



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

January 12, 2026 at 5:00 PM

Assembly Chambers/Zoom Webinar

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

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. **2025-12-15 Assembly HRC Minutes - Draft**
2. **2025-12-15 Full Assembly-HRC Joint Mtg w/ SRRC Minutes - Draft**
3. **2025-12-17 Full Assembly as HRC for Empowered Board Interviews Minutes - Draft**

F. AGENDA TOPICS

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

Annual Report

The Board of Equalization held its annual training on May 1, 2025 and two hearing dates, May 15th and July 10th, to review two (2) 2025 property appeals filed with the Assessor's Office as well as five (5) late-file appeal requests. Included in the HRC packet is the BOE's annual report, which includes a breakdown of the 2025 assessment year, including number of petitions filed, number of appeals and late-files heard, cases remanded back for further review, number of cases that received an altered property assessment and the net change to taxable property from board action. The Board of Equalization will reconvene in April 2026 for the 2026 Assessment year.

BOE Appointments

Per **Ordinance 2022-21(b)** The Board of Equalization shall comprise a pool of no fewer than five, and up to nine, members, appointed by the Assembly. The board shall hear appeals in panels consisting of three members and shall be appointed on the basis of their general business expertise and knowledge or experience with quasi-judicial proceedings. General business expertise may include, but is not limited to, real and personal property appraisal,

the real estate market, the personal property market, and other similar fields. Terms of office shall be for three years and shall be staggered so that approximately one-third of the terms shall expire each year. Compensation for members shall be \$100.00 per meeting. Board members may decline compensation by providing written notice to the municipal clerk.

BOE Current [Roster](#)

One incumbent has applied for reappointment to a full term running January 1, 2026 to December 31, 2028; no other applicants have applied for the other vacant BOE seats.

Suggested Motion: *I move the Assembly Human Resources Committee forward to the full Assembly for approval, the reappointment of Douglas Salik to the Board of Equalization for a full term running January 1, 2026 and ending December 31, 2028 and ask for unanimous consent.*

2. Douglas Advisory Board (DAB) Appointments

Per [Resolution 2331](#), the Douglas Advisory Board is a seven-member board appointed by the Assembly; and to be appointed to the DAB must reside on Douglas Island. The purposes of the board shall be to advise the Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

DAB Current [Roster](#)

There are currently two seats up for action for full terms running immediately through September 30, 2028 and multiple applications in the HRC packet.

Suggested Motion: *I move the Assembly Human Resources Committee forward to the full Assembly for approval, the (re)appointment of _____ and the appointment of _____ to the Douglas Advisory Board for terms beginning immediately and ending September 30, 2028, and ask for unanimous consent.*

3. Local Emergency Planning Committee (LEPC) Appointments

Per [Resolution 2974](#) and [AS 26.23.071](#) the Local Emergency Planning Committee (LEPC) serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the LEPC under SARA Title III. The Assembly nominates applicants, and final appointments are made by the State Emergency Response Commission.

LEPC Current [Roster](#)

There are three seats up for action on this HRC agenda, with one applicant for each seat.

Suggested Motion: *I move the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments of Theresa Ross, Firefighter/EMS Seat 3, Travis Wolfe, Firefighter/EMS Seat 3a, and Britta Tonnessen, American Red Cross Seat 7, all to the Local Emergency Planning Committee for full terms beginning January 1, 2026 and ending December 31, 2028 and ask for unanimous consent.*

4. Juneau Human Rights Commission Draft Resolution relating to Increasing Engagement on CBJ Boards & Committees

The Juneau Human Rights Commission has drafted a resolution related to increased engagement on CBJ boards and committees for the Assembly Human Resources Committee to review. After review, there are several options before the HRC. They can decide to request the JHRC make additional edits and bring the resolution back to the HRC after those edits are completed; the HRC can direct Law to reformat the resolution, assign it a resolution number and bring it back to the HRC for review and action, or the HRC can decide to not take action on the proposed JHRC resolution at this time.

G. STAFF REPORTS

H. 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 February Assembly HRC)*

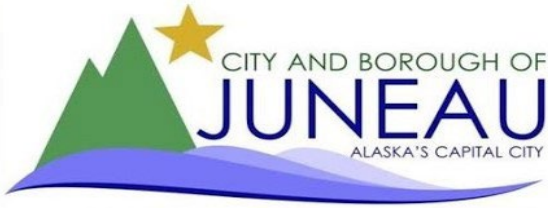
I. COMMITTEE MEMBER COMMENTS

J. NEXT MEETING DATE - FEBRUARY 9, 2026

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 (907) 586-5278, e-mail: city.clerk@juneau.gov.



ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES **DRAFT**

December 15, 2025 at 4:45 PM

Centennial Hall/Zoom Webinar

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

101 Egan Dr. Centennial Hall Ballroom 3

Regular Assembly HRC Meeting ran from 4:45pm - 5pm followed by the Full Assembly as HRC for Joint Meeting with the SRRC.

A. CALL TO ORDER – HRC Chair Kelly called the Assembly Human Resources Committee to order at Centennial Hall & Zoom at 4:46 p.m.

B. LAND ACKNOWLEDGEMENT – Read by Assemblymember Brooks

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 Paul Kelly, Maureen Hall & Nano Brooks

HRC Members Absent: Christine Woll

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Municipal Clerk Breckan Hendricks, Tech Clerk Kevin Allen, & JCOA Chair Deborah Craig

D. APPROVAL OF AGENDA – Agenda approved as presented.

E. APPROVAL OF MINUTES – Minutes approved as presented.

1. 2025-11-17 Assembly HRC Meeting Minutes - Draft

F. AGENDA TOPICS

1. Juneau Commission on Aging (JCOA) Annual Report

Deborah Craig, Juneau Commission on Aging Chair, presented the JCOA annual report. Chair Craig highlighted partnerships JCOA has created with AARP, Catholic Community Service (CCS), Southeast Alaska Regional Health Consortium (SEARHC), and Tlingit & Haida. Several of the newly appointed JCOA Commissioners work within those partnerships. The commission attended and gave input to CBJ's Community Development Department staff currently working on the CBJ Comprehensive Plan updates; and reached out to local developers to advocate for more age-friendly housing construction to allow people to better age-in-place. Chair Craig acknowledged that lack of housing continues to be a major issue in Juneau and noted that 85% of Juneau seniors own their own home. If there were smaller, more age-friendly housing units for seniors to move in to, that would open up additional housing for younger adults or families.

