accrue the 1st of each month until the balance is paid in full.

**ALASKA STATUTES AND CBJ CODE SECTIONS**  
**RE: ASSEMBLY LIQUOR LICENSE PROTEST PROCESS**

**Alaska Statutes 04.11.480**

**Sec. 04.11.480. Protest.**

(a) A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license by sending the board and the applicant a protest and the reasons for the protest within 60 days of receipt from the board of notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer. The local governing body may protest the continued operation of a license during the second year of the biennial license period by sending the board and the licensee a protest and the reasons for the protest by January 31 of the second year of the license. The procedures for action on a protest of continued operation of a license are the same as the procedures for action on a protest of a renewal application. The board shall consider a protest and testimony received at a hearing conducted under AS 04.11.510(b)(2) or (4) when it considers the application or continued operation, and the protest and the record of the hearing conducted under [AS 04.11.510](#) (b)(2) or (4) shall be kept as part of the board's permanent record of its review. If an application or continued operation is protested, the board shall deny the application or continued operation unless the board finds that the protest is arbitrary, capricious, and unreasonable.

(b) If the permanent residents residing outside of but within two miles of an incorporated city or an established village wish to protest the issuance, renewal, or transfer of a license within the city or village, they shall file with the board a petition meeting the requirements of [AS 04.11.510](#) (b)(3) requesting a public hearing within 30 days of the posting of notice required under [AS 04.11.310](#) , or by December 31 of the year application is made for renewal of a license. The board shall consider testimony received at a hearing conducted under [AS 04.11.510](#) (b)(3) when it considers the application, and the record of a hearing conducted under [AS 04.11.510](#) (b)(3) shall be retained as part of the board's permanent record of its review of the application.

(c) A local governing body may recommend that a license be issued, renewed, relocated, or transferred with conditions. The board shall consider recommended conditions and testimony received at a hearing conducted under [AS 04.11.510](#) (b)(2) or (4) when it considers the application or continued operation, and the recommended conditions and the record of the hearing conducted under [AS 04.11.510](#) (b)(2) or (4) shall be kept as part of the board's permanent record of its review. If the local governing body recommends conditions, the board shall impose the recommended conditions unless the board finds that the recommended conditions are arbitrary, capricious, or unreasonable. If a condition recommended by a local governing body is imposed on a licensee, the local governing body shall assume responsibility for monitoring compliance with the condition, except as otherwise provided by the board.

(d) In addition to the right to protest under (a) of this section, a local governing body may notify the board that the local governing body has determined that a licensee has violated a provision of this title or a condition imposed on the licensee by the board. Unless the board finds that the local governing body's determination is arbitrary, capricious, or unreasonable, the board shall prepare the determination as an accusation against the licensee under [AS 44.62.360](#) and conduct proceedings to resolve the matter as described under [AS 04.11.510](#) (c).

**CBJ Code 20.25.025**

**20.25.025 Assembly review of license issuance, renewal, transfer, relocation, or continued operation.**

(a) The assembly may protest the issuance, renewal, transfer, relocation, or continued operation of an alcoholic beverage license as provided in state law. The protest shall cite any of the following criteria which the assembly determines to be pertinent:

- (1) The character and public interests of the surrounding neighborhood;
  - (2) Actual and potential law enforcement problems, including the proximity of the premises to law enforcement stations and patrols;
  - (3) The concentration of other licenses of the same and other types in the area;
  - (4) Whether the surrounding area experiences an unacceptable rate of alcohol abuse or of crime or accidents in which the abuse of alcohol is involved;
  - (5) The adequacy of parking facilities;
  - (6) The safety of ingress to and egress from the premises;
  - (7) Compliance with state and local fire, health and safety codes;
  - (8) The degree of control the licensee has or proposes to have over the conduct of the licensed business;
  - (9) The history of convictions of the applicants and affiliates of the applicants for:
    - (A) Any felony involving moral turpitude;
    - (B) Any violation of AS title 04; and
    - (C) Any violation of the alcoholic beverage control laws of another state as a licensee of that state;
  - (10) Whether the applicant or the applicant's affiliates are untrustworthy, unfit to conduct a licensed business or constitute a potential source of harm to the public;
  - (11) Any other factor the assembly determines is generally relevant or is relevant to a particular application.
- (b) The assembly may protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in state law if it determines any of the following conditions exist:

- (1) The business operated under the license is, on the date the assembly considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;
- (2) There are delinquent property taxes or local improvement district assessments or penalty or interest thereon arising out of real or personal property owned in whole or in part by any person named in the application as an applicant or on the permit which is to be continued where such property is used, or is to be used, in whole or in part in the business conducted or to be conducted under the license;
- (3) There is a delinquent charge or assessment owing the City and Borough by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;
- (4) If the license requested is for a beverage dispensary and is requested under AS 04.11.400(d)(1), unless the tourist facility will contain 30 or more rooms;
- (5) If the application is for the issuance or relocation of a license and, after the issuance or relocation, there would be:
  - (A) More than one restaurant or eating place license for each 1,500 population, or fraction thereof, residing within the City and Borough; or
  - (B) More than one license of each other type for each 3,000 population or fraction thereof residing within the City and Borough.
- (6) The business operated or to be operated under the license is violating or would violate the zoning code of the City and Borough; or
- (7) The business operated under the license is, on the date the assembly considers the application, in violation of state or local fire, health, or safety codes. A criminal conviction of this violation is not a prerequisite for a protest under this section.

(c) If the assembly or committee or a subcommittee thereof recommends protest of the issuance, renewal, transfer, relocation, or continued operation of a license it shall state the basis of the protest and the applicant shall be afforded notice and an opportunity to be heard at an abbreviated informal hearing before the assembly to defend the application. For the purposes of this subsection, notice shall be sufficient if sent at least ten days prior to the hearing by certified first class mail to the address last provided by the applicant to the municipal sales tax examiner. At the conclusion of the hearing, the assembly decision to protest the application shall stand unless the majority of the assembly votes to withdraw the protest.

(Serial No. 84-50, § 4, 1984; Serial No. 86-35, §§ 2, 3, 1986; Serial No. 93-25, § 2, 1993; Serial No. 2002-06, § 2, 2-25-2002; Serial No. 2002-44, § 2, 12-2-2002)

**State Law References:** Assembly protest, AS 04.11.480.



August 22, 2025

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov); [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov);

Licensee: **Spice LLC**

DBA: Spice

VIA email: philipsnj@gmail.com;

CC: None

Local Government 1: City and Borough of Juneau

Via Email: [di.cathcart@juneau.gov](mailto:di.cathcart@juneau.gov); [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov);

Community Council: n/a

Via Email: n/a

Re: Restaurant or Eating Place License #2641 Combined Renewal Notice for 2025-2026 Renewal Cycle

<b>License Number:</b>	#2641
<b>License Type:</b>	Restaurant or Eating Place
<b>Licensee:</b>	Spice LLC
<b>Doing Business As:</b>	Spice
<b>Physical Address:</b>	112 N. Franklin Street Juneau, AK 99801
<b>Designated Licensee:</b>	Nimmy J. Philips
<b>Phone Number:</b>	907-209-9167
<b>Email Address:</b>	philipsnj@gmail.com;

License Renewal Application

Endorsement Renewal Application

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16<sup>th</sup>, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

We have received a complete renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body. If you have any questions, please email [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov)

Sincerely,  
Alysha Pacarro, Licensing Examiner II  
For  
Kevin Richard, Director



To: Ella Adkison, Chair  
Human Resources Committee  
From: Tom Rutecki, Chair  
Youth Activity Board  
Subject: Fiscal Year 2025 (July '24-June'25) Youth Activity Board Annual Report  
Date: August 18, 2025

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

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

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

Grant proposals are divided into three categories: Sports, Arts, and Academic/other for evaluation and ranking. The nine Youth Activity Board members\* are each assigned to one of those categories so that three members review all grants in each category. In addition to the many hours spent individually evaluating and scoring each proposal, Board members spend two evenings publicly reviewing the proposals. The second and final meeting consists of the Board reaching an agreement on the groups to be funded and their recommended funding level. Attached are the Fiscal Year 2025 and Fiscal Year 2026 spreadsheets showing the organizations, amounts requested and recommended funding.

