



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA - **UPDATED 11/17/2025 12:30PM**

November 17, 2025 at 5:00 PM

Centennial Hall/Zoom Webinar

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

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

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

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. 2025-09-22 Assembly HRC Minutes - Draft

F. AGENDA TOPICS

1. Douglas Advisory Board (DAB) Annual Report
2. Parks & Recreation Advisory Committee (PRAC) Annual Report
3. Juneau Commission on Sustainability (JCOS) Annual Report & Appointments

Per [Resolution 2755](#), the Commission shall be comprised of nine members appointed by the Assembly, plus one liaison from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is present. Membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest in sustainability.

CURRENT JCOS [ROSTER](#)

There are currently three seats for terms beginning immediately and ending June 30, 2028; incumbents, Marian Call and Nick Waldo, have reapplied, as well as one member of the general public.

Suggested Motion: by _____ that the Assembly Human Resources Committee forward to the full Assembly for approval, the reappointment of Marian Call and Nick Waldo and the appointment of Ariel Hasse-Zamudio, all to terms beginning immediately and

ending June 30, 2028 to the Juneau Commission on Sustainability and ask for unanimous consent.

4. Juneau Commission on Aging Appointments

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

CURRENT JCOA [ROSTER](#)

There are currently four seats up for action on the Juneau Commission on Aging, two general public seats for unexpired terms ending December 31, 2025. Since these are within 6-months of the terms ending, HRC members can appoint the applicants to finish the unexpired terms and fill the full 2-year terms, which run from January 1, 2026 to December 31, 2027; as well as two 65+ seats up for full terms running January 1, 2026 to December 31, 2027.

Suggested Motion: *by _____ that the Assembly Human Resources Committee forward to the full Assembly for approval, the reappointment of Linda Kruger and Diane Kyser to the Juneau Commission on Aging 65+ seats for full terms running January 1, 2026 to December 31, 2027 and the appointments of Rhonda Ward and John Brett to general public seats on the Juneau Commission on Aging for unexpired terms beginning immediately and ending December 31, 2025 and to full terms beginning January 1, 2026 and ending December 31, 2027 since the partial terms are within 6-months of ending, and ask for unanimous consent.*

5. Juneau Economic Development Council (JEDC) Board Appointments

Per [Resolution 2136](#) (JEDC) Board Members serve staggered three-year terms and may serve two consecutive terms. Article Four, Section 2, Paragraph E, of JEDC Bylaws, states: *“The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members.”*

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

Suggested Motion: *by _____ that the Assembly Human Resources Committee forward to the full Assembly for approval the appointment of Melissa Beedle and James Greene both to At-Large seats and the reappointment of Trenton English to an Organized Labor seat, all to full terms on the Juneau Economic Development Council Board beginning immediately and ending October 31, 2028 and ask for unanimous consent.*

6. Setting Dates for Empowered Board Interviews: Bartlett Regional Hospital Board &

Planning Commission

The Full Assembly sitting as the Human Resources Committee typically meets in Mid-December via Zoom to hold interviews for the Bartlett Regional Hospital Board and the Planning Commission, followed by a Special Assembly meeting for board appointments. If there are not enough applicants to hold interviews in December, the Assembly can decide to push interviews and appointments to January.

The Clerk's Office has set placeholders for the following dates and will finalize once approved by the Assembly:

Wednesday, December 17 & Thursday, December 18

G. 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 December 15, 2025 Assembly HRC)*

H. STAFF REPORTS

I. COMMITTEE MEMBER COMMENTS

J. NEXT MEETING DATE December 15, 2025 at 5pm, Centennial Hall/Zoom

K. SUPPLEMENTAL MATERIALS

L. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, e-mail: city.clerk@juneau.gov.



ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES-DRAFT

September 22, 2025 at 5:00 PM

Centennial Hall/Zoom Webinar

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

A. CALL TO ORDER - *HRC Chair Adkison called the Assembly Human Resources Committee to order at Centennial Hall and via Zoom at 5:02 p.m.*

B. LAND ACKNOWLEDGEMENT – *read by Assemblymember Steininger*

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

C. ROLL CALL

HRC Members Present: HRC Chair Ella Adkison, Wade Bryson, Neil Steininger, & Maureen Hall

HRC Members Absent: None

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Finance Director Angie Flick, Treasurer Ruth Kostik, Tech Clerk Kevin Allen, JHRC Chair Haifa Foroughi, YAB Chair Tom Rutecki, and Spice Owner Nimmy Phillips

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

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.

Ms. Phillips spoke to the protest; noting the challenges downtown restaurants have faced with overall businesses reporting their numbers down by 20% or more due to the uncertainties at the federal level and the trickle down effect it's having on the local community. She requested the Assembly give her additional time to pay the balance due related to fees, penalties and interest.

Finance Director Flick stated her department would feel comfortable extending the deadline to October 14th for Ms. Phillips to come into compliance; at which time the protest would be removed.

MOTION: By Assemblymember Bryson to recommend forwarding to the to the Full Assembly a recommendation that the licensee has until October 14, 2025 to work with Sales Tax to come into compliance, at which time the Assembly will remove the recommended protest and that staff will notify AMCO of those recommendations and when the licensee has come into compliance and asked for unanimous consent. *Hearing no objection, motion passed.*

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.

Youth Activities Board Chair Tom Rutecki attended the meeting via Zoom and was available for any questions from the HRC. The committee had no questions specific to the annual report.

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.

MOTION: by Assemblymember Bryson 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, on the Youth Activities Board, both for full terms beginning immediately and ending August 31, 2028 and asked for unanimous consent. *Hearing no objection, motion passed.*

MOTION: by Assemblymember Hall that the Assembly Human Resources Committee forward to the full Assembly for approval the appointment of **Traci Ferguson Hayes** to a general public seat for an unexpired term beginning immediately and ending August 31, 2026 and the appointment of **Aggie D’Cafango** to a general public seat for an unexpired term beginning immediately and ending August 31, 2027 and the appointment of **Jaylynn Martin** to the 19 years or younger seat for a term beginning immediately and ending August 31, 2028, all to the Youth Activities Board an asked for unanimous consent. *Hearing no objection, motion passed.*

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.

Juneau Human Rights Commission Chair Haifa Foroughi attended the meeting via Zoom and was available for any questions the committee had regarding the JHRC annual report. Mr. Bryson asked if moving JHRC membership from seven members to five members helped with achieving quorum and still able to get the work of the commission done. Chair Foroughi thanked the committee and responded that lowering the membership has helped them achieve quorum and the commission has an engaging and full year ahead focusing on community engagement.

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.

MOTION: by Assemblymember Steininger 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 asked for unanimous consent. *Hearing no objection, motion passed.*

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 65+ 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.

MOTION: by Assemblymember Bryson that the Assembly Human Resources Committee forward to the full Assembly for approval, the appointment of **Laura Revels** to a 65+ 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 asked for unanimous consent. *Hearing no objection, motion passed.*

H. STAFF REPORTS - None

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)*

This topic was not taking up during the September 22, 2025 meeting.

J. COMMITTEE MEMBER COMMENTS

Assemblymember Bryson noted this was the last HRC meeting of the 2024-2025 committee and took a moment to recognize all the work the committee did this past year thanks to Chair Adkison.

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

L. SUPPLEMENTAL MATERIALS - None

M. ADJOURNMENT - *There being no further business to come before the committee, meeting adjourned at 5:28 p.m.*

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2331

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

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

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

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

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

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

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

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

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

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

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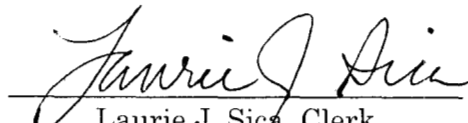
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Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 23rd day of April, 2007.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

2025 Douglas Advisory Board Annual Report

To: City and Borough of Juneau Assembly
Date: Nov. 1, 2025
Re: 2025 Douglas Advisory Board Annual Report

Members: Ed Schoenfeld (chair), Shannon Crossley (vice chair), Matthew Catterson (secretary), Mary Kay Pusich, Joyce Vick, Carmen Katasse.

The Douglas Advisory Board (DAB) was formed upon unification of the cities of Juneau and Douglas into the City and Borough of Juneau (CBJ) and continues to be a voice for Douglas Island residents, concerns, and input. In 2025, DAB met on the 3rd Wednesday of every other month at 5 pm at the Douglas Library.