The other main focus of JCOA this last year has been advocating for the use of Marie Drake Gym for Pickleball and other activities with seniors in mind. Over 30% of Juneau is made up of people aged 55+, with over 1200 seniors living alone. JCOA recognizes that non-socialization and isolation for seniors is devastating, so they will continue to advocate for the use of Marie Drake Gym or other suitable spaces for senior activities and a future Office of Aging.

G. NEXT MEETING DATE January 12, 2026 at 5:00pm

H. ADJOURNMENT

With no further business to come before the committee, meeting adjourned at 4:59 p.m.



ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES-DRAFT

December 15, 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

101 Egan Dr. - Centennial Hall Ballroom 3

A. CALL TO ORDER Chair Kelly called the Full Assembly as the HRC for a joint meeting with the Systemic Racism Review Committee to order at 5:04 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 - ASSEMBLY & SRRC MEMBERS

Assemblymembers Present: HRC Chair Paul Kelly, Deputy Mayor Greg Smith, Ella Adkison, Neil Steininger, Maureen Hall, and Nano Brooks

Assemblymembers Absent: Mayor Beth Weldon, Alicia Hughes-Skandijs, and Christine Woll

SRRC Members Present: SRRC Chair Ephraim Froehlich, Ivan Nance, Jennifer Pemberton, and AnaVera Morato

SRRC Members Absent: None

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Municipal Attorney Emily Wright, Municipal Clerk Breckan Hendricks, & Tech Clerk Kevin Allen

D. APPROVAL OF AGENDA - Agenda approved as presented

E. AGENDA TOPICS

1. Joint Discussion with Systemic Racism Review Committee

HRC Chair Kelly opened the discussion with introductions by the Assembly and SRRC members; then asked SRRC members how they see their roles and what they need to be more effective.

SRRC Chair Froehlich, thanked the Assembly and stated there is a need for this committee and the work it does. While it's hard to find systemic racism through individual ordinances, the SRRC has been able to flag concerns when they see them and forward those concerns to the Assembly. With the expansion of the committee's charge, the SRRC has been trying to focus on

broader topics such as board recruitment and diversity best practices. However, the committee has had their own struggles with retaining members.

Ms. Morato and Ms. Pemberton both stated that transparency is key, and the committee is interested in looking at past CBJ hiring practices once it completes its work on the board's and committee's topic. Mr. Nance shared that he would like to see more participation from the community in local government and hoped the new communications team would help with that. He thanked staff for all the work they do to support the SRRC.

At the request of Ms. Hall for any information such as books or websites relating to systemic issues that would be helpful to the Assembly, SRRC Chair Froehlich offered to pull some resources together to share with Assemblymembers.

Mr. Smith asked how the roles of the Systemic Racism Review Committee intertwine with the work of the Juneau Human Rights Commission. SRRC Chair Froehlich noted that he and JHRC Chair, Haifa Foroughi, have discussed future collaboration opportunities. He acknowledged there were similarities in each committee's work. However, he cited that the committees have different charges, with JHRC taking a more macro-scale approach and the SRRC taking a more targeted level approach when flagging issues observed within CBJ.

Mr. Brooks asked what the most unexpected issue was they've come across as a committee so far. SRRC Chair Froehlich appreciated the work, discussions and recommendations the committee brought forward to the Assembly and CBJ staff this year related to the proposed misconduct ordinance. Thanks to those discussions, along with concerns voiced from the community and the Assembly, that ordinance was tabled indefinitely. Ms. Pemberton responded that it was the small stuff that gets overlooked vs. something overtly racist. The committee has trained itself well to look for those blind spots and be the scrutiny to represent those that aren't being represented. Ms. Morato added that the committee looks at who would benefit and who would be hurt by CBJ policies, and the importance of continued outreach to the underrepresented.

Mr. Steininger thanked the committee for working on recruitment recommendations for boards and was looking forward to being the Assembly liaison to the SRRC during the next year.

F. SUPPLEMENTAL MATERIALS None

G. ADJOURNMENT

With no further business to come before the committee, meeting adjourned at 6:01 p.m.



FULL ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES **DRAFT**

December 17, 2025 at 5:30 PM

Virtual (Zoom Only)

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

A. CALL TO ORDER HRC Chair Kelly called the Full Assembly sitting as the Human Resources Committee to order at 5:32 p.m. via Zoom Webinar

B. LAND ACKNOWLEDGEMENT – read by Mayor Weldon

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

Assemblymembers Present: HRC Chair Paul Kelly, Mayor Beth Weldon, Deputy Mayor Greg Smith, Ella Adkison, Neil Steininger, Maureen Hall and Nano Brooks

Assemblymembers Absent: Alicia Hughes-Skandijs, and Christine Woll

Staff Present: Deputy Municipal Clerk Di Cathcart

Others In Attendee Mode: Municipal Clerk Breckan Hendricks

D. APPROVAL OF AGENDA – agenda approved as presented.

E. AGENDA TOPICS

1. Bartlett Regional Hospital Board Applicant Interviews

Per [CBJ 40.05.010](#); the board shall consist of nine members appointed by the assembly for staggered three-year terms. To the extent feasible, appointments should include persons with experience or expertise in matters relevant to hospital governance. Up to two members of the hospital board may be physicians in the community appointed from a list of names submitted by the hospital medical staff.

There are three seats on the Board with terms running January 1, 2026 to December 31, 2028; and two seats for unexpired terms running January 1, 2026 to December 31, 2026.