Fiscal Year 2025 had 24 proposals totaling \$447,469; all 23 of the programs were partially funded. In Fiscal Year 2026 there were 25 proposals totaling \$513,283 (up 14% from Fiscal Year 2024) in requests; the board recommended partial funding for all 24 of the proposals.

The board was active during Fiscal Year 2025 in which a total of five meetings were conducted to review contingency grant applications and grant documents. In Fiscal Year 2025, the board reviewed 1 contingency grant application, representing a youth swimmer, totaling \$2587.80 (down 84% from FY24) submitted by one program.



During Fiscal Year 2024, the board reviewed 3 contingency grant applications, representing baseball and softball, totaling \$16,625.00 (up 94% from Fiscal Year 2023) submitted by two programs.

In May of 2025, the YAB contacted the chair of the assembly HRC, Ella Adkison, and the interim director of Parks & Recreation, Donna Pierce, to request that the seat designated for arts be changed to a seat for the general public. Reasons why the request was made were included in the correspondence to Ms. Adkison and Ms. Pierce.

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

**Chair:** Tom Rutecki

**General Public representatives:** Tom Rutecki, Bonita Nelson, Lindsey Wold, Elizabeth Balstad, Summer Christiansen, Misuri Smyth

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

**Juneau Arts and Humanities representative:** Misuri Smyth

**Youth representative:** Valerie Peiman

**Fiscal Year 2025 Youth Activity Annual Report  
Appendices**

FY25 Youth Activity Grant Totals	Appendix A
FY26 Youth Activity Grant Totals	Appendix B
FY25 Youth Contingency Grant Totals	Appendix C
FY24 Youth Contingency Grant Totals	Appendix D
FY25 Youth Activity Board Annual Attendance Report	Appendix E

**FY25 YOUTH ACTIVITY GRANT TOTALS**

<b>REQUESTING ORGANIZATION</b>	<b>NAME OF PROGRAM</b>	<b>AMOUNT REQUESTED</b>	<b>Recommendation</b>
<b>ACADEMIC</b>			
Discovery Southeast	Nature & Exploration- Discover Juneau	\$16,910.00	\$12,530.00
SAIL	ORCA Youth Program	\$13,000.00	\$13,000.00
AWARE, Inc	Girls on the Run	\$8,090.00	\$5,190.00
Girl Scouts of Alaska	Girl Scouts in Juneau	\$15,400.00	\$4,850.00
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$11,480.00	\$11,480.00
Resurrection Lutheran Church	Juneau Live! Studio TV Production Camps	\$10,000.00	\$5,750.00
	<b>Total Program Amount Requested</b>	<b>\$74,880.00</b>	<b>\$52,800.00</b>
<b>ARTS</b>			
Juneau Dance Theatre	Juneau Fine Arts Camp	\$18,200.00	\$18,200.00
Juneau Jazz & Classics	JJ&C Education & Outreach	\$19,400.00	\$14,550.00
Juneau Symphony, Inc.	Juneau Student Symphony	\$15,225.00	\$9,025.00
Friends of Alaska State Museum	Alaska Art at the APK	\$3,332.00	\$2,382.00
Perseverance Theatre	Summer Theatre Art Rendezvous-STAR	\$25,000.00	\$5,000.00
	<b>Total Program Amount Requested</b>	<b>\$81,157.00</b>	<b>\$49,157.00</b>
<b>SPORTS</b>			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$42,000.00	\$34,000.00
Juneau Douglas Ice Association	Youth Hockey Program	\$18,500.00	\$9,000.00
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$35,000.00	\$26,000.00
Glacier Swim Club	Youth Competitive Swimming	\$16,500.00	\$15,000.00
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$31,500.00	\$26,000.00
Juneau Youth Sailing	Youth on the Water	\$22,300.00	\$15,000.00
Hooptime Basketball	Hooptime Basketball	\$1,882.00	\$1,716.00
Juneau Skating Club	Youth Ice Skating	\$29,000.00	\$21,000.00
Juneau Ski Club	JSC Course, Athlete & Safety Equipment	\$9,700.00	\$9,000.00
Juneau Trap Team	Juneau Trap Team Season	\$11,500.00	\$7,202.00
Midnight Suns Baseball Club	Youth Baseball	\$41,000.00	\$25,000.00
Hoop Rats Basketball Club	Hoop Rats Basketball	\$17,350.00	\$12,000.00
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$15,200.00	\$13,000.00
	<b>Total Program Amount Requested</b>	<b>\$291,432.00</b>	<b>\$213,918.00</b>
	<b>Total FY25 Amount Requested</b>	<b>\$447,469.00</b>	<b>\$315,875.00</b>

**FY26 YOUTH ACTIVITY GRANT TOTALS**

<b>REQUESTING ORGANIZATION</b>	<b>NAME OF PROGRAM</b>	<b>AMOUNT REQUESTED</b>	<b>Recommendation</b>
<b>Academic</b>			
SAIL	ORCA	\$15,000.00	\$14,000.00
Discovery Southeast	Nature & Exploration: Discovering Juneau!	\$25,170.00	\$14,875.00
AWARE	Girls on the Run	\$7,655.00	\$3,400.00
Big Brothers, Big Sisters	Juneau Youth Activities Program 2026	\$10,786.00	\$9,000.00
Friends of the Marie Drake Planetarium	Immersive Planetarium Experiences	\$8,192.00	\$5,600.00
Girls Scouts of Alaska	Girl Scouts of Alaska	\$10,760.00	\$3,000.00
Resurrection Lutheran	Juneau Live	\$5,700.00	\$0.00
	<b>Total Program Amount Requested</b>	<b>\$77,563.00</b>	<b>\$49,875.00</b>
<b>ARTS</b>			
Juneau Symphony	Juneau Symphony Youth Activities 2025-2026 Season	\$13,700.00	\$9,900.00
Juneau Jazz & Classics	JJ&C Education & Community Engagement Program	\$19,000.00	\$8,576.00
Juneau Dance Theatre	Juneau Fine Arts Camp	\$19,000.00	\$17,054.00
Perseverance Theatre	STAR Program	\$20,000.00	\$14,940.00
Theater Alaska	Theater Alaska Summer Camp	\$19,200.00	\$9,380.00
	<b>Total Program Amount Requested</b>	<b>\$90,900.00</b>	<b>\$59,850.00</b>
<b>SPORTS</b>			
Midnight Suns Baseball	Youth Baseball	\$45,000.00	\$24,000.00
Juneau Ski Club	Course, Athlete & Safety Equipment	\$11,600.00	\$7,500.00
Glacier Swim Club	Youth Competitive Swimming	\$14,500.00	\$14,500.00
GCLL	Youth Baseball, Softball, Tball	\$42,000.00	\$31,805.00
JYFL	Mental Health, Safety & Character Development for Juneau's Youth Through Football & Heerleading	\$31,500.00	\$23,200.00
Juneau Nordic Ski Club	Juneau Nordic Youth Ski Program Expansion	\$15,800.00	\$14,200.00
Juneau Trap Team	Trap Team Season	\$11,500.00	\$6,250.00
Midnight Suns Fastpitch Softball Association	Midnight Suns Fastpitch Softball Association	\$30,000.00	\$18,000.00
SheJumps	Outdoor Recreation & Mentorship for Girls in Juneau	\$15,000.00	\$5,000.00
Juneau Douglas Ice Association	JDIA Youth Hockey	\$15,500.00	\$7,970.00
Juneau Skating Club	Youth Ice Skating	\$34,950.00	\$22,000.00
Hoop Rats	Hoop Rats Basketball	\$16,750.00	\$12,350.00
Juneau Soccer Club	Juneau Soccer Club	\$45,000.00	\$26,000.00
Juneau Youth Wrestling	Juneau Youth Wrestling	\$15,720.00	\$10,000.00
	<b>Total Program Amount Requested</b>	<b>\$344,820.00</b>	<b>\$222,775.00</b>
	<b>Total FY26 Amount Requested</b>	<b>\$513,283.00</b>	<b>\$332,500.00</b>