Following are the 2025 activities of the DAB, with a few from 2024 that overlap:

Membership: The board continues operating with all seven seats filled, with the exception of times between a member's resignation and a new appointment by the assembly. The DAB has had no problem filling empty seats.

Monitoring Douglas Island developments: The board has been tracking zoning changes that could increase high-density housing developments near North Douglas Highway, plans for the Goldbelt Aaní cruise port near the tip of North Douglas, the gambling hall being built on Fish Creek Road by the Central Council of Tlingit and Haida Indian Tribes of Alaska and other projects, including gondola installation at the Eaglecrest Ski Area.

Douglas Cemeteries: DAB continued to advocate for municipal takeover and maintenance of Douglas Island cemeteries. In correspondence, reports and appearances before the Assembly, it requested the municipality take responsibility for the Douglas Island Historical Cemeteries in the Lawson Creek area.

DAB's request included: 1) acquire the titles for each of the Eagles and Catholic cemeteries, which want to turn them over; 2) attain quiet title for the other Douglas Historic Cemeteries; 3) provide for regular maintenance of the cemeteries. Supporting documents have been provided to municipal officials repeatedly.

The board asked assembly members to discuss the historic cemeteries at a Committee of the Whole meeting. The result was an instruction to municipal staff to issue a Request for Interest seeking a nonprofit group to oversee cemetery maintenance. The meeting was on May 6, 2024, but no request was ever published. The board wrote the assembly on July 29, 2025, requesting that RFI be issued. Apparently, it hasn't been yet. In the meantime, board members and others identified an organization that might be interested in taking on that role.

Recreation: The board continues to push for improvements to the Mike Pusich Douglas Boat Harbor, including plumbed rest rooms, paved parking and better lighting. It also continues to ask for repair of the closed rest rooms near the north end of Savikko Park. The board also heard regular reports on construction and use of an expanded disc golf course and the new Mount Jumbo/Treadwell Ditch access trail.

Welcome to Douglas sign: DAB continues to work towards creation and installation of a Welcome to Douglas Island sign at or near the roundabout near the Douglas Bridge. We've been talking to the state Department of Transportation Right-of-Way officials regarding placement. We've also asked the Douglas Indian Association to help us properly include the traditional Tlingit name of Douglas, Anax Yaa Andagan Ye - Sayeik (Where the Sun Rays Touch First~ Spirit Helper). Members also identified Goldbelt. Inc. as a possible funding source.

Juneau Area Plan: Douglas Advisory Board members participated in the area plan, specifically the part relating to Downtown Douglas and West Juneau. DAB is commenting on the plan based on the priorities listed above.

Communications and Outreach: DAB members continue to monitor CBJ meetings and plans regarding activities that impact Douglas Island, including planning, development, and recreation. DAB members also share information through Douglas-oriented social media sites.

Following the 2024 assembly election, the board invited two newly elected assembly members to increase their awareness of our issues and concerns. It was a productive meeting.

While not an official board function, DAB members helped plan and put on an assembly candidate forum in September where all of those running answered questions about Douglas issues. Transcripts from the forum were turned into six Facebook posts, using the two Douglas Facebook groups. Together, they attracted more than 21,000 views and 250 engagements. About 20 people attended in person.

Board members continue to be active members of the Douglas 4th of July Committee, the Treadwell Historical Preservation Society, the Douglas Cemeteries Working Group and other Douglas Island organizations.



TO: Assembly Human Resources Committee

FROM: Ryan O'Shaughnessy, Chair, Parks & Recreation Advisory Committee

DATE: October 3, 2025

SUBJECT: PRAC Annual Report FY25

The Parks & Recreation Advisory Committee advises the Assembly and the Parks & Recreation Department on policies, projects, and priorities for Juneau's parks, trails, and facilities. This report primarily covers activity from fiscal year 2025.

Membership

The committee saw changes this year. Charles Westmoreland stepped down, and Jennifer Gross and Susan Crandall joined in the summer, helping ensure a broad range of experience in recreation, facilities, and trails.

Topics of Public Interest

- Pickleball and Tennis Courts
Courts at Adair Kennedy and Floyd Dryden remained the most discussed topic before PRAC this year. Community members provided regular testimony urging progress on resurfacing and reconfiguration. The committee has emphasized balanced access for pickleball, tennis, and basketball users and continues to monitor project delays.
- Disc Golf
The Treadwell disc golf course has quickly become one of Juneau's most popular recreational spaces. PRAC supported a proposal to add nine new holes, noting strong community participation, volunteer upkeep, and relatively low cost.
- Playgrounds and Parks
Projects at Sigoowu Ye, Si't Tuwan, Steelhead Park, and Homestead Park all drew interest from nearby neighborhoods. Public input on design and safe access for children and families was a central theme throughout the year.
- Trails
PRAC received updates from Trail Mix on bridge replacements, new trail construction,

and volunteer programs. This partnership helps stretch resources, supports workforce development, and ensures Juneau's extensive trail system remains safe and accessible.

- **Facilities**
Augustus Brown Pool, Treadwell Arena, the Jensen-Olson Arboretum, and the Zach Gordon Youth Center each play a critical role in providing recreation services. PRAC monitored ongoing staffing challenges and highlighted the need for long-term investment.
- **Open Space and Land Use**
The committee recommended retaining city-owned land on Meander Way for public access. Protecting limited waterfront and open space remains a recurring concern in PRAC discussions.

Department Leadership

This year brought a leadership transition with the departure of Director George Schaaf. The committee recognizes and thanks George for his many years of service and contributions to Juneau's parks and recreation system. PRAC looks forward to goal setting and potentially beginning a strategic planning process once a new director is hired.

Looking Ahead

In 2026, PRAC expects long-discussed projects- including and especially the Floyd Dryden pickleball courts, playground installations, and continued trail upgrades, particularly on the Christopher Trail- to move forward. The committee will continue to advocate for investment in parks, trails, and recreation facilities as essential assets for community health, youth opportunities, and quality of life.

I firmly believe that the recreational opportunities provided by our community- be it trails, pools, community events in parks, playgrounds, organized sports, youth recreation- are resources enjoyed by all, and for some, are the primary reason to live here.

Respectfully submitted,

Ryan O'Shaughnessy, Chair
Parks & Recreation Advisory Committee
ryanpatrickoshaughnessy@gmail.com
907.209.5069

Attachment: FY25 Attendance Record

PARKS AND RECREATION ADVISORY COMMITTEE (PRAC)

ATTENDANCE July 2024 – June 2025 Assembly Chambers & Zoom Webinar

Tuesdays @ 5:30pm unless specified	7/2 2024	8/6 2024	9/3 2024	10/1 2024	11/5 2024	12/3 2024	1/7 2025	2/4 2025	3/4 2025	4/1 2025	5/6 2025	6/3 2025
Ryan O'Shaughnessy <small>Chair 09/03/2024</small>	C	C	P	P	P	P	A	P	P	P	P	P
Josh Anderson	C	C	P	P	P	P	P	P	A	P	P	P
Ren Scott	C	C	P	P	P	P	P	P	P	P	P	A
K̄aasáank' Andrew Williams	C	C	A	P	P	P	P	A	P	P	P	P
Charles Westmoreland <small>Resigned 11/18/2024</small>	C	C	P	A	A	X	X	X	X	X	X	X
Danika Swanson	C	C	P	P	A	P	A	P	P	P	P	A
Emma Van Nes	C	C	P	P	A	P	P	P	P	P	P	P
Paulette Schirmer	C	C	P	P	P	P	P	P	P	P	P	P
Portland Sarantopoulos <small>Resigned 02/18/2025</small>	C	C	P	A	A	P	A	A	X	X	X	X
Jennifer Gross <small>Appointed 03/03/2025</small>	C	C	X	X	X	X	X	X	P	P	A	P

LEGEND: **A** – Absent, **P** – Present, **C** – Canceled, **X** – not on PRAC

Committee member notes

- 09/03/2024 - Ryan O'Shaughnessy is appointed as chair of PRAC for a one-year term.
- 11/18/2024 - Charles Westmorland resigns from PRAC to focus on commitments coaching youth sports.
- 02/18/2025 - Portland Sarantopoulos resigns from PRAC as she is moving to Palmer, AK.
- 03/03/2025 – Jennifer Gross appointed to PRAC. First meeting March 4, 2025.
- 06/23/2025 – Susan Crandall appointed to PRAC. First Meeting will be August 5, 2025

Meeting Details:

- July 2, 2024 – Meeting canceled due to availability, next scheduled meeting August 6, 2024.
- August 6, 2024 Canceled due to Glacial Outburst flood response
- October 1, 2024 – Meeting held on Zoom because the Municipal Clerks were using the Assembly chambers for election.