BRH Board Links to: [Current Roster, Meeting Packets, & Website](#)

Interview Time/BRH Board Applicants

5:35 p.m. Chris Letterman - Incumbent
5:45 p.m. Jeannie Monk
5:55 p.m. Max Mertz - Incumbent
6:05 p.m. John Raster MD - Incumbent
6:15 p.m. Saralyn Tabachnick
6:25 p.m. Dorothy Hernandez MD

Six applicants were interviewed for three upcoming full-term seats running January 1, 2026 to December 31, 2028 as well as two unexpired term seats running January 1, 2026 to December 31, 2026 on Bartlett Regional Hospital Board. After interviewing the applicants, the HRC recessed into executive session per a motion by Deputy Mayor Smith at 7:32 p.m. and reconvened into open meeting session at 8:14 p.m.

MOTION: by Mayor Weldon for the Assembly Human Resources Committee to recommend to the Assembly to reappoint Max Mertz, Chris Letterman and John Raster MD to full terms beginning January 1, 2026 and ending December 31, 2028 and to appoint Jeannie Monk and Dorothy Hernandez MD to unexpired terms beginning January 1, 2026 and ending December 31, 2026, all to the Bartlett Regional Hospital Board. ***Hearing no objection, motion passed.***

2. 5-MINUTE BREAK: 6:35 p.m. - 6:40 p.m.

Assemblymembers will take a short break between BRH Board Interviews & Planning Commission Interviews

3. Planning Commission Applicant Interviews

Per [CBJ 49.10.110](#); the nine members of the commission shall be residents of the CBJ and may be paid an honorarium. Members of the commission shall be appointed by the assembly to staggered three-year terms.

There are three seats with terms running January 1, 2026 to December 31, 2028.

Planning Commission Links to: [Current PC Roster, Meeting Packets & Website](#)

Interview Times/Planning Commission Applicants

6:40 p.m. Adam Brown - Incumbent
6:50 p.m. Stephanie Banua
7:00 p.m. Carlee Simon
7:10 p.m. Keith Koruna
7:20 p.m. Karinne Wiebold

Five applicants were considered for the three Planning Commission seats with terms running January 1, 2026 to December 31, 2028. After interviewing the applicants, the HRC recessed into executive session per a motion by Deputy Mayor Smith at 7:32 p.m. and reconvened into open meeting session at 8:14 p.m.

MOTION: by Deputy Mayor Smith for the Assembly Human Resources Committee to recommend to the Assembly the appointments of Carlee Simon, Keith Koruna and Karinne Wiebold all to terms beginning January 1, 2026 and ending December 31, 2028 to the Planning Commission and asked for unanimous consent. **Hearing no objection, motion passed.**

F. EXECUTIVE SESSION

The HRC recessed into executive session, per a motion by Deputy Mayor Smith at 7:32 p.m., and reconvened into open meeting session at 8:14 p.m. in order to make a recommendation for appointments to the Bartlett Regional Hospital Board and the Planning Commission.

1. Motion to Move Into Executive Session

***Suggested Motion:** "I move we recess into executive session to discuss matters which may tend to prejudice the reputation or character of any person, specifically to deliberate on the qualifications of applicants and ask for unanimous consent."*

MOTION: by Deputy Mayor Smith that the Assembly Human Resources Committee recess into executive session to discuss matters which may tend to prejudice the reputation or character of any person, specifically to deliberate on the qualifications of applicants and asked for unanimous consent. **Hearing no objection, motion passed.** Mayor Weldon brought the HRC back into open session at 8:14 p.m.

G. ADJOURNMENT

With no further business to come before the committee, meeting adjourned at 8:16 p.m.

**2025 Annual Report
Board of Equalization
City & Borough of Juneau, Alaska**

The Board of Equalization (BOE) a nine-member quasi-judicial board, sitting in panels of three, hear appeals brought before the BOE by an appellant for relief from an alleged error in valuation on properties and governed by [Ordinance 2022-21\(b\) An Ordinance Related to Property Tax Appeals and Codifying the Board of Equalization Rules of Procedure.](#)

A panel hearing a case must first make the determination that an error in valuation has occurred. Following the determination of an error in valuation, the panel may alter an assessment of property only if there is sufficient evidence of value in the record. Lacking sufficient evidence on the record, an appeal shall be remanded to the assessor for reconsideration. The BOE conducts a hearing pursuant to an appeal filed by the owner of the property as to the particular property.

In 2025, BOE Members are (3-year terms run January to December):

- David Epstein [BOE Chair] {5th Term} (2024-2026)
- Emily Haynes {2nd Term} (2025-2027)
- Kenny Solomon-Gross [Vice Chair] {3rd Term} (2023-2025)*moving/not reapplying*
- Raymond ‘Thor’ Williams {2nd Term} (2024-2026)
- Wayne Coogan { 1st Term} (2025-2027)
- Benjamin Durrant {unexpired seat/1st Term} (2024-2025)
- Douglas Salik {unexpired seat/1st Term} (2024-2025) *reapplying*
- 1 Vacant BOE Seat (term ending 2026){*previously held by G. Sonnenberg*}
- 1 Vacant BOE Seat (term ending 2027)

The Clerk’s Office is advertising for the vacant seats as well as seats of board members with terms coming due at the end of 2025; and hopefully all board member will reapply.

The BOE continued with the same hearing format as they used since 2023, utilizing Thursday evenings at 5:30 p.m. via Zoom to hold hearings. The goal is to find a good in-person meeting space so the BOE can shift to hybrid hearings for the 2026 BOE season. The board met between May 1, 2025 and July 10, 2025. In accordance with the CBJ records retention schedule BOE packets, transcripts (utilizing zoom transcript feature) and audio/video recordings of the hearings are available through the Municipal Clerk’s Office. BOE packets are also available on the CBJ website: <https://juneauak.portal.civicclerk.com/> and BOE recordings are uploaded to the CBJ YouTube channel and the link to view those recordings is obtained by contacting the City Clerk’s Office.