**Youth Activities Contingency Fund Balance FY25**

July 1, 2024 to June 30, 2025

	Amount Requested	(+)	Amount Awarded(-)	<b>Total Available Funding</b>
<b>Beginning Balance (5% of \$332,500)</b>				
Amy Liddle	\$2,587.80			
			<b>\$ 16,625.00</b>	<b>\$ 16,625.00</b>
				<b>\$ 14038.00</b>

<b>Totals</b>	<b>\$2,587.80</b>		<b>\$0.00</b>	<b>\$0.00</b>
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Youth Activities Board Attendance

Member	term expiration	8/13/2024	10/8/2024	1/14/2025	4/15/2025	4/16/2025
Tom Rutecki	8/31/2026		x	x	x	x
Bonita Nelson	8/31/2025		x	x	x	x
Elizabeth Balstad	8/31/2026		A	A	x	A
Josh Anderson	8/31/2025		x	x	x	A
Valerie Peimann	8/31/2027		x	x	x	x
Phil Huebschen	8/31/2025		x	x	x	A
Kristin Hochstoeger	8/31/2027		x	x	x	x
Lindsey Wold	8/31/2026				x	x
Misuri Smyth	8/31/2025				x	x

Presented by: The Manager  
Introduced: 8/18/2025  
Drafted by: Law Department

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

**Serial No. 4026**

**A Resolution Amending the Youth Activity Board Membership.**

WHEREAS, The Assembly first implemented Youth Activities Board (“Board”) policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071 extending the Board sunset date, Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board, Resolution 2761 setting criteria for allocation of funds for youth activity programs, and Resolution 2820 modifying the Board makeup.

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

**Section 1. Youth Activities Board Membership.**

- (a) The Board shall consist of nine members who shall serve without compensation. The board membership shall consist of:
- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
  - (2) Two members 19 years old or younger; and
  - (3) Six members of the general public.

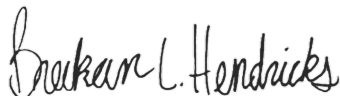
**Section 2. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this 18 day of August, 2025.



Beth A. Weldon, Mayor

Attest:



Breckan L. Hendricks, Municipal Clerk

**From:** [domadmin@juneau.org](mailto:domadmin@juneau.org)  
**To:** [CBJ Boards; Di Cathcart](#)  
**Subject:** New submission from CBJ Board Application  
**Date:** Thursday, July 31, 2025 12:50:26 PM

---

<b>Name</b>
Bonita Nelson
<b>Residence Address</b>
[REDACTED]
<b>Mailing Address</b>
Included Below
<b>Mailing Address</b>
[REDACTED]
<b>Primary Phone</b>
[REDACTED]
<b>Email</b>
[REDACTED]
<b>Board, Commission, Committee</b>
Youth Activities Board
<b>Current of Prior Experience on CBJ Boards/Commissions/Committees</b>
I have been a member of the Youth Activity Board since 2016.
<b>Reasons for Wanting to Serve</b>
<p>I am very proud to be a member of the Youth Activity board because of the rewarding work we do. We have the pleasure to learn about the youth organizations in our community and help them accomplish their goals by awarding them funds. By reading the applications, we learn about their activities, goals, and volunteer community as well of many aspects of their programs. This has given me such an overwhelming appreciation (and sense of optimism) of not only our community of adults dedicated to improving the lives of Juneau youth, but also of our local government who support their efforts. It want to continue serving on the YAB because I have been involved in revising the scoresheet, editing the RFP and am currently on a committee to write a user manual for board members. I also have presented information regarding RFP updates, changes and scoring protocols to the grant writers and new boards during our annual public meeting in February. Additionally, the YAB offers me the opportunity to continue using my analytical and communication skills that were integral in my career as a fisheries research</p>

biologist. I feel honored to serve on this unique board and would like to continue with another term.

**Experience/Professional Expertise/Education**

1979 BS Ecology, Ethology & Evolution - University of Illinois Urbana, IL. 1987 MS Fisheries Science - University of Alaska Juneau (now Fairbanks)

1985 - 2019 Fisheries Research Biologist - NOAA Fisheries- AK Fisheries Science Center - Auke Bay Laboratories (ABL)- Juneau AK Areas of Focus: Manager for Exxon Valdez Hydrocarbon Database, Budget manager for Habitat and RECA programs, Bioenergetics Laboratory manager for contract labor and budgets, Radio Telemetry Taku River Program, Outreach Program Coordinator : Seaweed activities and staff coordination grades K & 5 (1500 visitors annually) , Job shadow, Internship, & Visitor Programs manager, Educational Graphics, NOAA Education Committee, Summer Camp Coordinator, Science Fair Liaison, Special Event Coordinator, JNU STEM Coalition member for ABL

2002 - 2019 Southeast Alaska Science Fair Board Member ( Judging Director 2004-2015, Fair Director 2015-2017) Mentored science fair students 2000 - 2015. Attended International Science and Engineering Fair as Adult in Charge for 6 years (all different cities).

2010- 2011 NOAA liaison for BBBS

2011 - 2015 NOAA liaison for science camps with ANSEP at UAA, UAF, Taku Marine Science Camp

I have worked extensively with youth and with youth organizations and volunteers and their budget issues.

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

1993-2003 Girl Scouts Troop 170 leader (Juneau) , assisted with 5 Juneau summer camps coordinating science activities, our troop volunteered for AK Folk Festival

1998 - 2001 Site Council & PTA ( President 1999-2001) DZMS, Juneau.

2005-2012 Discovery Southeast Board Member (President 2 years, Treasurer 1 year)

2006-2009 Big Brothers Big Sisters (BBBS) school mentor

2017 Member of science curriculum revision committee for Juneau school district

2019 -present Volunteer at Juneau Douglas Museum

2023- present Board of Directors of Friends of the JD City Museum (currently secretary)

2024-present Marie Drake Planetarium, educational consultant for school programs

**Meeting Schedule and Attendance**

YES

**Date of Birth**

██████████

**Ethnicity**

Caucasian

**Gender**

Female

**Acknowledgement/Certification** Bonita D Nelson



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, 03/26/2025 - 7:10am  
98.97.39.141

**First Name**

Josh

**Last Name**

Anderson

**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**

I have been on PRAC since 2012 ish - Cant remember.

**Reasons for Applying**

Re-apply

**Qualifications**

local contractor, businessman, graduated jdhs 1994, 2 kids wife school teacher 20 years at JSD

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

High school robotics team. JEDC

**Working with a Group**

no problem

**Meeting Schedule and Attendance**

Yes I make all the meetings

**Date of Birth (Optional)**

[Redacted]

**Ethnicity (Optional)**

White

**Gender (Optional)**

Male

**Acknowledgment/Certification**

Yes I agree - JOsh ANderson 3-25-2025

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





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

Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Thu, 12/26/2024 - 6:51pm  
107.116.255.101

**First Name**

Traci

**Last Name**

Ferguson Hayes

**Residence Address**

[Redacted]

**Mailing Address**

[Redacted]

**Primary Phone Number**

[Redacted]

**Secondary Phone Number**

[Redacted]

**Email**

[Redacted]

**Board, Commission, Committee**

Youth Activities Board

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

N/A

**Reasons for Applying**

I would love to make an impact on youth activities and allow for the future of the arts to progress in our community.

**Qualifications**

Past experience with coaching youth soccer through CBJ Parks and Rec. Past experience working at the Dimond Park Field House and planning games/activities for the Field Fit homeschool class (2018-2020). Parent of a 14 yo and a 9 yo.