JUNEAU COMMISSION ON SUSTAINABILITY ANNUAL REPORT JUNE 2024 - MAY 2025

I. INTRODUCTION

The Juneau Commission on Sustainability (JCOS), established by the Assembly in 2007, researches and advises the CBJ on community sustainability. The Commission continued to be engaged and productive this past year. The Commission’s work is typically researched and drafted by its committees and the full Commission conducts regular monthly meetings, work sessions as needed, and an annual retreat.

The JCOS charter, and resolutions for the Juneau Climate Action & Implementation Plan (2011) and Juneau Renewable Energy Strategy (2018), identify its duties:

1. promotion of sustainability in the community,
2. recommendations to the Assembly and other boards and commissions on policies and programs,
3. research and applying for grants,
4. advising CBJ staff on GHG emission reductions, and
5. acting as a liaison between the community and Assembly on sustainability-related issues.

Sustainability, as defined in JCOS’s charter, encompasses economic, social, environmental, and local government components.

II. HIGHLIGHTS – JCOS Governance, Priorities, Accomplishments and Pending Work

A. GOVERNANCE

The Commission saw two new members appointed in July 2024, Griffin Plush and Brennen McCulloch, replacing Steve Behnke and Gretchen Keiser as retiring members. Jessica Barker was also reappointed to a second term. New co-chairs, Griffin Plush and Marian Call, were elected in January 2025. Dianna Robinson left full-time employment with CBJ in July 2025, after the reporting period, and no new staff has been hired.

B. PRIORITY - ENERGY

1. Implementation of the Juneau Climate Action Plan and the Juneau Renewable Energy Strategy

The implementation of these planning documents has become a constant factor in JCOS decision-making. Appropriate sections of these documents are cited as the basis for numerous JCOS decisions such as letters of support for grant applications, policy memos to the Assembly, and annual goal-setting within JCOS.

2. Transportation

a. **JCOS Actions: Juneau Dock Electrification**

Dock electrification continues to be a key issue for JCOS, dating back well over a decade of community efforts. The commission successfully advocated for \$3M from the Marine Passenger Fees to be allocated for shore power upgrades at city-owned cruise docks. This builds off of previous allocations; as of the FY26 Finance Committee memo on the fee budget, there was \$10.3M available to begin work on an estimated \$54.25M project. This memo suggests that a bond package funded by dockage and/or passenger fees may help accelerate the delivery of this project. JCOS also submitted a memo the Assembly suggested adding requirements to the HTC lease requiring emissions reductions efforts like shore power.

b. **JCOS Actions: Electric Vehicles**

JCOS efforts for advancing electric vehicle adoption have focused on two areas: switching the City vehicle fleet to electric vehicles and supporting additional public charging infrastructure to lower the barrier to entry for private vehicles. JCOS worked to support AEL&P's ETIPP grant which would find ways to support the installation of charging infrastructure at multi-family rental properties.

3. Space Heating

As a community, Juneau saw new opportunity for boosting air-source heat pump installations in the community with an ETIPP award to AEL&P and a CPRG award to Alaska Heat Smart. JCOS discussed and helped spread the news about this opportunities and will continue to do so in the coming year as these funded projects come to fruition.

4. CBJ Energy Management

JCOS met with Nate Abbott, who supports energy management across CBJ to better understand the opportunity for space heating improvements in CBJ facilities, identifying the opportunity for spending on these projects as part of deferred maintenance, especially for school district facilities.

C. PRIORITY – SOLID WASTE

Solid waste was again a critical priority for JCOS. Most importantly, work advanced for design of a Zero Waste Campus to intercept the waste stream as the existing private landfill is facing closure within the next few years.

JCOS supported and review a waste characterization study to understand the current nature of waste entering the landfill, and a study to list the options available for waste disposal after the current landfill is retired. This has led into a cost study to be delivered in late 2025; JCOS supported EPW in scoping this study based on prior work.

D. PRIORITY - OUTREACH

JCOS continued its work through a monthly series of Sustainability Sessions in the fall through spring months, along with two “field trip” sessions during the first part of the summer. These sessions have included topics important to JCOS such as learning about our electric grid, preventing human-bear conflict, and solid waste. The hybrid in-person and online video broadcasts have been popular, with the ability to read off questions from the public online as well as from in the room. JCOS is very proud of making the sessions as accessible as possible through this hybrid format.

E. PRIORITY - CLIMATE IMPACTS/SUSTAINABILITY INDICATORS

The CBJ Comprehensive Plan Policy 2.3 directs JCOS and CBJ to develop Sustainability indicators to measure Juneau’s progress toward becoming a more sustainable community. Considering other priorities CBJ and JCOS have made little progress over the past few years toward developing sustainability indicators. Recently, JCOS began researching examples from other communities such as Fairbanks North Star Borough and Whitehorse Yukon. JCOS will be meeting with CBJ Public Works and Planning departments as well as the Juneau Economic Development Council to discuss their interest and involvement in developing a set of indicators. Initial thoughts are to start with a small number of relevant indicators for energy and a few other priority areas. Indicators would be part of a dashboard which is a highly readable and graphic format style of communicating sustainability information.

III. MEMBERSHIP

The 11-member Commission includes nine public members appointed by the Assembly, and one non-voting member each of the Assembly and the Planning Commission. The Commission’s membership reflects environmental, social, economic, and governmental perspectives unified by the common interests of sustainability.

The JCOS members who served during this reporting period are:

Term Expiring	Member	Member	Member
6/30/2025	<i>Duff Mitchell</i> , retired	<i>Nick Waldo</i>	<i>Marian Call, co-chair</i>
6/30/2026	<i>Jim Powell</i>	<i>David Teal</i> , <i>secretary</i>	<i>Laura Achee</i>
6/30/2027	<i>Griffin Plush</i>	<i>Brennen McCulloch</i>	<i>Jessica Barker</i>
<i>Alicia Hughes-Skandijs</i>	CBJ Assembly Liaison	<i>Nina Keller</i>	Planning Commission Liaison (non-voting member)

Vacant (non-voting member)
CBJ Staff Liaison *Rose Evans* CBJ Staff Liaison (assistant)

Presented by: The Manager
Introduced: 05/02/2016
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2755

A Resolution Reestablishing the Juneau Commission on Sustainability, and Repealing Resolution 2718.

WHEREAS, the City and Borough of Juneau is committed to a sustainable future that meets today's needs without compromising the ability of future generations to do the same, and that:

- Supports a stable, diverse, and equitable economy;
- Protects the quality of the air, water, land and other natural resources;
- Conserves native vegetation, fish, wildlife habitat, and ecosystems;
- Minimizes human impacts on local and worldwide ecosystems; and
- Minimizes energy usage and the release of greenhouse gases; and

WHEREAS, the CBJ Comprehensive Plan provides that it is the policy of the CBJ to build a sustainable community that endures over generations and that is sufficiently far-seeing and flexible to maintain the vital and robust nature of its economic, social, and environmental support systems; and

WHEREAS, communities throughout the nation, both large and small, have promoted sustainability through focusing on such issues as reducing dependence on fossil fuels; promoting fuel-efficient technologies; investing in the local economy for the long-term; adopting and enforcing land-use policies that reduce sprawl, promote infill, preserve open space, and create compact, walkable urban communities; promoting transportation options such as bicycle trails, incentives for car pooling and public transit; making energy efficiency a priority through building code improvements, retrofitting municipal facilities with energy efficient technologies, and urging employees to conserve energy and save money; practicing and promoting sustainable building practices; increasing the fuel efficiency of municipal fleet vehicles and reducing the number of vehicles; increasing recycling rates in municipal operations and in the community; and educating the public, business, and government about sustainability; and

WHEREAS, by Resolution 2397(b), the CBJ joined the International Council for Local Environmental Initiatives (ICLEI) and committed itself to complete the five milestones of the Cities for Climate Protection Campaign to reduce greenhouse gas and air pollution emissions; and

WHEREAS, the Assembly finds that it is in the public interest to create a panel to research and advise the Assembly on community sustainability, including but not limited to the items listed above; and

WHEREAS, the Juneau Commission on Sustainability has requested that the Assembly revise the Commission's governing legislation to specify that the Planning Commission and Assembly members be non-voting members and not be counted in determining whether a quorum of the Commission is present.