2025 was a very light year for appeals and late files going before the BOE. Following is a breakdown of each hearing noting the presiding officer, panelists, and appellants. The Board agreed to hear three (3) appeals per hearing night in addition to late files that came in. Noted in parentheses are the actions taken by the BOE. No commercial appeals were heard by the BOE, only residential appeals for 2025.

Thursday, May 1, 2025 - Training

BOE members David Epstein, Kenny Solomon-Gross, Emily Haynes, Thor Williams, Wayne Coogan, and Doug Salik (Ben Durrant unable to attend) met via Zoom for the annual BOE training with the State Assessor, CBJ Assessor and CBJ Attorney representing the BOE. New State Assessor Dan Nelson walked the board through the role of the State Assessor, adoption of assessment standards and the assessment process. CBJ Commercial Assessor Greg Morris walked the board through the CBJ assessment process; and City Assessor Mary Hammond and Deputy Assessor Aaron Landvik were in attendance to answer questions BOE members had regarding the 2025 Assessment process. Assistant City Attorney Nicole Lynch, attorney for the BOE, refreshed the committee on the rules of procedure and BOE Guidelines for hearings.

In other actions, the board elected David Epstein as BOE Chair and Emily Haynes as BOE Vice Chair.

Thursday May 15, 2025

BOE Panelists: David Epstein (Presiding Officer), Emily Haynes and Thor Williams

Four (4) Late Files:

Kenneth Cassell, Parcel: 1B0201070040 [*accepted*]

Kristen Munk, Parcel: 4B1901020010 [*denied*]

Shane Hooton, Parcel: 5B1201350030 [*denied*]

Shane Hooton, Parcel: 5B1201350040 [*denied*]

Thursday July 10, 2025

BOE Panelists: Kenny Solomon-Gross (Presiding Officer), Douglas Salik and Thor Williams

Two (2) Residential Appeals:

APL 2025-0213 Douglas Maller [*granted the appeal & adjusted the assessment amount*]

APL 2025-0228 Mary Haight [*denied*]

One (1) Late File:

Samuel Garcia Trejo & Mayra Garcia [*denied*]

Per [CBJC 15.05.185\(d\)](#) below is a summary breakdown of the 2025 assessment year.

- Number of petitions filed: **92**
- Number of cases scheduled to be heard by the BOE: **2 value + 5 Late Files**
- Number of value related cases actually heard: **2**
- Percentage of cases where an error of valuation was determined to exist: **50%**
- Number of cases remanded to the assessor for reconsideration: **0**
- The number of cases resulting in the board altering a property assessment: **1 of 2**
- Net change to taxable property caused by board action: **\$47,100**

Staff to the Board of Equalization for 2025 Appeal Hearings: Assistant City Attorney Nicole Lynch and Deputy City Clerk Diane 'Di' Cathcart.

Respectfully Submitted by David Epstein, Board of Equalization Chair, November 25, 2025

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

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-21(b)

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

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

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

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

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

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

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

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

15.05.041 Challenges of tax status.

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

(Serial No. 79-48, § 6, 1979)

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

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

15.05.140 Reserved.

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

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

15.05.150 Appeal to Board of Equalization.

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

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

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

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

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

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

15.05.160 Reserved.

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

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

15.05.170 Reserved.

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

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

15.05.185 Board of equalization.

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

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

- (4) *Term of office.* Terms of office shall be for three years and shall be staggered so that approximately one-third of the terms shall expire each year.
- (5) *Term limits.* No member of the board of equalization who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee.
- (6) *Compensation of members.* Compensation for members shall be \$100.00 per meeting. Board members may decline compensation by providing written notice to the municipal clerk.

(b) *Chair.* The board annually shall elect a member to serve as its chair. The chair shall coordinate all board activities with the municipal clerk including assignment of panel members, scheduling of meetings, and other such board activities.

(c) *Presiding officer.* Each panel shall appoint a presiding officer who shall act as the chair for the panel and who shall exercise such control over meetings as to ensure the fair and orderly resolution of appeals. The presiding officer shall make rulings on the admissibility of evidence and shall conduct the proceedings of the panel in conformity with this chapter and with other applicable federal, state and municipal law.

(d) *Report to the assembly.* The board, through its chair, shall submit an independent report to the assembly each year by September 15 identifying, at a minimum, the number of cases appealed, the number of cases scheduled to be heard by the board, the number of cases actually heard, the percentage of cases where an error of valuation was determined to exist, the number of cases remanded to the assessor for reconsideration, the number of cases resulting in the board altering a property assessment, and the net change to taxable property caused by board action. The report shall also include any comments and recommendations the board wishes to offer concerning changes to property assessment and appeals processes.

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

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

15.05.190 Board of Equalization hearing of appeal.

(a) *Preparation of appeal packet.*

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

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

(b) *Quorum and voting.*

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

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

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

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

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

(v) At the request of the appellant, evidence submitted pursuant to subsection (c)(6) or (c)(8) of this section relating to the assessed valuation of property used in an income-producing commercial enterprise shall be confidential. The assessor and the appellant may stipulate to facts to be presented to the board provided the assessor has received credible and reliable evidence to establish the facts.

(9) *Decisions.* At the conclusion of the hearing the board shall determine, based solely on the evidence submitted, whether the assessment is unequal, excessive, improper, or an under valuation. The board should issue findings of fact and conclusions of law clearly stating the grounds upon which the board relied to reach its decision and advising all parties of their right to appeal the decision to superior court.

(10) *Certification.* The presiding officer shall review and give final board certification to all appeal decisions.

(11) *Termination of appeal upon agreement between appellant and assessor.* After an appeal to the board of equalization has been filed, any value which has been agreed to by the assessor and the appellant shall constitute a withdrawal and termination of the appeal by the appellant and the agreed upon valuation shall become the assessed value.

(d) *Relaxation of requirements.* This section is designed to facilitate the business of the board and shall be construed to secure the reasonable, speedy, and inexpensive determination of every appeal. The procedural requirements of this section may, in the discretion of the presiding officer, be relaxed in any case in which a strict adherence to requirements will work injustice.