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

Girl Scouts troop leader (2023-current)  
Marketing/Communications for Juneau Arts & Humanities Council (2022-present)

**Working with a Group**

I offer open and clear communication, and can coordinate schedules. I actively listen to understand without judgment and aggression.

**Meeting Schedule and Attendance**

Yes

**Date of Birth (Optional)**

[Redacted]

**Ethnicity (Optional)**

White

**Gender (Optional)**

F

**Acknowledgment/Certification**

Traci Ferguson Hayes

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



**From:** [domadmin@juneau.org](mailto:domadmin@juneau.org)  
**To:** [CBJ Boards; Di Cathcart](#)  
**Subject:** New submission from CBJ Board Application  
**Date:** Tuesday, September 16, 2025 3:50:14 PM

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**EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS**

<b>Name</b>
Aggie D'Cafango
<b>Residence Address</b>
[REDACTED]
<b>Mailing Address</b>
Same as Residence
<b>Primary Phone</b>
[REDACTED]
<b>Secondary Phone</b>
[REDACTED]
<b>Email</b>
[REDACTED]
<b>Board, Commission, Committee</b>
Youth Activities Board
<b>Current of Prior Experience on CBJ Boards/Commissions/Committees</b>
N/A
<b>Reasons for Wanting to Serve</b>
I am applying to serve on the Youth Activities Board because I am committed to supporting the youth of Juneau. I am passionate about expanding access to activities, promoting cultural enrichment, and strengthening opportunities for young people to connect with their community.
<b>Experience/Professional Expertise/Education</b>
I currently serve as an Administrative Assistant with the Association of Alaska School Boards on the Conditions for Learning Team. In this role, I support grant-funded programming in schools across Alaska and work closely with our Youth Team. Together, we coordinate several youth conferences each year that provide Alaska's students with access to workshops on mental health, leadership development, and advocacy training.
<b>Civic Activities, Memberships or Non-profits Involved With</b>
N/A

**Date of Birth**

[REDACTED]

**Ethnicity**

Tlingit

**Gender**

Female

**Acknowledgement/Certification**

Aggie D'Cafango

**From:** [domadmin@juneau.org](mailto:domadmin@juneau.org)  
**To:** [CBJ Boards; Di Cathcart](#)  
**Subject:** New submission from CBJ Board Application  
**Date:** Thursday, September 18, 2025 1:40:25 PM

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**EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS**

<b>Name</b>
Jaylynn Martin
<b>Residence Address</b>
[REDACTED]
<b>Mailing Address</b>
Included Below
<b>Mailing Address</b>
[REDACTED]
<b>Primary Phone</b>
[REDACTED]
<b>Email</b>
[REDACTED]
<b>Board, Commission, Committee</b>
Youth Activities Board
<b>Current of Prior Experience on CBJ Boards/Commissions/Committees</b>
N/A
<b>Reasons for Wanting to Serve</b>
<p>I was recommended for the position by Mary Richey Sell. I was also encouraged to apply by Amanda Lovejoy!</p> <p>I also firmly believe I would be a great member of this board, purely based on my connections and experiences in Juneau. I have a strong connection to many performance arts events in Juneau, as a performer myself. I want to see performance arts excel in our upcoming leaders.</p>
<b>Experience/Professional Expertise/Education</b>
<p>I have spent plenty of time in my educational years, participating in extracurricular activities such as theater, choir, student government, as well as alaska native clubs/boards such as the AFN Elders and youth council, and Tlingit and Haida's wayfinders program. Some theater groups I have participated in</p>

have been as such: Perserverance Theater, Theater at Latitude 58, Theater Alaska, and Juneau Douglas High School's theater program. For choir, I was in Alaska Youth Choir for over 8 years, and Juneau Douglas High School's choral classes. When I was in student government, I was the Student Board Representative, which meant I went to school board meetings on behalf of my class and reported back to the council what was discussed. In 2023, I served as the Southeast Alaska Youth Ambassador for the Alaska Federation of Natives Elders and Youth Council.

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

I am a board member for Theater at Latitude 58, and have worked with other theater companies such as Theater Alaska and Perserverance Theater

**Meeting Schedule and Attendance**

Yes I understand

**Date of Birth**

02/16/2006

**Ethnicity**

Alaskan Native

**Gender**

Female

**Acknowledgement/Certification**

Jaylynn Martin

**Juneau Human Rights Commission (JHRC)**  
**July 2024 – June 2025**  
**Annual Report**

- Overall

- A. Commission Membership:

- 1. Alison Gottschlich, Treasurer
    - 2. Haifa Foroughi, Chair
    - 3. Lance Mitchel
    - 4. Mary Wegner, Vice Chair/ Secretary
    - 5. Vacant Seat
    - 6. Staff liaison support provided by CBJ Ms. Di Cathcart

- B. Commission Meetings:

- 1. Meetings are held on first Tuesday and third Wednesday of the month, for a total of twenty meetings annually, 5:00-6:00 pm. via Zoom.
    - 2. In 2024-25, JHRC met 14, times, did not meet quorum 4 times, and suspended one meeting due to potential online intrusion.

- C. Activities & Accomplishments:

- Community Engagement Projects: designed to identify social issues in Juneau and to develop solution recommendations guiding the 2024-25 JHRC annual events. (Note: These projects addresses all five areas charged to the Commission.)

- 1. Town Halls to engage the community in issue-focused dialogue. JHRC 2024-25, town hall meeting: ***Living in Marginalized Communities in 2025: A Panel Discussion*** was held on May 10, in the Valley Library.

- Moderator:

- Jennifer Skinner, Deputy Director at Society of St. Vincent de Paul

Panel of speakers:

- \*Emily Mesch, president of Southeast Alaska LGBTQ+ Alliance

- \*Dave Ringle, General Manager at St. Vincent de Paul, coordinator of unhoused population.

- \*Glen Ojard, Rapid Housing

\*Shannon McCain, Mental Health programs and access.

2. Celebrating Alaska Native Heritage Month: Celebrating Alaska Native Heritage Month/Honoring Missing and Murdered Indigenous Women (MMIW), addressed by presenter Natasha Jackson, Tlingit & Haida Community Advocate and JHRC team Lance/Paige heading this initiative. A public information request was submitted through the Alaska Department of Public Safety for updated information on MMIW, and The Urban Indian Health Institute who provided statistics reporting 506 cases nationwide of native women, more than 1,500 unsolved cases.

\*JHRC Alison Gottschlich attended the MMIW event held in February. Note: Consistent theme throughout the many sessions was affordable housing and food access.

#### D. Policy Recommendations:

1\* Submitted a recommendation to the CBJ Assembly on **reducing JHRC membership from seven to five members** to strengthen quorum consistency while maintaining the commission's established charge

2\* Draft Resolution to: Increase community participation in CBJ Committees and Commissions (ready for submission)

3\* JHRC and SSRC Chairs, initiated dialogue on combined trainings and collaboration opportunities to identify discriminatory foundational policies and regulations leading to solution recommendations.

\*Charge: Promote harmonious intergroup relations within CBJ by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor and governmental organizations, fraternal and benevolent associations, education and other groups concerned with human rights.

\*Juneau Unitarian Universalist (UU) Fellowship Mr. Honesty Zahnd joined us to present information on their communities work, to identify areas of mutual focus and create partnership opportunities.

- Charge: Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination.

1\* Strategic Plan 2023-28: JHRC 2024-25, goals are consistent with the strategies, metrics, timeline and member/s responsible for each focus area, and are guided by the implementation of the five year strategic plan.

2\* Alaska State Commission for Human Rights in Juneau: JHRC members were invited to their June 7<sup>th</sup> meeting held at the Juneau Downtown Library. Haifa and Mary attended the meeting.

In conclusion, JHRC remains committed to advancing its charter, and despite the challenges, achieve meaningful progress, strengthening partnerships, amplifying underrepresented voices, and making thoughtful recommendations to CBJ leadership.