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

Section 1. Establishment. There is established a Juneau Commission on Sustainability.

Section 2. Composition. The Commission shall be comprised of nine members appointed by the Assembly, plus one liaison from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is present. Commission membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability. Commission members serving three year staggered terms at the time of adoption of this resolution shall serve out their terms.

Section 3. Duration. The Commission shall have an indefinite duration.

Section 4. Public policy and purpose. A sustainable community seeks to advance the economic social, environmental and governmental well-being of the community without compromising the quality of life of future generations. The mission of the CBJ Commission on Sustainability is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

Section 5. Powers and Duties.

1. To coordinate, propose, and promote sustainability initiatives among residents, businesses, government, and non-governmental agencies and educational organizations through education and outreach programs.

2. To make recommendations to the Juneau Assembly and CBJ Boards and Commissions on policies and programs that promote sustainability.

3. To research and apply for grants or other funds or gifts from public or private agencies for the purpose of carrying out any of the provisions or purposes of this resolution.

4. To serve as an advisory group to the CBJ in reducing greenhouse gas emissions to target levels as adopted by the CBJ Assembly.

5. To act as liaison between the public and the CBJ Assembly on sustainability related issues.

Section 6. Staff Liaison. The Manager shall designate a staff liaison to the Commission.

Section 7. Procedure. The Commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure as they may be amended from time to time.

Section 8. Repeal. Resolution 2718 is repealed.

Section 9. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 2nd day of May, 2016.



Kendell D. Koelsch, Mayor

Attest:


for Laurie J. Sica, 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, 06/18/2025 - 1:18pm
 24 237 29 98

First Name

Marian

Last Name

Call

Residence Address

[REDACTED]

Mailing Address

same

Primary Phone Number

[REDACTED]

Secondary Phone Number

Email

[REDACTED]

Board, Commission, Committee

Juneau Commission on Sustainability

Current of Prior Experience on CBJ Boards/Commissions/Committees

Juneau Commission on Sustainability, 2021-2025 (vice chair 2024, co-chair 2025)

Reasons for Applying

I have served on this commission for one term, and the work interests me. I hope JCOS can continue to influence the assembly toward sustainable goals, such as those already articulated in JRES, and push for continuing focus on sustainability in the new comprehensive planning process. I also appreciate the work of JCOS in doing community outreach events about the city's role in sustainability issues, and I'm excited for the upcoming 'Invisible Infrastructure' series.

Qualifications

I am a small business owner and working artist, as well as the executive director of a small non-profit in the arts. I have some board experience and enjoy doing public outreach and facilitating public

communications/education. I am curious about almost everything, and I care a great deal about the future of Juneau

Civic Activities, Memberships or Non-profits Involved With

MusicAlaska / AKIMI, executive director non profit coordinating and supporting the music sector in Alaska (2018-present)

Eagle River United Methodist Camp board, treasurer non profit summer camp open to community use (2022-present)

Juneau Arts & Humanities Council grantee (through MusicAlaska), teaching artist, occasional contract worker or volunteer for events

KTOO Public Media member, occasional volunteer

- Various music, theatre, and arts groups on a project-by-project basis

Working with a Group

I have experience in communicating through difficult or contentious issues in a group setting, and I appreciate the structure of a board and Robert's Rules of Order when doing so Thus far I've seen very respectful and productive discussion on JCOS, and I've witnessed good modeling of commission leadership from previous chairs I appreciate leadership making space for all opinions to be heard, soliciting input from all corners, returning to facts and data to stay informed, working with the municipal and assembly liaisons to get accurate information, and ultimately coming up with motions that focus on points of agreement and achievable steps

Meeting Schedule and Attendance

Yes, I am available for commission meetings as scheduled

Date of Birth (Optional)

Ethnicity (Optional)

Caucasian

Gender (Optional)

Female

Acknowledgment/Certification

Marian Call

Resume, Education, etc. (Optional)





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, 06/04/2025 - 11:40am
 209 165 146 66

First Name

Ariel

Last Name

Hasse Zamudio

Residence Address

[REDACTED]

Mailing Address

same

Primary Phone Number

[REDACTED]

Secondary Phone Number

Email

[REDACTED]

Board, Commission, Committee

Juneau Commission on Sustainability

Current of Prior Experience on CBJ Boards/Commissions/Committees

I do not have prior experience on a board with the City and Borough of Juneau.

Reasons for Applying

I am a lifelong Alaskan from the Matanuska-Susitna Valley with a background in renewable energy research and environmental policy who is committed to advancing sustainable solutions that benefit our community. My academic experience, which includes researching perovskite solar cells at the National Renewable Energy Laboratory, has provided me with an understanding of sustainable technologies. Living outside Alaska, especially in the Chesapeake Bay area, has highlighted the consequences of poor resource management, reinforcing my dedication to preserving Alaska's natural ecosystems.

I hope to contribute to a proactive approach to sustainability in Juneau. The Juneau Commission On Sustainability gives me hope that together we can implement sustainable ways of living that benefit all of our

citizens. I would be honored to join the board to lend my expertise to hear the voices of the community and seek opportunities for new and innovative technology

Qualifications

My academic background in physics and professional experience in scientific research, policy, and community education equip me with a unique interdisciplinary perspective on sustainability. I've worked in cutting-edge laboratories and legislative offices, giving me the ability to connect technical innovation with practical implementation. My strengths lie in translating science for a wide variety of audiences, coordinating across disciplines, and driving projects with long term benefits in mind

Education

Bachelor of Science in Physics, California Institute of Technology (Caltech), 2020.

Research Experience:

Developed wind turbine blade designs for national innovation initiatives

Conducted research on hydrogen storage solutions and perovskite solar cells at Caltech and the National Renewable Energy Laboratory

Policy Experience

Served as a Beckman Science Policy Fellow for Senator Dan Sullivan, focusing on scientific legislation. Collaborated with the Severn River Association and the Chesapeake Bay Foundation on environmental legislation and water quality monitoring.

Community Engagement:

Naturalist Science Guide for Gastineau Guiding Company, educating visitors on Southeast Alaska's ecosystems
 Director of the Alaskan Energy Infrastructure (AEI) Project, ethically engaging with communities to research renewable energy opportunities across Alaska

Civic Activities, Memberships or Non-profits Involved With

My civic involvement reflects a lifelong commitment to equity, sustainability, and public service. I actively contribute to both statewide and local initiatives focused on democracy, environmental protection, and inclusive civic engagement. I mentor young leaders, organize community events, and advocate for underrepresented voices. I work to ensure our communities are resilient, connected, and heard.

Action Alaska / Stand Up Alaska: (Present)

Steering Committee Member & Secretary for Political Outreach

Current Juneau Liaison coordinating local engagement and statewide expansion

Juneau for Democracy: (Present)

Active member and collaborator on public education, voter outreach, and civic mobilization

Constituent Outreach (Present)

Weekly facilitator for public engagement sessions with Senator Lisa Murkowski's staff

Advocate for inclusive dialogue on policy issues

Girl Scouts of the USA (2005 Present)

Gold Award recipient

Annual participant in national skill building and leadership events for girls

Maryland Chesapeake Bay Foundation / Severn River Association (2020 2025)

Volunteer supporting legislation, oyster restoration, and water quality education

Performed water quality testing to support conservation efforts

Working with a Group

I approach group work by listening to others perspectives to identify strengths, define a shared purpose, and create space for evolving ideas. At the National Renewable Energy Laboratory, I collaborated on solar cell research where we navigated conflicting hypotheses and aligned around common technical goals. As the coordinator for the International Workers Day (MayDay) rally in Juneau, I brought together diverse organizations, managed community expectations, and partnered with local law enforcement to ensure a safe, inclusive event. In the backcountry, I've led treks where trust, communication, and clear roles were vital to the safety of my group. Through these experiences I've learned that respectful communication, specific goals, and flexibility create strong, effective teams. I believe group success comes from honoring diverse perspectives while fostering collective action.

Meeting Schedule and Attendance

I am aware of, and fully understand the expectations of me as a member of the commission.