(CBJ Code 1970, § 15.05.190; Serial No. 70-33, § 3, 1971)

State law reference(s)— Board of Equalization, AS 29.45.210; Hearing, AS 29.45.210.

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

15.05.200 Judicial review.

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

(CBJ Code 1970, § 15.05.200; Serial No. 70-33, § 3, 1971)

State law reference(s)—Appeal to superior court, AS 29.45.210(d).

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

15.05.210 Municipal clerk record keeping certification of changes.

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

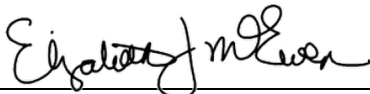
Section 11. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 12th day of December, 2022.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Friday, October 24, 2025 1:46:26 PM

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

Name
Douglas Salik
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Board of Equalization
Current of Prior Experience on CBJ Boards/Commissions/Committees
Board of Equalization, 2024 to Present Planning Commission, 2025 to Present
Reasons for Wanting to Serve
I have served on boards and commissions for a number of years, as I find that it is a great way for me to be involved in a community and serve our fellow citizens. I am asking to be re-appointed to the Board of Equalization as it is a board that I enjoy serving on.
Experience/Professional Expertise/Education
Liberty University, Masters in Public Administration, 2022 University of Alaska, Anchorage and University of Alaska Southeast, Juneau, Bachelors in Political Science, 1998 I have bought and sold numerous homes in my life and appealed my property taxes, so I can understand what it feels like to be on either side of this board.
Meeting Schedule and Attendance
I am aware of the schedule and will be available.
Date of Birth



Ethnicity

Caucasian/Non-Hispanic

Gender

Male

Acknowledgement/Certification

Douglas Salik

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2331

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

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

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

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

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

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

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

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

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

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

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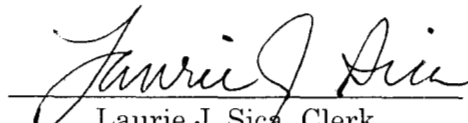
//

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

Adopted this 23rd day of April, 2007.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Tuesday, December 2, 2025 11:53:47 AM

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

Name
michael beasley
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Douglas Advisory Board
Current of Prior Experience on CBJ Boards/Commissions/Committees
No experience in city government
Reasons for Wanting to Serve
I live on Douglas Island and am always interested in issues regarding the homeland. I have ideas and experience working with people.
Experience/Professional Expertise/Education
1976 J-D High school. Live out North Douglas 6 1/4 mile 8853. U of Washington graduate Fine Arts 1987. 2016 elected to serve on the Sealaska Board of Directors for nine years. There are 13 BOD.
Civic Activities, Memberships or Non-profits Involved With
I am an ANCSA recipient belonging to Sealaska Corporation and Goldbelt Inc. I am also a tribal member of Tlingit and Haida numbers.
Date of Birth
[REDACTED]
Ethnicity
Juneau Tlingit-Slovak

Gender

Male

Acknowledgement/Certification

Michael Lee Beasley

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Monday, November 17, 2025 7:03:08 AM

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

Name
Jacqueline Chandler
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Douglas Advisory Board
Current of Prior Experience on CBJ Boards/Commissions/Committees
None
Reasons for Wanting to Serve
I am recently retired from the federal government and looking for opportunities to help out more in my community.
I bring a plethora of experience and knowledge after 36 years in the communication field, 20 years working for the federal government, and seven years as a Juneau/Douglas resident.
Experience/Professional Expertise/Education
Education: Bachelor's Degree in Communication, 1991 Master's Degree in Communication, 2009 Doctoral Degree in Communication, 2027 Experience: Director of Public Affairs & Communication, USDA Forest Service, 2018-2025

External Affairs Advisor/Officer, FEMA, 2007-2018

Civic Activities, Memberships or Non-profits Involved With

None

Meeting Schedule and Attendance

Acknowledged

Date of Birth

██████████

Ethnicity

Pacific Islander (Guam)

Gender

Female

Acknowledgement/Certification

Jackie Chandler

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Monday, November 17, 2025 6:39:31 PM

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

Name
Gabriel Cohen
Residence Address
[REDACTED]
Mailing Address
Included Below
Mailing Address
[REDACTED]
Primary Phone
[REDACTED]
Secondary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Douglas Advisory Board
Current of Prior Experience on CBJ Boards/Commissions/Committees
None.
Reasons for Wanting to Serve
<p>I am a 5 year North Douglas resident and lifetime resident of Juneau. I live and recreate on the island and care deeply about its future. I've spent countless hours hiking, fishing, hunting, skiing, and exploring on Douglas island.</p> <p>Douglas (especially North Douglas) is facing significant proposed changes to its use. Development of a second crossing and new cruise ship port will put strain on the Island's infrastructure that will need to be mitigated. There will also be adverse impacts to the many recreational activities that Douglas offers to all Juneau residents.</p>

I want to serve on the Douglas Advisory Board to contribute to my community and help ensure its bright future.

Experience/Professional Expertise/Education

I have a Bachelors of Arts in Political Science and a minor in Economics. I work professionally as an Economist.

Meeting Schedule and Attendance

Yes

Date of Birth

██████████

Ethnicity

White

Gender

Male

Acknowledgement/Certification

Gabriel Cohen

From: domadmin@iuneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Sunday, November 23, 2025 9:40:23 PM

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

Name
Steven Gabelein
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Douglas Advisory Board
Current of Prior Experience on CBJ Boards/Commissions/Committees
None
Reasons for Wanting to Serve
<p>I am keenly interested in serving on the Douglas Advisory Board because I am deeply invested in the future of our unique community. My primary motivation is rooted in my identity as a long-term (10+ years) resident of North Douglas, which provides me with a crucial, localized perspective I believe would greatly benefit the board's planning efforts.</p> <p>As a resident of North Douglas, I witness firsthand the daily impacts of planning decisions concerning infrastructure, transportation, resource management, and neighborhood quality of life. This direct experience allows me to offer meaningful input that addresses the specific needs and challenges of Douglas Island—from balancing residential tranquility with recreational access, to ensuring the longevity of our key facilities. I want to move beyond observing these changes and be an active participant in the process, providing future planning guidance that is well-informed and reflective of our residents' lived experiences.</p> <p>I am committed to collaborative governance and believe in a balanced approach that respects the history and natural beauty of the Douglas area while proactively planning for sustainable growth. I am ready to dedicate my time and energy to thoughtful discussion, data-driven analysis, and consensus-building to ensure the Advisory Board's recommendations contribute to a vibrant, resilient future for all citizens of the</p>

City & Borough of Juneau who call Douglas home.