Respectfully submitted,

**Juneau Human Rights Commission**  
City and Borough of Juneau



Presented by: HRC  
Presented: 04/07/2025  
Drafted by: Law Department

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

**Serial No. 4000**

**A Resolution Reestablishing the Juneau Human Rights Commission for the Purpose of Amending the Number of Commission Members, and Repealing Resolution No. 2946.**

WHEREAS, the Assembly of the City and Borough of Juneau established the Human Rights Commission in 1992, by Resolution No. 1615am, to address the issue of discrimination and harassment within the City and Borough of Juneau; and

WHEREAS, the Assembly re-established the Commission in 2003 by Resolution 2209, in 2008 with Resolution 2436, in 2016 with Resolution 2738; and again in 2021 with Resolution 2946; and

WHEREAS, the Assembly's purpose in establishing the Human Rights Commission, as stated in Resolution Nos. 1615am, 2209, 2436, 2738, and 2946 remains unchanged: the Assembly finds discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern, threatening the peace, order, health, safety, and general welfare of the municipality and its inhabitants; and

WHEREAS, it continues to be the policy of the municipality to eliminate and prevent discrimination and harassment; and

WHEREAS, the Human Rights Commission has requested that its membership be modified from seven members to five members.

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

**Section 1. Human Rights Commission re-established.**

- (a) There is established a human rights commission consisting of five persons, which shall be known as the City and Borough of Juneau Human Rights Commission.

- (1) The Assembly shall appoint members of the Commission to staggered three-year terms. Members shall be selected to provide the most balanced representation possible. A member of the Commission shall be eligible for reappointment.
- (b) The Commission is charged to:
- (1) Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, including hate crimes.
  - (2) Promote harmonious intergroup relations within the City and Borough of Juneau by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor and governmental organizations, fraternal and benevolent associations, education, and other groups concerned with human rights.
  - (3) Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the City and Borough of Juneau.
  - (4) Advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.
  - (5) Recommend to the Assembly the action, policies, and legislation to be considered by state and local governments.

**Section 2. Procedure.** The Commission's procedure shall be governed by the Advisory Board Rules of Procedure, and as such may be amended from time to time.

**Section 3. Officers, Meetings, Quorum.** In accordance with the Advisory Board Rules of Procedure, the Commission shall select its own officers and shall hold regular meetings on a schedule established by the Commission, as well as such special meetings as required to conduct business. The presence of three members constitutes a quorum and any action of the Commission requires three or more affirmative votes to be approved.

**Section 4. Staff Assistance.** Staff support to the Commission shall be provided by the City Manager as available and appropriate.

**Section 5. Repeal of Resolution.** Resolution No. 2946 is repealed.

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

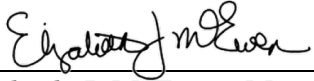
Adopted this 19th day of May, 2025.



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Beth A. Weldon, Mayor

Attest:



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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, 03/19/2025 - 8:16pm  
24.237.0.85

**First Name**

Wendy

**Last Name**

Todd

**Residence Address**

[REDACTED]

**Mailing Address**

same

**Primary Phone Number**

[REDACTED]

**Secondary Phone Number**

**Email**

[REDACTED]

**Board, Commission, Committee**

Juneau Human Rights Commission

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

None

**Reasons for Applying**

The committee's mission aligns closely with the social justice work I have been committed to for nearly a decade, and I am enthusiastic about the opportunity to contribute to its goals. Over the years, I have focused on addressing issues of equity, inclusion, and human rights, particularly within marginalized communities. This experience has given me valuable insight into the complex challenges faced by local communities, and I am particularly excited about the committee's focus on addressing these issues within the Juneau community. The opportunity to work on local issues that directly affect individuals in my own community is deeply meaningful to me. I am drawn to this committee because of its potential to support and advance human rights, promote equity, and create systemic change. I believe that my background in social justice, education, and community development will allow me to bring a unique perspective and contribute to building sustainable solutions for the issues the committee aims to address. Beyond applying my expertise, this role offers a chance for me to continue developing my skills and knowledge. I am eager to collaborate with other members to tackle challenges and create tangible, positive change. By working together, I believe we can create solutions that foster inclusivity, improve the well-

being of individuals, and promote environmental sustainability within the community. Ultimately, my goal is to contribute to the ongoing development of a community where human rights and social equity are prioritized, and where every individual has the opportunity to thrive.

**Qualifications**

I bring nearly a decade of experience in social justice and equity on a national level, with a focus on human rights concerns. My professional background includes roles as a social justice researcher and coach, both as a federal employee and faculty member funded by federal agencies to develop and implement social justice programs. During this time, I developed expertise in microaggressions, bystander interventions, difficult conversations, and conflict resolution—skills directly relevant to the committee’s work in leadership, advocacy, and community engagement. Additionally, my volunteer work on three non-profit boards—AISES (national), Indigenous Food Knowledge's Network (regional), and Xaadas Kil Kuyas (local)—has strengthened my commitment to equity, justice, and human rights. I hold two Ph.D.s in Environmental Science & Engineering and Ocean Sciences, with a minor in social science, and a certificate in Program and Policy Evaluation from Georgetown University. As an AAAS Fellow at the National Science Foundation, I developed a social justice-focused professional development program for Program Officers. As an Alaska Native woman in academia and science, my lived experiences have given me a unique perspective on the challenges our community faces. This drives my passion for finding solutions that promote equity and benefit the most vulnerable.

Overall, my professional experience, volunteer work, education, and lived experience make me well-qualified to contribute meaningfully to the committee's mission.

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

- Board of Directors - Xaadas Kil Kauyaas Foundation, 2014-2024
- President - Xaadas Kil Kauyaas Foundation, 2024-Current
- Indigenous Food Knowledges Network, 2019-Current

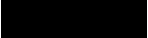
**Working with a Group**

Since 2017, I have worked across academic, industry, and federal agencies, with a particular emphasis on social and human justice, education, and professional equity. This broad experience has allowed me to engage with diverse groups and develop a deep understanding of the challenges and opportunities in creating equitable and inclusive environments. As part of my commitment to these causes, I co-founded the FIELD Institute and VOICES, both programs dedicated to providing professional development that raises awareness of social norms, social justice, and implicit bias. These initiatives were specifically designed to help foster welcoming and inclusive spaces for students and professionals, particularly those from marginalized groups. Through these programs, I have been able to offer training in crucial areas such as bystander intervention, managing cross-cultural relationships, and recognizing and mitigating barriers in field settings. The programs focus on building the skills and perspectives needed to identify and address disparities in the workplace and academic environments, with a special emphasis on issues affecting Indigenous peoples, African American, Black, Hispanic communities, gender identity, and accessibility. A key element of both programs has been the collaborative development of new strategies to implement in workspaces and institutions. This collaborative approach ensures that the solutions developed are not only applicable but also sustainable and impactful in diverse settings. My experiences in social justice have given me the privilege of working alongside individuals with a wide range of worldviews, beliefs, and values. This has allowed me to understand and respect the importance of valuing diversity as a strength, rather than viewing it as a challenge. I’ve seen firsthand how diverse perspectives enrich conversations and decision-making, and I strive to promote environments where these differences are celebrated and used to drive meaningful change.

**Meeting Schedule and Attendance**

Yes

**Date of Birth (Optional)**



**Ethnicity (Optional)**

Alaska Native

**Gender (Optional)**

Female

**Acknowledgment/Certification**

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



Presented by: The Manager  
Presented: 03/22/2021  
Drafted by: R. Palmer III

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

**Serial No. 2944**

**A Resolution Reestablishing the Juneau Commission on Aging and Repealing Resolution 2802.**

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

**Section 1. Commission Reestablished.** The Juneau Commission on Aging (JCOA) is reestablished.

**Section 2. Membership.** The JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered two-year terms. Incumbents serving on the JCOA at the time this resolution is adopted may continue to serve the remainder of their present term and are eligible for reappointment. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

**Section 3. Purpose and Mission.** The purpose of the JCOA is to advise the Assembly on issues regarding seniors in Juneau and to promote awareness of Juneau's senior population, the quality of life of seniors, and the role of seniors in the social and economic life of Juneau.