Date of Birth (Optional)



Ethnicity (Optional)

Caucasian

Gender (Optional)

Female

Acknowledgment/Certification

Ariel E. Hasse-Zamudio

Resume, Education, etc. (Optional)



From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Monday, September 15, 2025 2:36:26 PM

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

Name
Nick Waldo
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Juneau Commission on Sustainability
Current of Prior Experience on CBJ Boards/Commissions/Committees
JCOS, 2022-2025. Chair, 2024; Vice-chair 2025
Reasons for Wanting to Serve
As an environmental professional and a born-and-raised Juneauite, JCOS provides a perfect opportunity to combine my professional expertise with a passion for maintaining and improving the place I love to call home.
Experience/Professional Expertise/Education
2013: Harvard University, B.A. in Environmental Sciences and Engineering 2016: University of Washington: M.S. in Civil and Environmental Engineering 2019: University of Washington: Ph.D. in Civil and Environmental Engineering 2019-2021: Pacific Groundwater Group, Environmental Engineer 2021-present: Alaska DEC, Environmental Program Manager
Meeting Schedule and Attendance
Yes
Date of Birth
[REDACTED]

Ethnicity
White
Gender
Male
Acknowledgement/Certification
Nick Waldo

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.

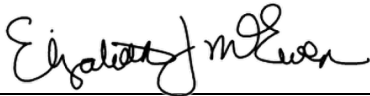
Section 9. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 22nd day of March, 2020.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk

Name

Linda Kruger

Residence Address

[REDACTED]
[REDACTED]
[REDACTED]
[Map It](#)

Mailing Address

Included Below

Mailing Address

[REDACTED]
[REDACTED]
[REDACTED]
[Map It](#)

Primary Phone

[REDACTED]

Email

lindalaska2003@gmail.com

Board, Commission, Committee

Juneau Commission on Aging

Current of Prior Experience on CBJ Boards/Commissions/Committees

I am currently serving in my second term on the Commission on Aging.

Reasons for Wanting to Serve

I enjoy serving on the Commission on Aging and connecting JCOA with activities and opportunities to work collaboratively with the Juneau AARP Community Action Team (CAT). I am currently the local volunteer lead for AARP. I'm excited to work with the Assembly on issues that impact seniors and to help move Age-Friendly Juneau projects forward across the community. I lived in Juneau from 1983-89 and left for Graduate School I moved back in 2003 and have lived here since then. The Juneau Community has been good to me and I like being able to give back as a volunteer for local non-profits and the JCOA. The next few years will be challenging. I'd like to help to make sure our older residents are not forgotten.

Experience/Professional Expertise/Education

PhD University of Washington Forestry & Social Sciences; Master of Arts, Antioch University in Whole
Systems Design and Organization Systems Renewal; numerous certifications in Aquatic Aerobics and Aquatic Therapy, certified Nature and Forest Therapy Guide; AARP Building Effective Teams and Livable Communities Training.

Retired Research Social Scientist 28 years with USDA Forest Service, 13 years as a Park Ranger and SE Regional Manager with Alaska State Parks and Outdoor Recreation.

Civic Activities, Memberships or Non-profits Involved With

Currently a volunteer with Alaska AARP (Executive Board) and Juneau AARP Community Action Team (Juneau coordinator), and a Board Member with Juneau International Folk Dancers and the Juneau World Affairs Council. I volunteer regularly with the Juneau Symphony, Jazz and Classics, Juneau Arts and Culture Center, Juneau Community Bands, Juneau Trail and Road Runners, and other non-profit community groups.

Meeting Schedule and Attendance

I am aware of the meeting schedule and expectations for attendance

Date of Birth

█/1951

Ethnicity

white, non-Hispanic

Gender

female

Acknowledgement/Certification

Linda Everett Kruger

Name

Diane Kyser

Residence Address

[REDACTED]
Juneau, Alaska Juneau
United States

[Map It](#)

Primary Phone

[REDACTED]

Email

| djkyser@gmail.com

Board, Commission, Committee

Juneau Commission on Aging

Current of Prior Experience on CBJ Boards/Commissions/Committees

I am currently serving on the Juneau Commission on Aging since January 6, 2025.

Reasons for Wanting to Serve

I have enjoyed my time spent this year volunteering with Deborah Craig, Chair of the Juneau Commission on Aging (JCOA) and fellow JCOA commissioners. My reason for wanting to continue serving on JCOA is to contribute to the impact they have in improving the health of our aging population on various levels while educating those that are becoming part of the aging population in Juneau, Alaska. The JCOA is very active in supporting the aging population in Juneau and Southeast Alaska, and I look forward to being a continue to be a part of the team that provides resources for the aging population while growing stronger together.

Experience/Professional Expertise/Education

My first experience as board member began when I was asked to be on the board of RiversWest Small Craft Center in Portland, Oregon from 1991 to 1993. Our board was tasked in managing a small craft wooden boat building shop year round and putting on yearly small craft wooden boat show. During the 30 years I have lived in Juneau, I have been a member of

The Friends of The Alaska State Museum Board, and The Thane Community Garden Association Board. All three boards have diverse backgrounds/age groups and my approach in working with varied groups is clear communication with active listening in order to provide communication that is comfortable for all involved in the dialog.

Civic Activities, Memberships or Non-profits Involved With

As of April of this year, I am on the board of the Pioneers of Alaska, Juneau Igloo #6. I am currently involved with "Widows and Widowers Garden Support Group" (We are all living in the garden of life!). I am a current Flotilla Staff Officer of US Coast Guard Auxiliary, D17, Juneau Flotilla. Past board member positions held include RiversWest Small Craft Center(1991-1993), The Friends of Alaska State Museum (2005-2007) and the Thane Community Garden Association (2023-2025)

Meeting Schedule and Attendance

Yes, I am aware of the Meeting Schedule and Attendance.

Date of Birth

██████/1953

Gender






Female

Acknowledgement/Certification

Diane Kyser

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Sunday, October 12, 2025 2:22:49 PM

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

Name
Rhonda Ward
Residence Address
 Map It
Mailing Address
Included Below
Mailing Address

Primary Phone

Secondary Phone

Email

Board, Commission, Committee
Juneau Commission on Aging
Current of Prior Experience on CBJ Boards/Commissions/Committees
First Time
Reasons for Wanting to Serve
<p>As a Quality Clinical Specialist at Bartlett Regional Hospital and am lead on the Age-Friendly HealthCare System Designation through the Institute for Healthcare Improvement, and the American Hospital Association and the John Hartford Foundation. Assisting in Juneau having a comprehensive Age-Friendly Community status is in line with Bartlett Hospital's mission and vision. Since the SE Alaska population in that cohort is expanding, Bartlett's designation as a Level One Age-Friendly Healthcare system is needed more than ever. I was the led on this and our plan is to continue making gains in this area. I also have connections with outlying communities, and Bartlett is the only hospital that serves many outlying areas of SE Alaska, I have been doing more outreach programs and believe community involvement is vital for</p>

success. I am also the Patient and Family Advisory Council Chairperson, and this goes to letting our community and patients share their perspectives and partner with BRH for their care..

Experience/Professional Expertise/Education

Masters in Nursing with emphasis in Education
Certified Critical Care RN
Certified Sedation RN
Joint Commission Hospital Accreditation Specialist
LeapFrog Safety Survey/Grade Lead
Age-Friendly Healthcare System Lead

Civic Activities, Memberships or Non-profits Involved With

Lions Club Administrator (Since 2021)
Joint Vision Chair (Since July 2025)
Blood Drive Chair (since September 2025)

Meeting Schedule and Attendance

Agreed

Date of Birth

█/1963

Acknowledgement/Certification

Rhonda Ward

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Wednesday, October 29, 2025 8:15:05 PM

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

Name
John Brett
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Secondary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Juneau Commission on Aging
Current of Prior Experience on CBJ Boards/Commissions/Committees
While I have not previously served as a voting member on a CBJ board or commission, I have actively participated in a sub-work group of the Juneau Commission on Aging. Through that involvement, I have contributed to discussions and planning efforts focused on improving services, accessibility, and quality of life for older adults in the Juneau community.
Reasons for Wanting to Serve
<p>I am deeply committed to supporting the health, safety, and quality of life of Juneau's older adults. Through my role with SEARHC Community Wellness, I work closely with elders across Southeast Alaska to promote injury prevention, physical activity, and social connection. Serving on the Juneau Commission on Aging would allow me to strengthen these efforts at the community level and ensure that SEARHC has a collaborative voice at the table.</p> <p>In addition, I want to contribute practical experience from our wellness and fall-prevention programs, help identify gaps in services, and advocate for initiatives that keep elders active, independent, and included in community life. My goal is to help build bridges between local agencies, tribes, and partners so that every older adult in Juneau can age with dignity, safety, and strong community support.</p>
Experience/Professional Expertise/Education

I studied Political Science at the University of Arizona and began my public service career as an elected precinct committeeman. Over the past 20 years, I have built extensive experience collaborating with diverse groups across the architectural, engineering, and biotechnology industries. From 1997 to 2007, I worked as a program manager at AECOM, where I partnered closely with planning commissions, building departments, and municipal agencies throughout the western United States. From 2008 to 2020, I worked at Genentech in San Francisco, managing projects that required coordination with the California Coastal Commission, BAAQD, city planners, inspectors, and regulatory bodies (FDA). For the past four years, I have been working at the Southeast Alaska Regional Health Consortium (SEARHC) in Juneau, focusing on community wellness and elder injury prevention.