Experience/Professional Expertise/Education

Education: Master of Marine Policy, University of Alaska Fairbanks (2025) and B.A. in Environmental Studies and Minor in Political Science, Gonzaga University (2012)

Civic Activities, Memberships or Non-profits Involved With

Trailmix

Meeting Schedule and Attendance

Yes

Date of Birth

[REDACTED]

Ethnicity

White

Gender

Male

Acknowledgement/Certification

Steven A Gabelein

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Tuesday, December 2, 2025 11:06:01 PM

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

Name
Maxwell Horowitz-Burdick
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Douglas Advisory Board
Current of Prior Experience on CBJ Boards/Commissions/Committees
No prior CBJ experience
Reasons for Wanting to Serve
I've just moved to Juneau in May. Im living on Douglas. I love it here and intend to call Douglas home. I want to be involved in the community I've just joined and I think service is a good approach. Im keen to learn more about the challenges and opportunities facing Douglas through the perspectives of my neighbors and community.
Experience/Professional Expertise/Education
I have a environmental studies degree from university of Montana. Ie worked in natural resource management for over a decade. More relevantly the last 9 years ive worked in timber supply chain risk assessment and mitigation for a start up that ive helped grow into a globally present company overseeing 40 employees. This work has taken me to communities all over the world to better understand the challenges they face, their needs , what they want for their futures, and how that balances with development, natural resources management, and conservation. The work involves trying to understand the perspective of many different community stakeholders and finding areas of commonality to build coalition toward shared goals. This largely means listening and asking questions. Thats all I would want to bring to this roll is to try and learn from the people who consider this island home and the parties who have stake in its future.

Civic Activities, Memberships or Non-profits Involved With

Just trying to get started on being more involved in my local civic life.

I serve on several industry related boards currently

IWPA education board 2020-2025

CITES advisory board 2023-205

Meeting Schedule and Attendance

Yes

Date of Birth

██████████

Ethnicity

Caucasian American

Gender

Male

Acknowledgement/Certification

Maxwell Horowitz-Burdick

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Sunday, November 16, 2025 9:40:05 PM

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

Name
Laurel Shoop
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Douglas Advisory Board
Current of Prior Experience on CBJ Boards/Commissions/Committees
No current or past CBJ experience, however, I have served on the State of Alaska Council on Domestic Violence and Sexual Assault (CDVSA) as Vice President and as a member to the Alaska Broadband Advisory Board (ABAB).
Reasons for Wanting to Serve
<p>As a resident of North Douglas, I am deeply committed to the well-being, resilience, and future of our community. Douglas has a unique identity within Juneau - one defined by its history, its tight-knit neighborhoods, its natural spaces, and the daily realities of living on an island with shared resources and shared challenges. I would like to serve on the Douglas Advisory Board to help ensure that our community's voice is present, thoughtful, and solutions-focused when decisions that affect our safety, transportation, recreation, environment, and quality of life are being made.</p> <p>Living in North Douglas gives me a direct stake in many of the issues the board discusses: transportation concerns on the Douglas Highway, safe and equitable access to recreation areas, emergency preparedness, responsible land use planning, and the stewardship of our public spaces. I want to contribute a balanced perspective - one that recognizes the needs of long-time residents, families, and those who rely on Douglas's outdoor opportunities, while also supporting thoughtful growth and infrastructure improvements.</p> <p>I am motivated by service, collaboration, and practicality. My background working with diverse stakeholders has taught me how to listen carefully, understand competing priorities, and help translate</p>

community concerns into actionable recommendations. I hope to bring that approach to the Douglas Advisory Board, ensuring that residents feel heard and that the board's work reflects the values and lived experiences of the people who call Douglas home.

Above all, I want to support a process that keeps Douglas safe, vibrant, and connected - today and for generations to come. Serving on this board would be an opportunity to contribute meaningfully to a community I care about and to help maintain the character and livability that make Douglas such a special place.

Experience/Professional Expertise/Education

Bachelor of Science (BS) in Biology, minors in chemistry and Spanish from Metropolitan State University of Denver (2012)

State of Alaska

Currently: Department of Public Safety (DPS), Legislative Liaison

Perviously: Department of Education and Early Development (DEED), Legislative Liaison

Office of the Governor, Office of Management and Budget (OMB), Program Budget Analyst

Civic Activities, Memberships or Non-profits Involved With

I volunteered for Big Brothers Big Sisters.

Meeting Schedule and Attendance

Yes

Date of Birth

██████████

Ethnicity

White

Gender

Woman

Acknowledgement/Certification

Laurel Shoop

Presented by: The Manager
Presented: 02/28/2022
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2974

A Resolution Re-establishing the Juneau Local Emergency Planning Committee.

WHEREAS, the Alaska Disaster Act, AS 26.23, together with the Emergency Planning and Community Right-to-Know Act of 1986, Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) establish requirements for business and industry, and federal, state, and local governments regarding emergency planning and community right-to-know reporting on hazardous substances; and

WHEREAS, implementing the community right-to-know provisions of state and federal law will serve to advise the public of the presence of hazardous substances in the community, and involve the public in preparing for, and mitigating the threat of accidental releases of these substances into the environment; and

WHEREAS, the Juneau Local Emergency Planning Committee was first established in 1991; and

WHEREAS, Resolution 1989 (1999) reestablished the Local Emergency Planning Committee to ensure compliance with federal and state community right-to-know laws, meet community needs for emergency planning, and facilitate the integration of emergency plans generated by and for the hospital, the airport, the electric utility, oil spills, cruise ships, the Red Cross, and other agencies; and

WHEREAS, alternate members of the committee were established pursuant to Resolution 2135; and

WHEREAS, the Juneau Local Emergency Planning Committee approved certain amendments to its bylaws consistent with this resolution and recommends that the Assembly approve the amended bylaws attached to this resolution.