**Section 4. Powers and Duties:** The JCOA's powers and duties may include the following:

- a. Promote senior citizen participation in the planning and development of programs which benefit and enhance the health, safety, and welfare of senior citizens in the City and Borough of Juneau.
- b. Build a coalition among established groups and support programs working to address the needs of seniors. Assess and identify gaps in the senior service delivery system. Share information within the coalition and report findings to the Assembly.
- c. Act to support the Assembly's Economic Plan as it relates to the senior economy.

- d. Collect facts and statistics, and make studies of the conditions and problems pertaining to the employment, health, financial security, social welfare, and other factors that bear upon the well-being of older Juneauites. Act as plan manager and facilitator of the Juneau Senior Needs Survey.
- e. Coordinate events in the month of May highlighting Older Americans Month.

**Section 5. Procedures.** The Commission's procedures shall be governed by the Rules of Procedure for Assembly Advisory Boards, as amended from time to time.

**Section 6. Staff Assistance.** The Manager or Manager's designee shall provide such staff support and assistance for the Commission to the extent funds are available for such support.

**Section 7. Reserved.**

**Section 8. Repeal of Resolution.** Resolution 2802 is repealed in its entirety.

**Section 9. Effective Date.** This resolution shall be effective immediately after its adoption.

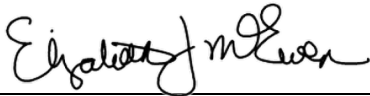
Adopted this 22<sup>nd</sup> day of March, 2020.



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Beth A. Weldon, Mayor

Attest:



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Elizabeth J. McEwen, Municipal Clerk

**From:** [domadmin@juneau.org](mailto:domadmin@juneau.org)  
**To:** [CBJ Boards; Di Cathcart](#)  
**Subject:** New submission from CBJ Board Application  
**Date:** Monday, August 4, 2025 9:52:26 AM

---

<b>Name</b>
Laura Revels
<b>Residence Address</b>
[REDACTED]
<b>Mailing Address</b>
Same as Residence
<b>Primary Phone</b>
[REDACTED]
<b>Secondary Phone</b>
[REDACTED]
<b>Email</b>
[REDACTED]
<b>Board, Commission, Committee</b>
Juneau Commission on Aging
<b>Current of Prior Experience on CBJ Boards/Commissions/Committees</b>
None
<b>Reasons for Wanting to Serve</b>
<p>I believe in honoring the full arc of life — and in building a community where aging is met not with fear or invisibility, but with purpose and dignity. My background in public health and Tribal nonprofit work has given me a deep understanding of the systemic challenges older adults face, as well as the opportunities we have to create more inclusive, supportive environments.</p> <p>I bring a strong commitment to equity, well-being, and advocacy, along with broad experience collaborating across diverse sectors of our community. I want to help ensure that every individual is seen, heard, and valued — not only for what they have done, but for who they are and who they continue to become. Serving on the Juneau Commission on Aging would allow me to contribute meaningfully to this vision.</p>
<b>Experience/Professional Expertise/Education</b>
02/12/24 to Present, Family Services Manager, Central Council of Tlingit and Haida, including Elder Services

02/04/202 to 06/10/2022, Education Manager, Chugachmiut, Inc., worked with community members, Tribal Elders, superintendents, and teachers to develop a Tribal Education Code  
10/10/2011 to 08/30/2019, Senior Program Manager, Alaska Native Tribal Health Consortium  
02/22/2010 to 08/2012, Community Outreach Manager, University of Washington

2008 - Present, Alaskan Storyteller, Owner - Storyteller Trainer, facilitated digital storytelling workshops for ages 10 to 80, with a broad range of communities in 5 different states.

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

October 2019 to July 2024, Sealaska Participation Committee, Committee Member  
April 2019 to May 2022, Anchorage Community Land Trust, Board Member  
December 2018 to December 2020, State of Alaska Cancer Partnership Steering Committee, Committee Member  
September 2018 to November 2020, American Indian Cancer Foundation, Board Member  
July 2017 to December 2018, Southcentral Foundation Palliative Care, Advisory Group Member  
November 2017 to November 2018, Healthy Native Communities Partnership, Board Chair  
February 2011 to November 2017, Healthy Native Communities Partnership, Board Member  
February 2011 to September 2011, Native American Cancer Research Conference Advisory Group Member  
December 2010 to September 2011, Pierce County Survivorship Committee, General Member  
July 2010 to September 2011, Washington Cares about Cancer Partnership, Steering Committee Member  
March 2010 to September 2011, Seattle Digital Storytellers  
August 2009 to September 2011, State of Alaska Comprehensive Cancer Control Plan, Advisory Member  
September 2009 to June 2010, American Cancer Society Circle of Life National Advisory Group  
November 2005 to June 2009 , Alaska Tobacco Control Alliance, Chair of Media and Communications  
November 2005 to June 2009 , Alaska Native Tobacco Advisory Group, Chairperson

**Date of Birth**

██████████

**Ethnicity**

Tlingit

**Gender**

Female

**Acknowledgement/Certification**

Laura J. Revels

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

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

Serial No. 2686

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

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

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

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

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

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

##### **Rule 1. Membership.**

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

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

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

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

**1. Definitions:**

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

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

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

- (i) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
- (ii) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
- (iii) If a member submits his or her resignation to the Assembly;
- (iv) If a member is physically unable to attend board meetings for a period of more than 90 days; or
- (v) If a member misses more than 40 percent of the board meetings in a 12-month period.

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

## **Rule 2. Appointment Process.**

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

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

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

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

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

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

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

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

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

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

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

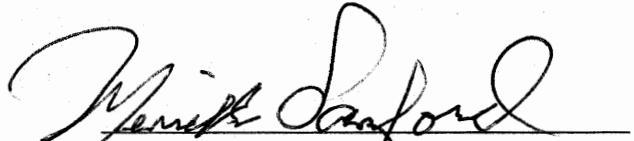
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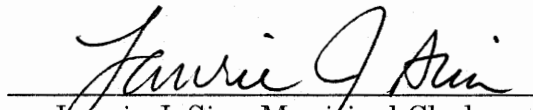
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**SECTION 3. EFFECTIVE DATE.** This resolution shall be effective immediately upon adoption.

Adopted this 9<sup>th</sup> day of June, 2014.

  
Merrill Sanford, Mayor

Attest:

  
Laurie J. Sica, Municipal Clerk

Presented by: The Manager  
Presented: 04/01/2024  
Drafted by: R. Palmer III

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

**Serial No. 2986**

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

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

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

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

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

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

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

37 WHEREAS, upon balancing the timing of public comment and the Assembly's scarce  
38 meeting time, the Assembly amends the Assembly Rules of Order to reconcile the  
39 unnecessary complexities created by Robert's Rule 52 on the Committee of the Whole and  
40 any other nine-member Assembly committee with the public comment requirement of  
41 Charter 5.3(a) while recognizing occasionally a motion previously decided by a committee  
42 may be renewed at the Assembly without being treated as dilatory; and  
43

44 WHEREAS, the following additional amendments would clarify the rules and make  
45 necessary changes to maximize public engagement, public body deliberations, and meeting  
46 efficiency.  
47

48 NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF  
49 JUNEAU, ALASKA:  
50

51 **Section 1. Rules of Procedure.** The following rules of procedure are adopted:  
52