Civic Activities, Memberships or Non-profits Involved With

I have previously collaborated with JCOA, CCS and AARP

Meeting Schedule and Attendance

yes

Date of Birth

█/1964

Ethnicity

Caucasian/White

Gender

Male

Acknowledgement/Certification

John Eldridge Brett



612 West Willoughby Avenue
Juneau, AK 99801
Phone: (907) 523-2300
www.JEDC.org

November 14, 2025

Assembly of the City and Borough of Juneau
C/O Breckan Hendricks, Municipal Clerk
155 Heritage Way
Juneau, AK 99801

RE: Recommendations to the CBJ Assembly for Appointment of Members of the Board of Directors of the Juneau Economic Development Council

Dear CBJ Assembly:

The Juneau Economic Development Council (JEDC) seeks the assistance of the City and Borough of Juneau (CBJ) Assembly to make three (3) appointments to our Board of Directors. In accordance with the Bylaws of JEDC, the membership of the JEDC Board of Directors is comprised as follows:

- The Mayor of the City and Borough of Juneau or the Mayor's designee from the CBJ Assembly;
- The Chancellor of University of Alaska Southeast (UAS) or the Chancellor's designee from UAS;
- One member appointed by the CBJ Assembly representing organized labor;
- One member appointed by the CBJ Assembly representing a nonprofit environmental organization;
- Seven (7) members appointed by the CBJ Assembly based upon their experience and expertise in fields relating to economic development, including but not limited to large and small business, entrepreneurship, natural resource development, tourism, banking and finance, engineering and construction, and government.

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

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

In accordance with our Bylaws, notice of vacancies on the JEDC Board of Directors was posted to the CBJ and JEDC websites. Three At-Large Seat openings currently exist on the Board with terms expiring on/about November 2027.

At the meeting of the Board of Directors of JEDC on Friday, November 1, the Board reviewed the applications of three candidates, interviewed each candidate, and arrived at recommendations for appointments. The Board appreciates the interest of the citizens that applied to serve our community through the JEDC Board. Despite having only three candidates for the three available seats, the Board feels

that these candidates are very strong applicants and will be excellent additions to the JEDC Board of Directors. The three applicants are:

1. Melissa Beedle
2. Trenton English
3. James Keith Greene

The JEDC Board of Directors recommends to the CBJ Assembly that the following persons be appointed to the JEDC Board:

1. **Melissa Beedle**, to an At-Large Seat for a three-year term expiring on/about November 2028. A resident of Juneau since 2011, Mrs. Beedle is currently the Audit Managing Director at KPMG Anchorage, working remotely and serving clients locally in Juneau as well as in other Alaskan cities and villages, Seattle, and Portland. Over the past 20 years at KPMG, Melissa worked with variety of industries and organizations, including Alaska Native Corporations, hospitals, seafood, tourism, government, power & utilities, and consumer manufacturing. She earned a Bachelor of Administration from Western Washington University and has a CPA license in good standing in Alaska, Washington, and Oregon. *Mrs. Beedle is seeking a three-year term on the JEDC Board.*
2. **Trenton English** to the Organized Labor Seat for a three-year term expiring on/about November 2028. A resident of Juneau for two decades, Mr. English is the current President of Juneau Central Labor Council, where he advocates for fair wages, affordable healthcare, retirement security, and representation at work. He is also Trustee for the Alaska Laborers Trust Fund, where he chairs meetings, develops policies, makes investment decisions, and serves as a voting member on all Pension, Health, Training and Legal trusts. *Mr. English has served one full term on the JEDC Board and seeks to be re-appointed to a second full term.*
3. **James Keith Greene** to an At-Large Seat for a three-year term expiring on/about November 2028. A Juneau resident for nearly a decade, Mr. Greene is currently the President & CEO at Kootznoowoo, Inc. Prior to his current role, he served in various financial management roles at Focus Outreach, the City of Valdez, the City of Kotzebue, and Greene Business & Accounting Services, LLC, among others. Keith received his Bachelor of Science in Business Administration from Montreat College before completing an MBA in Business Administration, as well as MSA in Science in Accountancy, from the University of Phoenix. *Mr. Greene is seeking a three-year term on the JEDC Board.*

On behalf of the JEDC Board of Directors, we look forward to your appointments. The Board would also like to thank the following Board Members who have completed two full terms and are ending their service at JEDC: **Garrett Schoenberger** and **Alexander Kotlarov**.

Regards,



Brian Holst
Executive Director

From: domadmin@juneau.org
To: [CBJ Boards](#); [Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Monday, October 27, 2025 10:37:46 AM

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

Name
Melissa Beedle
Residence Address
4021 All Season Drive Juneau, Alaska 99801 United States Map It
Mailing Address
Same as Residence
Primary Phone
907-306-6231
Email
mbeedle@kpmg.com
Board, Commission, Committee
Other
Provide Name of Board/Commission/Committee
Juneau Economic Development Council
Current of Prior Experience on CBJ Boards/Commissions/Committees
No experience on CBJ boards/commissions/committees
Reasons for Wanting to Serve
<p>My family and I moved here in 2011, and we've truly made Juneau our home. My three kids (15, 14, and 11) are growing up here, and I've spent countless hours on the sidelines at their games, helping out at school events, and just being part of the community. Like any parent, I want to make sure this is a place where they can build a future. I want to help create an economy where they, and all of our kids, have great opportunities and can choose to build their own lives here someday.</p> <p>Through my day job, I have had the privilege of working with a diverse range of companies, many of which are located right here in Juneau. I believe I can translate this professional experience into value for the council through my expertise in financial analysis and risk assessment and evaluating plans and financial projections.</p>
Experience/Professional Expertise/Education
I have worked for KPMG Anchorage in the audit department since August 2005 and have had my CPA license in good standing in Alaska, Washington and Oregon. I am currently a managing director and have

worked remotely from Juneau since 2011 serving our clients locally in Juneau as well as in other Alaskan cities and villages, Seattle and Portland. I have worked with a variety of industries, including Alaska Native Corporations, hospitals, seafood and Tourism, governmental entities, power & utilities, and consumer manufacturing over the past 20 years.

Civic Activities, Memberships or Non-profits Involved With

Memberships:

Alaska Society of CPAs 2007 to present

American Institute of CPAs 2007 to present

Non-Profits:

Gastineau Channel Little League - 2020 to 2024

Juneau Youth Wrestling Club - Spring 2025 to present

Meeting Schedule and Attendance

Yes

Acknowledgement/Certification

Melissa Beedle

Melissa Beedle
907-306-6231
mbeedle@kpmg.com

November 6, 2025

Juneau Economic Development Council Board of Directors

Subject: Application for JEDC Board of Directors

Dear Members of the Board,

I am writing to express my interest in serving on the Juneau Economic Development Council (JEDC) Board of Directors.

My primary motivation for seeking this role is deeply personal. As a resident of our community and a mother, I am committed to helping shape a sustainable and prosperous future for Juneau, not just for today, but for generations to come, including for my own children. I am passionate about fostering a vibrant local economy that provides opportunities for all residents to thrive.

As an Audit Managing Director with KPMG, I have extensive experience in financial oversight, risk management, and strategic planning. I am confident that my professional background has equipped me with a unique skill set that would be of value to the JEDC Board. I am adept at analyzing complex financial information, identifying potential challenges and opportunities, and collaborating with diverse stakeholders to achieve common goals. I am also experienced in navigating regulatory environments and ensuring robust governance.