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

Section 1. Repeal of Resolution. Resolution 2689 is repealed.

Section 2. Designation as Local Emergency Planning District. The City and Borough of Juneau should continue to be recognized by the Alaska State Emergency Response Commission as a Local Emergency Planning District under Title III of the Superfund Amendments and Reauthorization Act of 1986.

Section 3. Reestablishment Local Emergency Planning Committee. The Juneau Local Emergency Planning Committee originally established by Resolution 1443 (1991) is hereby re-established pursuant to AS 26.23.073. The committee shall be known as the Juneau Local Emergency Planning Committee.

Section 4. Membership and Organization.

(a) **Membership.** The City Manager or a designated representative shall be a member of the committee. The committee shall be composed of the City Manager and not more than eleven additional primary members and eleven alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission. The committee membership shall, to the extent possible, include representatives from the following agencies and interest groups:

- (1) Elected Municipal Officials;
- (2) Peace Officers;
- (3) Firefighters/Emergency Medical Services;
- (4) General Public;
- (5) Bartlett Regional Hospital;
- (6) News Media;
- (7) The American Red Cross;
- (8) Right-to-Know. Owners or Operators of facilities subject to the requirements of the Emergency Planning and Community Right-to-Know Act of 1986;
- (9) Community Groups;
- (10) Hazardous Substance Transporters; and
- (11) Vulnerable Populations. A representative serving Juneau’s vulnerable populations. For purposes of this section, “vulnerable populations” shall be defined as persons with disabilities, the homeless, the elderly or homebound, access or functional needs, and any others who might be considered at-risk populations.

- (12) Alaska Native Tribal Representative. A representative with intimate knowledge of local tribal cultures and practices.
- (13) Healthcare system. A representative of an organization of the local healthcare system.
- (14) City Manager Appointee.

For purposes of this committee, “voting members” are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

(b) **Terms.** Appointees other than the City Manager shall serve three-year staggered terms. Nominations for appointment shall be made by the Assembly with recommendations forwarded by the Assembly Human Resources Committee. The terms and appointments of alternate members shall be established in a similar manner, provided that the term of an alternate member shall not be dependent on the term of the person holding the primary appointment.

(c) The committee shall be organized as follows:

- (1) The committee shall elect annually from its members a chair and such other officers as it deems necessary. The committee may establish an executive committee with authority to act on its behalf, and may appoint such other committees as it deems necessary. The committee shall establish rules by which it shall function including solicitation of public comments, response to such comments by the committee, distribution of the emergency plan, and compliance with municipal regulations regarding meetings and notification procedures.
- (2) A vacancy on the committee shall exist:
 - (A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
 - (B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
 - (C) If a member submits his or her resignation to the Assembly;
 - (D) If a member is physically unable to attend committee meetings for a period of more than 90 days; or
 - (E) If a member misses more than 40 percent of the committee meetings in a 12-month period.

- (3) The chair of the committee shall notify the Clerk of any vacancy on the committee. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in the Advisory Board Rules of Procedure, as such may be amended from time to time.
- (4) The committee shall meet as necessary to carry out the business of the committee but no fewer than four times per year.

Section 5. Purpose. The committee shall:

- (a) Advise the City Manager on emergency management issues.
- (b) Review, revise as necessary, and maintain the emergency response plan for the municipality. The plan shall meet the requirements of AS 26.23.075, and shall include:
 - (1) An analysis of all hazards which threaten people, property, the environment or the economy of the City and Borough; and
 - (2) Identification of agencies and their procedures for responding to protect people, property, the environment and the economy of the City and Borough from any hazard.
- (c) Collect, manage, and provide public access to information on hazardous substances and their accidental release within the municipality.
- (d) Study and make recommendations on the regulation of transportation routes for hazardous substances, including an assessment of the enforcement of state and federal transportation laws, and investigation of off-loading of explosives to determine the safest way to bring them into the community.
- (e) Coordinate with appropriate municipal, state and federal agencies on the collection and use of information on hazardous substances shipped to and from Juneau.
- (f) Work with mining companies, the business community, and government agencies in the Juneau area to encourage their participation in the community right-to-know and chemical inventory reporting systems in accordance with the Emergency Planning and Community Right-to-Know Act of 1986.
- (g) Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the municipality, and work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.

Section 6. Communication with the State Emergency Response Commission. The City Manager shall submit this resolution, the list of nominees and their organizations, and any other documents necessary to establish and maintain the Juneau Local Emergency Planning Committee to the State Emergency Response Commission for approval.

Section 7. Approval of Bylaws. The Juneau Local Emergency Planning Committee may amend its Bylaws to be consistent with this resolution.

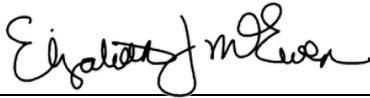
Section 8. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 28th day of February, 2022.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Monday, December 1, 2025 9:52:54 AM

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

Name
Theresa Ross
Residence Address
[REDACTED]
Mailing Address
Same as Residence
[REDACTED]
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Local Emergency Planning Committee
Current of Prior Experience on CBJ Boards/Commissions/Committees
Currently hold the 3/EMS seat.
Reasons for Wanting to Serve
I currently hold the CCFR representative position, I enjoy the group and would like to continue serving.
Experience/Professional Expertise/Education
22+ years in emergency services, currently hold the position of CCFR Fire Marshal.
Date of Birth
[REDACTED]
Ethnicity
Juneau
Gender
Female
Acknowledgement/Certification
Theresa A Ross



From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Friday, November 28, 2025 3:52:23 PM