53 **RULE 1. AGENDA.**

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

- 55 I. Call to Order
- 56 II. Flag Salute
- 57 III. Land Acknowledgment
- 58 IV. Roll Call
- 59 V. Special Order of Business
- 60 VI. Approval of Minutes
- 61 VII. Manager's Requests for Agenda Changes
- 62 VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20  
63 Minutes, Nor More than Three Minutes for Any Individual)
- 64 IX. Consent Agenda
  - 65 A. Public Requests for Consent Agenda Changes, Other than Ordinances  
66 for Introduction
  - 67 B. Assembly Requests for Consent Agenda Changes
  - 68 C. Assembly Action
- 69 X. Ordinances for Public Hearing
  - 70 A. Administrative or Committee Reports
  - 71 B. Public Hearing
  - 72 C. Assembly Action
- 73 XI. Unfinished Business
  - 74 A. Administrative or Committee Reports
  - 75 B. Public Hearing
  - 76 C. Assembly Action
  - 77 D. Potential Issues for Reconsideration
- 78 XII. New Business
  - 79 A. Administrative or Committee Reports
  - 80 B. Public Hearing

- 81 C. Assembly Action
- 82 XIII. Staff Reports
- 83 XIV. Assembly Reports
- 84 A. Mayor's Report
- 85 B. Committee, Liaison Reports, Assemblymember Comments and
- 86 Questions
- 87 C. Presiding Officer Reports
- 88 XV. Continuation of Public Participation on Public Participation on Non-agenda
- 89 Items
- 90 XVI. Executive Session
- 91 XVII. Supplemental Materials
- 92 XVIII. Adjournment

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

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

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

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

116  
 117 **RULE 2. MEETINGS.**

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

122 B. Place of Regular Meetings. Regular Assembly meetings shall be held in the  
123 Assembly Chambers at the Municipal Building at 155 Heritage Way, Juneau, Alaska.  
124 However, the location of a regular meeting may be changed (a) up to 24 hours in advance of  
125 the meeting by the Assembly, at a preceding regular or special meeting, by motion or  
126 otherwise, upon designating a different place for a particular meeting; or (b) if the meeting  
127 was previously noticed with remote participation, by the Mayor, the committee chair, or any  
128 three Assemblymembers due to extenuating circumstances (i.e. public health requirement,  
129 equipment or facility problem in Assembly Chambers, inability to get a quorum in-person,  
130 weather) to hold the meeting virtually with only remote participation (i.e. video conferencing  
131 technology).

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

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

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

138

139 **RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.**

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

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

148

149 **RULE 4. LEGISLATION.**

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

151 1. For presentation to the Assembly only

152 (a) by vote or consensus of the Assembly,

153 (b) by vote of a standing or ad hoc Assembly committee,

154 (c) by request of the Mayor, the Manager, or any member, or

155 (d) on the Attorney's own initiative to correct errors not otherwise correctable  
156 in any section or to make amendments to Title 01.45 the Conflict of  
157 Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation  
158 Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the  
159 Penal Code, or any section imposing duties on the Attorney.

160 2. For presentation to a standing or ad hoc Assembly committee only by vote of the  
161 committee, request of its chair, or by direction of the Assembly.

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

168  
169

**RULE 5. COMMITTEES.**

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

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

177 Any member of the Assembly may sit with any committee at all times; such member shall  
178 have the right to participate in committee discussion except that members of the committee  
179 shall have priority in obtaining the floor and only committee members may vote. Standing  
180 committee meetings are work sessions without public testimony unless otherwise noticed at  
181 the time of packet publication, or earlier, by the committee chair.

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

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

186 1. Standing Committees.

187 (a) With the exception of the Committee of the Whole, the Finance Committee,  
188 and the Human Resources Committee in proceedings pursuant to Rule  
189 5(C)(2)(f), there shall be not more than four Assemblymembers appointed  
190 to each standing committee of the Assembly. Each Assemblymember will  
191 be appointed to at least one, but not more than three, standing committees,  
192 in addition to the Finance Committee and the Committee of the Whole.

193 (b) Nominations for standing committee appointments and for the position of  
194 chair of each such committee shall be made by the Mayor, and shall be  
195 subject to ratification by the Assembly. In making nominations for  
196 committee appointments, the Mayor shall strive to ensure, to the extent  
197 reasonably possible, that there is a balance and diversity of opinion,  
198 viewpoints, and perspective among the Assemblymembers nominated for  
199 committee membership, and that there is at least one Assemblymember  
200 nominated for appointment to each committee who has expertise in the  
201 areas assigned to the committee.

- 202 (c) Each year following the regular municipal election, all Assemblymembers  
203 will be given an opportunity to indicate in writing which of the standing  
204 committees they request to serve on. At least two of the nominations for  
205 appointment for each standing committee shall be made from those  
206 Assemblymembers, if any, who have requested to serve on the committee  
207 for which the appointments are to be made. The nomination for  
208 membership and chair positions shall be made by the Mayor and ratified by  
209 the Assembly within seven days of the second meeting after the  
210 certification of the regular municipal election each year. All committee  
211 members shall be appointed to serve for a term expiring upon ratification  
212 by the Assembly of the committee appointments following the next regular  
213 municipal election. All committee members serve at the pleasure of the  
214 Assembly.
- 215 (d) A standing committee may at the call of its chair or the vote of its  
216 membership take up any matter within the scope of its charge established  
217 by these rules and not pending as legislation authorized by the Assembly.  
218 Matters not within the scope of any standing committee, or within the  
219 scope of more than one standing committee shall be assigned by the Mayor.
- 220 (e) Each committee shall refer information to and coordinate activities with  
221 other appropriate committees. Issues referred to another committee and  
222 any directions to the Manager must have the concurrence of a majority of  
223 the committee members.
- 224 2. Human Resources Committee. The Human Resources Committee may take up  
225 issues relating to the health and well-being of Juneau citizens and their  
226 participation in local government. The duties of the Human Resources  
227 Committee shall include:
- 228 (a) Nominating citizens to all CBJ boards and commissions. Appointment to  
229 such bodies shall be made by the full Assembly;
- 230 (b) Making recommendations to the full Assembly regarding the issuance,  
231 renewal or transfer of liquor licenses, restaurant designation permits, and  
232 marijuana licenses;
- 233 (c) Reviewing and proposing amendments to these rules;
- 234 (d) Reserved.
- 235 (e) Reserved.
- 236 (f) Membership for Certain Appointments. The full Human Resources  
237 Committee shall meet as needed to recommend appointments to the  
238 Planning Commission, the Hospital Board, the Ski Area Board, the Docks  
239 and Harbors Board, and the Airport Board. The Mayor and all  
240 Assemblymembers shall serve as members of the full Committee and the  
241 Human Resources chair shall serve as chair at these meetings.
- 242 3. Finance Committee. The Finance Committee may take up issues relevant to  
243 the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as

244 members of the Finance Committee. The duties of the Finance Committee shall  
245 include:

246 (a) Review of the Manager's proposed budget and recommendations to the  
247 Assembly for a final budget;

248 (b) Review of the fiscal policies of the CBJ as deemed necessary by the  
249 committee.

250 4. Committee of the Whole. The Committee of the Whole may take up those issues  
251 within the jurisdiction of multiple committees and those warranting detailed  
252 review prior to consideration by the Assembly. The Mayor and all  
253 Assemblymembers shall serve as members of the Committee of the Whole.  
254 Generally, the rules of the Assembly shall be followed in the Committee of the  
255 Whole, provided that, at the discretion of the chair, the rules may be relaxed  
256 and the rules relating to participation by the presiding officer and the number  
257 of times a member may speak shall not be in effect unless otherwise ordered by  
258 a majority of the committee. In preparing the committee agenda the chair shall  
259 consult with the Mayor.

260 5. Lands, Housing, and Economic Development Committee. The Lands, Housing,  
261 and Economic Development Committee may take up issues relevant to the  
262 lands, housing, economic development, water or air within the City and  
263 Borough. The duties of the Lands, Housing, and Economic Development  
264 Committee shall include recommendations to the Assembly regarding:

265 (a) The preparation and revision of a land management plan and the  
266 acquisition and disposal of CBJ lands;

267 (b) The administration of the lands fund and the mineral holdings of the CBJ;

268 (c) Implementation of the Long Range Waterfront Development Plan, and  
269 issues relating to use and development of the CBJ waterfront;

270 (d) Promotion of improved housing availability in the City and Borough; and

271 (e) Promotion of a vibrant and diverse local economy.