I am eager to apply my professional expertise and my personal dedication to our community to support the important work of the JEDC. I am particularly inspired by the potential to contribute to initiatives that will enhance Juneau's economic resilience and create a lasting, positive impact for our children and future generations.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss my application with you further.

Sincerely,

Melissa Beedle

Melissa Beedle

Audit Managing Director

Juneau, AK | (907) 306-6231 | mbeedle@KPMG.com

Summary

Accomplished and dedicated Audit Managing Director with over 20 years of experience at KPMG. Proven expertise in leading audit engagements for a diverse portfolio of clients. Adept at managing teams, developing talent, and ensuring the delivery of high-quality audit services. Strong background in financial analysis and a commitment to upholding the highest standards of integrity and professionalism.

Experience

KPMG, Anchorage, AK

Managing Director, Audit (2023 - Present)

- Lead and manage audit engagements for a variety of clients, ensuring compliance with all regulatory requirements.
- Oversee and mentor a team of audit professionals, including Senior Associates and Managers, fostering their professional growth and development.
- Serve as a key point of contact for clients, building strong relationships and providing expert guidance on complex accounting and auditing matters.

Senior Manager, Audit (2012 – 2023)

- Maintained a working knowledge of and researched findings regarding accounting literature trends and technical issues relevant to client industries.
- Built and managed client relationships and accounts.
- Reviewed and evaluated the work of audit staff, providing constructive feedback and ensuring the quality and accuracy of audit documentation.

Manager, Audit (2010 - 2012)

- Managed the day-to-day execution of audit engagements, including planning, fieldwork, and reporting.
- Reviewed and evaluated the work of audit staff, providing constructive feedback and ensuring the quality and accuracy of audit documentation.

Senior Associate, Audit (2007 - 2010)

- Planned and executed activities of financial statement audit engagements

- Worked with clients to identify opportunities for improvement
- Reviewed and evaluated the work of audit staff, providing constructive feedback and ensuring the quality and accuracy of audit documentation.

Associate, Audit (2005 - 2007)

- Prepared clear audit documentation regarding understanding processes and flow of transactions and risk points
- Identified process improvements and audit efficiencies
- Supported project management activities by assessing and reporting status, tracking deliverables and coordinating action items

Education

Western Washington University

Bachelor of Administration, Accounting

Licenses

Alaska Certified Public Accountant

Washington Certified Public Accountant

Oregon Certified Public Accountant

Skills

- Financial Statement Auditing
 - U.S. GAAP
 - Team Leadership and Mentoring
 - Client Relationship Management
 - Risk Assessment
-

From: domadmin@juneau.org
To: [CBJ Boards](#); [Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Wednesday, October 22, 2025 4:31:26 PM

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

Name
James Greene
Residence Address
4122 Columbia Boulevard Juneau, AK 99801 JUNEAU, Alaska 99801 United States Map It
Mailing Address
Same as Residence
Primary Phone
9074657225
Email
kgreene@kootznoowoo.com
Board, Commission, Committee
Other
Provide Name of Board/Commission/Committee
Juneau Economic Development Board
Current of Prior Experience on CBJ Boards/Commissions/Committees
I have not served on any CBJ Boards to-date.
Reasons for Wanting to Serve
I have been in the community for nearly ten years and would love to see continued pursuit of economic development. As a CEO, I am aware of what it takes to develop opportunities through relationships and hard work.
Experience/Professional Expertise/Education
Montreat College - BS. May 1999 University of Phoenix - MBA May 2009 University of Phoenix - MSA June 2010
Civic Activities, Memberships or Non-profits Involved With
None
Meeting Schedule and Attendance

Yes

Date of Birth

09/03/1970

Acknowledgement/Certification

James Keith Greene

J. Keith Greene
4122 Columbia Blvd
Juneau, AK 99801

Dear Executive Director:

I have lived in Juneau for nearly ten years. In that time, I have seen businesses come and go. I am aware that doing business in Alaska, especially a town inaccessible by road, can be difficult. What I offer is my years in management and business development experience, most recently as the President/CEO of Kootznoowoo. After one year in this position, we are projecting to double our sales revenue. Working together, I am certain we can continue to provide these economic opportunities for this wonderful town I now call home. I have lived all over Alaska, but there is no place like Juneau.

Based on your requirements, I am confident that I am the right person for this position. I look forward to working with you.

Sincerely,

Keith Greene, MBA, MSA

J. Keith Greene

4122 Columbia Blvd, Juneau, AK 99801 • (907) 465-7225 • j.keith.greene@gmail.com

Nearly 20 years experience in management and organizational oversight, new entrepreneur and business owner, CEO, CFO of state municipality, profit, and non-profit.

Professional Experience:

Kootznoowoo, Inc.

Juneau, AK

President/CEO

August 2024 – Present

- *Manage all aspects of corporate operations*
- *Develop 8(a) federal contracts*
- *Acquire external corporations for revenue potential*
- *Attend and coordinate Annual Meetings*

Director of Finance

November 2023- August 2024

- Develop, gain approval, and implement annual fiscal budgets for all departments
- Supervise finance department, including payroll, accounts receivable, medical billing, and accounts payable, in addition to providing financial oversight to all departments
- Hired/Terminated employees as warranted under supervision of Executive Director
- Develop, maintain internal controls
- Manage investment portfolio and make recommendations for change when warranted
- Audit preparation and coordination with audit agency
- Manage cash flow
- Manage assets
- Manage all aspects of insurance, including general liability and health
- Consult on legal matters that had potential financial impact on organization
- Report to Executive Director and Board of Directors on financial matters as warranted

Highlights:

As CEO:

- Developed partnerships with companies that led to first sub-contractor work
- Submitted 8a Application
- Negotiated non-taxation on Carbon Credits and Hydro Grant with Tax Preparer

As Director of Finance:

- Implemented new ERP system
- Implemented corporate Chart of Accounts
- Re-registered for sam.gov after losing verification.

Focus Outreach

Chief Financial Officer

Eagle River, AK

October 2014 – October 2023

Reporting to the Executive Director, the CFO is responsible for all financial aspects of the non-profit, including Risk Management, financial reporting, investment portfolio (valued at approximately \$1.3 million), as well as day-to-day operations and preparing reports for both the Board of Directors and Finance Committee.

- Same as present position, plus
- Report to Executive Director and Board of Directors on financial matters as warranted

Highlights:

- Restored negative cash flow through aggressive business remodel
- Corrected software program to produce accurate financial reports
- Corrected erroneous financial reporting to be in line with GAAP, resulting in first-ever “clean” audit, and subsequent clean audits
- Implemented new payroll and accounting system

City of Valdez

Finance Director

Valdez, AK

August 2013 – October 2014

Reporting to City Manager, the Finance Director is responsible for all financial aspects of the city, including Risk Management, financial reporting, and investment portfolio. The City of Valdez maintains a \$50 million budget, which includes over \$20 million in public investments, as well as \$165 million permanent fund.

- Same as present position, plus
- Manage all property tax assessments and collections
- Oversaw all investment portfolio, working closely with professional broker and appointed investment committee

City of Kotzebue

Finance Director

Kotzebue, AK

August 2011 – July 2013

Reporting to City Manager, the Finance Director is responsible for all financial aspects of the city, including grant management. Duties include:

- Same as present position, plus
- Manage all city grants, including reimbursement requests and reconciliations of payments

Additional duties of relevance:

- Serve as Acting City Manager in absence of City Manager (total 3 months out of year)
- Maintain/improve City website and all social media
- Managed other departments, specifically city-owned Liquor Store

- Assisted City in various community events, including radio programs and July 4th
- Initiated Economic Develop Initiative, which is slated to become initial Chamber of Commerce
- Initiated first Personnel Policy overhaul since 2003

Highlights:

- Implemented paperless Council meeting through purchase of iPads
- Implemented paperless Utility bill payment system
- Oversaw and supervised major IT upgrade at City Hall
- Provided first MD&A for City in 2012 Audit
- Elected to serve on AGFOA board, first for City
- Digitized Kotzebue Municipal Code for internet access
- Continued to consult for City through January 2015 in all financial matters, including audit preparation

Greene Business & Accounting Services, LLC

Managing Member

Lilburn, Georgia

December 2009 – August 2011

Founded in 2009, offering accounting services to small businesses and non-profit organizations. Firm has continued to grow and take on clients, providing public services to businesses. Services include:

- Accounting services (bank reconciliation, journal entries, asset management)
- Management of inventory levels
- Financial analytics and trend analyses
- Acting Controller/CFO functions
- Payroll for hourly employees, salary, and commissioned sales reps
- Sales and use tax reporting
- Quarterly state, federal reporting
- 1099 and W2 reporting
- Tax preparation and filing
- Various reports as needed by clients, including standard quarterly financial statements
- Consulting (business plans and formation, including paperwork filings)

Holland Shipes Vann, P.C.