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

Name
Travis Wolfe
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Local Emergency Planning Committee
Current of Prior Experience on CBJ Boards/Commissions/Committees
Current member on LEPC as 3a/EMS
Reasons for Wanting to Serve
Current member
Acknowledgement/Certification
Travis Wolfe

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Monday, December 1, 2025 11:01:48 AM

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

Name
Britta Tonnessen
Residence Address
[REDACTED]
Mailing Address
Included Below
Mailing Address
[REDACTED]
Primary Phone
[REDACTED]
Secondary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Local Emergency Planning Committee
Current of Prior Experience on CBJ Boards/Commissions/Committees
Juneau Human Rights Commission (2015-2020) LEPC (2020-2025)
Reasons for Wanting to Serve
Part of my job as the Community Disaster Program Manager
Acknowledgement/Certification
Britta Tonnessen

December 2, 2025

Juneau Assembly Members

City and Borough of Juneau

155 Heritage Way

Juneau, Alaska 99801

Dear Mayor Weldon and Assembly Members:

On behalf of the Juneau Human Rights Commission (JHRC), we are pleased to submit the accompanying resolution, “**A Resolution Encouraging Increased Engagement in CBJ Boards, Committees, and Commissions.**” This resolution proposes practical measures to increase and strengthen participation, representation, and civic involvement within our community.

As of January 2025, CBJ maintains 26 boards, committees, and commissions, with 33 open seats. These groups provide essential public input, and ensure municipal decisions reflect the diverse needs of Juneau residents. Increased engagement means effective, inclusive local governance.

A core element of the resolution focuses on encouraging **employer-supported civic participation**. A well-established civic precedent: **jury duty**, employers across Alaska and the nation routinely provide employees the necessary time to participate in the judicial process. This practice is widely understood as a civic responsibility essential to the functioning of democracy.

This precedent offers a compelling model for broader forms of public service. When employers support employee involvement in these roles, the entire community benefits. Encouraging similar accommodations for service on CBJ boards, committees, and commissions is a logical and practical extension of a civic norm we already uphold.

The JHRC respectfully requests that the Assembly review and consider the adoption of this resolution.

Thank you for your attention and for your commitment to strengthening civic participation in the City and Borough of Juneau.

Sincerely,

Haifa Foroughi

Chair, Juneau Human Rights Commission

CITY AND BOROUGH OF JUNEAU, ALASKA

JUNEAU HUMAN RIGHTS COMMISSION

Resolution No. _____

A Resolution Encouraging Increased Engagement in CBJ Boards, Committees, and Commissions

WHEREAS, civic engagement is a fundamental tenet of democracy and contributes to the vibrancy, resilience, and well-being of the community; and

WHEREAS, as of January 6, 2025, the City and Borough of Juneau (CBJ) maintains 26 boards, committees, and commissions, collectively carrying 33 vacancies; and

WHEREAS, CBJ boards, committees, and commissions play an essential role in advising local government, shaping policy, and informing the municipal decision-making process; and

WHEREAS, employers who allow or encourage employees to serve on CBJ boards, committees, and commissions during work hours help foster civic responsibility, community involvement, and professional growth; and

WHEREAS, employers who support such participation benefit from strengthened community ties, improved employee engagement, and a positive reputation for social responsibility; and

WHEREAS, participation in public service enhances employees' leadership, communication, and problem-solving skills, which in turn benefits their organizations and the broader community;

NOW, THEREFORE, BE IT RESOLVED that the City and Borough of Juneau shall explore and consider implementing practices that encourage broad and diverse participation on CBJ boards, committees, and commissions, including but not limited to:

1. Establishing clear and consistent funding to support the effective operation of CBJ boards, committees, and commissions;
2. Identifying, articulating, and communicating both tangible and intangible benefits of service to prospective members;
3. Establishing processes to actively invite and recruit individuals from underrepresented groups;

4. Improving and maintaining an accessible online presence with current and comprehensive information for all CBJ boards, committees, and commissions;
 5. Developing and executing a public-facing media and outreach campaign highlighting the opportunities and benefits associated with civic participation.
-

BE IT FURTHER RESOLVED that the City and Borough of Juneau encourages local employers to develop and implement policies that allow employees to participate in CBJ boards, committees, and commissions during work hours;

BE IT FURTHER RESOLVED that such participation should be coordinated transparently between employees and supervisors to ensure workplace responsibilities are met while supporting civic engagement;

BE IT FURTHER RESOLVED that the City and Borough of Juneau will provide training, guidance, and resources to prepare community members for effective and meaningful service on CBJ boards, committees, and commissions;

BE IT FURTHER RESOLVED that the City and Borough of Juneau will recognize and promote organizations that encourage employee involvement in local boards, committees, and commissions as models of community engagement and civic stewardship.

ADOPTED this ___ day of _____, 2025, by the **Juneau Human Rights Commission** for submission to the **City and Borough of Juneau Assembly**, affirming a shared commitment to fostering active civic participation and community service.

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.

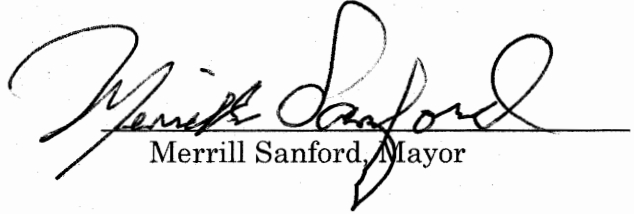
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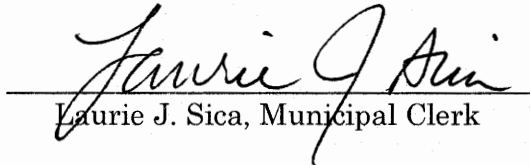
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SECTION 3. EFFECTIVE DATE. This resolution shall be effective immediately upon adoption.

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
562 Adopted this 1st day of April 2024.

563



Beth A. Weldon, Mayor

564

565

566 Attest:

567

568

569

570



Elizabeth J. McEwen, Municipal Clerk