272 6. Public Works and Facilities Committee. The PWFC may take up issues  
273 relevant to the infrastructure of CBJ, including transportation and utilities.  
274 The duties of the PWFC shall include:

275 (a) Making recommendations to the Assembly regarding the capital  
276 improvement program required by Charter section 9.2 and other capital  
277 improvement plans and lists;

278 (b) Advising each newly elected Assembly of unfinished capital projects to be  
279 continued;

280 (c) Making recommendations to the Assembly regarding the preparation and  
281 revision of an areawide transportation plan;

282 (d) Making recommendations related to energy efficiency, renewable resources,  
283 waste reduction and recycling, global warming, and green building.

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

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

299 E. Quorum of Committees. For the Committee of the Whole and the Finance  
300 Committee, a majority of the membership shall constitute a quorum. For committees with  
301 seven or eight members, four of the membership shall constitute a quorum, for committees  
302 with four, five, or six members, three of the membership shall constitute a quorum.

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

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

311

312 **RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

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

- 315 Planning Commission
- 316 Hospital Board
- 317 Docks and Harbors Board
- 318 Airport Board
- 319 School Board
- 320 Ski Area Board

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

323 B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly  
324 and the board or commission to establish and maintain communication between the bodies  
325 on issues, projects, and other matters of mutual concern and interest. Assembly liaisons  
326 should regularly attend appointed board or commission meetings. Assembly liaisons shall  
327 not have the power to vote on the board or commission and are not to be counted in  
328 determining whether a quorum of the board or commission is present, unless specifically  
329 identified as voting members in the governing legislation of a particular board. An Assembly  
330 liaison may participate in board or commission discussions when invited by the board chair.

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

334

335 **RULE 7. DEBATE.**

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

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

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

349

350 **RULE 8. RULES OF PUBLIC PARTICIPATION.**

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

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

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

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

- 364 D. People are encouraged to submit written presentations and exhibits to the  
365 Municipal Clerk and the Assembly via email ([boroughassembly@juneau.gov](mailto:boroughassembly@juneau.gov)).
- 366 E. The Mayor will set forth the item or subject to be discussed and will rule non-  
367 germane speech out of order. A member of the public may not be stopped for speaking  
368 because of the viewpoint being expressed. However, a person may be stopped for disrupting,  
369 disturbing, or impeding the meeting when speaking longer than the time limit, when being  
370 unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane  
371 speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from  
372 accomplishing its business in a reasonably efficient manner or when the speech interferes  
373 with the rights of other speakers. A person stopped for non-germane speech during a  
374 meeting is welcome to submit a writing, presentation, recording, and exhibit to the  
375 Municipal Clerk and to the Assembly via email ([boroughassembly@juneau.gov](mailto:boroughassembly@juneau.gov)).
- 376 F. All speakers, members of the public and members of the Assembly, will be  
377 recognized by the chair by surname.
- 378 G. Members of the public will precede their remarks by stating their names and,  
379 unless otherwise allowed by the Mayor, the area of town in which they reside.
- 380 H. Members of the Assembly will not direct questions to each other or to the chair  
381 during public participation except as to the conduct of the hearing.
- 382 I. Members of the Assembly may direct questions to members of the public only to  
383 obtain clarification of the material presented. The questions should not be argumentative,  
384 nor may they have the purpose or effect of unreasonably extending any time limit applicable  
385 to public speakers.
- 386 J. The public may direct questions to the Assembly or the administration.
- 387 K. The public may direct questions to the chair only as it pertains to the conduct of the  
388 hearing.
- 389 L. The Manager may participate in the same manner as the members of the Assembly.
- 390 M. There shall be an opportunity for public participation on non-agenda items at each  
391 regular meeting of the Assembly. Such public participation shall be limited to no more than  
392 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed  
393 three minutes. Assemblymembers may ask questions of the speaker but should not  
394 deliberate at that time on matters raised or answer questions directed to the members.
- 395 N. Members of the public that want to provide oral public comment via remote  
396 participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal  
397 Clerk Office or register online, when available). A person is not required to notify the  
398 Municipal Clerk prior to the meeting when providing in-person oral public comments.
- 399 O. Reasonable accommodations are available upon request. To the extent allowed by  
400 law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a  
401 disability wishing to provide oral public testimony should advise the Municipal Clerk.  
402 Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so  
403 arrangements can be made if other accommodation requests like closed captioning or sign

404 language interpreter services are desired. The Clerk's office telephone number is 586-5278,  
405 TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

406

407 **RULE 9. MOTIONS.**

408 A. Seconds. Seconds to motions are not required.

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

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

412 1. Fix time to adjourn

413 2. Give notice of reconsideration

414 3. Adjourn

415 4. Recess

416 5. Question of privilege of the body

417 6. Question of personal privilege

418

419 **RULE 10. CLERICAL ERRORS.**

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

423

424 **RULE 11. VOTE REQUIRED.**

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

428 A. Limiting, extending, or closing debates

429 B. Suspension of the rules

430 C. Setting of or postponement of special orders

431 D. Objection to consideration of question

432 E. Motion for immediate vote (previous question)

433 F. Rescind

434 G. To take up a motion for reconsideration at the meeting at which the action to be  
435 reconsidered was taken

436

437           **RULE 12. PARLIAMENTARIAN.**

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

440

441           **RULE 13. SESSIONS.**

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

444

445           **RULE 14. PUBLIC PARTICIPATION.**

446           A. Public participation shall be permitted on all items on the agenda, except public  
447           participation is not allowed on the following:

- 448           i. for committee meetings advertised as work sessions only;
- 449           ii. items before the body for information purposes only;
- 450           iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-  
451           judicial item for further consideration (CBJC 01.50.030(e)(1)). Public  
452           participation—including by named parties—is authorized to aid the body in  
453           deciding whether to accept an appeal, but public participation—including by  
454           parties—is prohibited after the body makes the acceptance decision. This limited  
455           public participation rule is necessary to protect the due process rights of the  
456           parties.

457

458           B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body  
459           may authorize public participation on a specific agenda item when in the best interest of the  
460           community.

461

462           C. Public participation shall be permitted on a motion to recess into executive session  
463           prior to the vote on such a motion.

464

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

469

470           **RULE 15. RECONSIDERATION.**

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

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

476           C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all  
477           action on the subject of the notice until a motion for reconsideration is made and acted upon

478 or until the time within which the motion for reconsideration may be made and acted upon  
479 has expired.

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

483 E. Successive Reconsideration. There may be only one reconsideration even though  
484 the action of the Assembly after reconsideration is opposite from the action of the Assembly  
485 before reconsideration.

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

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

491

492 **RULE 16. REMOTE PARTICIPATION.**

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

496 A. A member may participate remotely in an Assembly meeting, or an Assembly  
497 Committee meeting, if the member declares that circumstances prevent physical attendance  
498 at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall  
499 preside. If a committee chair chooses to participate remotely, they should designate an  
500 alternative committee member to chair the meeting unless the entire meeting is held  
501 remotely.

502 B. Reserved.

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

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

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

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

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

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

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

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

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

527 L. Remarks by members participating remotely shall be transmitted so as to be  
528 audible by all members and the public in attendance at the meeting, provided that in  
529 executive session the remarks shall be audible only to those included in the executive  
530 session.

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

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

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

- 540 i. Assembly
- 541 ii. Assembly Standing Committees
- 542 iii. Planning Commission
- 543 iv. Hospital Board
- 544 v. Docks and Harbors Board
- 545 vi. Airport Board
- 546 vii. Ski Area Board
- 547 viii. Systemic Racism Review Committee

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

552

### 553 **RULE 17. ADOPTION OF ROBERT’S RULES OF ORDER.**

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

557

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

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

561  
562        Adopted this 1<sup>st</sup> day of April 2024.

563



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Beth A. Weldon, Mayor

564

565

566        Attest:

567

568

569

570



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Elizabeth J. McEwen, Municipal Clerk