Staff Accountant

Atlanta, Georgia

December 2010 – May 2011

In business for over 25 years, Holland Shipes Vann provides tax planning and preparation for high-end customers and businesses across the Southeast. In addition, the company performs audits, reviews, compilations, and other consulting services. I was brought on to assist during the tax season. Specifically, my duties included:

- Audit
- Tax preparation for individuals, corporations (both S- and C-Corp), and partnerships
- Tax planning
- Monthly bookkeeping

- Payroll forms (end of year)

Fidelity National Information Services

Business Development Manager – Decision Solutions

Norcross, Georgia

March 2007 – November 2009

Initiated and developed business opportunities with Tier II and III financial institutions to assist in regulatory compliance (OFAC, FinCen, and FACTA). Through various sales activities and use of CRM tools, negotiated agreements for risk management services to include set-up fees and recurring inquiry fees. Other services sold included card loyalty programs that focused on cardholder incentives, thus increasing the institution’s profits through added card use. Managed assigned territory (southeastern and portions of western United States) and assumed administrative duties when necessary. Secondary duties included leading of inter-office training for new software, and training for new employees.

Education and Professional Development:

- B.S. – Montreat College, Business Administration.
 - Graduation Date: 5/1999, GPA: 3.67 (out of 4.0)
- M.B.A – University of Phoenix, Business Administration.
 - Graduation Date: 5/2008, GPA: 4.0 (out of 4.0)
- M.S.A. – University of Phoenix, Science in Accountancy.
 - Graduation Date: 6/2010, GPA: 3.9 (out of 4.0)

Associations:

- 2012-2014: Alaska Government Finance Officer Association
 - State Board Member: 2012-2015
 - President-Elect: 2014
- 2012-2014: Government Finance Officer Association

Skills and Proficiencies

- Caselle Clarity Government Accounting Software
- Unanet Government Contact Accounting System
- QuickBooks ProAdvisor – 2010
- Tax Software:
 - ATX
 - ProSystemsfx
 - IntelliConnect
- All Microsoft Office, including Word, Excel, and PowerPoint
- Standard office equipment, including 10-Key calculator, copier, and fax
- Effective and confident orator

References available upon request

From: domadmin@juneau.org
To: [CBJ Boards](#); [Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Friday, October 24, 2025 2:41:57 PM

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

Name
Trenton English
Residence Address
3045 Wood Duck Ave Juneau, Alaska 99801 United States Map It
Mailing Address
Included Below
Mailing Address
PO Box 33091 Juneau, Alaska 99803 United States Map It
Primary Phone
9079570606
Email
tenglish@local942.net
Board, Commission, Committee
Other
Provide Name of Board/Commission/Committee
Juneau Economic Development Council
Current of Prior Experience on CBJ Boards/Commissions/Committees
I have served on JEDC since 2023
Reasons for Wanting to Serve
For the ability to provide labor's stance on issues pertaining to economic growth and development
Experience/Professional Expertise/Education
I am currently the president of the Juneau Central Labor Council and a trustee on the Alaska Laborers Pension/Health/Training and Legal funds
Meeting Schedule and Attendance

yes
Date of Birth
12/18/1979
Ethnicity
Caucasian
Gender
Male
Acknowledgement/Certification
Trenton English

907-957-0606
P.O. Box 33091
Juneau, AK 99803
tenglish@local942.net

Profile

I am a driven individual with extensive experience leading construction crews in Juneau and Seattle. I have been in the trade for twenty-one years, sixteen years in Juneau and am often described as self-motivated. I have a strong and respected reputation in Juneau's construction community.

Professional Experience

LEAD INSULATOR/FOREMAN

March 1996 – July 2001

Boulton Construction, Seattle, Washington

- I went out on bids where I met customers and prepared estimates for their insulation needs.
- I was responsible for bringing existing homes' insulation and ventilation up to city code.
- I led crews of up to four laborers.

LEAD LABORER/FOREMAN

August 2001 – January 2011

Coogan Construction, Juneau, Alaska

- I was promoted to foreman after two years.
- I led crews of up to twelve laborers.
- I was responsible for laying out work for the crew and reviewed the completed work to ensure accuracy and excellence.
- I trained the crew on how to use equipment and to do assigned tasks.
- I controlled and tracked construction materials and equipment for the job site.
- I was the forklift operator.

LABORER

January 2011 – March 2011

Alaska Stone And Concrete, Juneau, Alaska

- I was in charge of mixing the mortar to specifications and laying out the block for the mason.
- I assisted the mason in other tasks as assigned.

LABORER

March 2011- November 2011, March 2012- November 2014, November 2015 -November 2017

Arete Construction, Juneau, Alaska

- I set up forms and poured concrete curbs and gutters.
- I set up and poured concrete sidewalks.
- I formed up and poured retaining walls.

LABORER

November 2014 – December 2014

PCL, Juneau, Alaska

- I stripped, cleaned, and bundled concrete forms to be craned up to another level.

LABORER

December 2014 – November 2015

Dawson Construction, Juneau, Alaska

- I completed ever changing tasks assigned by the superintendent including but not limited to:
 - Demolition
 - Concrete
 - Roofing
 - Etc.

BUSINESS REPRESENTATIVE

November 2017-Present

Alaska District Council of Laborers

- I negotiate and enforce multiple contracts.
- I advocate for projects that encourage and enable fair wages and working conditions for our membership.
- I follow legislation affecting our membership in order to communicate and inform my peers on how they may be affected by decisions on the hill.
- I aid our members in:
 - navigating challenging workplace problems,
 - understanding their rights at work,
 - understanding the full extent of their benefits,
 - interpreting contractual language in a digestible way, and
 - maintaining positive relationships with our contractors to ensure an equitable working atmosphere.

Additional Experience

RECORDING SECRETARY

March 2019-Present

Laborers Local 942 Executive Board

- I record the minutes during all meetings.
- Provide political reports for the membership.

TRUSTEE

August 2022-Present

Alaska Laborers

- I currently chair our legal trust meetings and am a voting member of our retirement, training, health, and legal trusts.

Education

Maywood High School — Diploma, SeaTac, Washington 1996

Certifications

Construction Plan Reading
Form Worker
Hazardous Paint
D P E Fusion

Lead Awareness
NSTC/Pipeline Safety
Work Zone Traffic Control H

References

- Boulton Construction Supervisor - Ed Boulton
- Coogan Construction Supervisor - Steve Johnson
- Alaska Stone and Concrete Supervisor - Pete Castillo
- PCL Supervisor - Rick Peterson
- Dawson Construction Supervisor - Don Olberdine
- Arete Construction Supervisor - Ed Sessions
- Laborers Local 942 Business Manager – Jacob Howdeshell
- Local 71 Business Manager – Jordan Adams
- Laborers Local 341 – Joey Merrick

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.

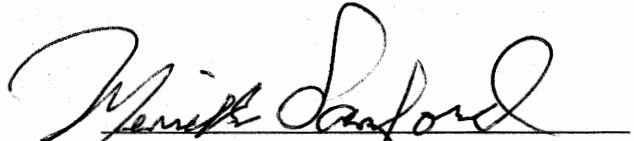
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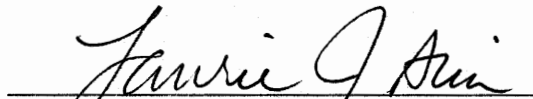
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SECTION 3. EFFECTIVE DATE. This resolution shall be effective immediately upon adoption.

Adopted this 9th 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:

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).
- 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).
- 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.

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 Adopted this 1st day of April 2024.

562

564

565


566 Attest:

567


568

569

570



Elizabeth J. McEwen, Municipal Clerk



Beth A. Weldon, Mayor