

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

May 24, 2021 5:30 PM

Assembly Chambers/Zoom Webinar

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

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

A. 2020-06-29 Assembly Human Resources Committee Minutes-Draft

B. 2021-04-26 Assembly Human Resources Committee Minutes-Draft

V. PUBLIC PARTICIPATION

VI. AGENDA TOPICS

A. Treadwell Arena Advisory Board Appointments & Annual Report

Per Ordinance 2015-18(am), the Treadwell Arena Advisory Board (TAAB) is a seven member board appointed to staggered three-year terms. In addition to the seven general public seats, a non-voting Parks and Recreation Advisory Committee member sits on TAAB as a liaison. To the extent practicable, at least one member shall have professional marketing experience. No more than three members shall be employees or board members, or the immediate family member of any employee or board member, of an organization that provides activities at Treadwell Arena.

There are three seats needing appointment with terms running June 1, 2021 - May 31, 2024.

B. Board of Equalization - Appointments

Per Ordinance 2005-51(c)(am), The Board of Equalization (BOE) is comprised of a pool of six to nine members; appointed on the basis of their general business expertise and knowledge or experience with quasi-judicial proceedings. General business expertise may included, but is not limited to, real and personal property appraisal, the real estate market, personal property market and other similar fields. The BOE sits in panels of three to hear appeals for relief from an alleged error in valuation on properties brought before the board by an appellant [CBJ Code 15.05.185(a)(3)]. Terms of office shall be for three years and staggered so approximately one-third of terms expire each year.

There are currently six seats on the BOE with various term end dates. Two members have applied for reappointment and four members of the public have applied for BOE seats.

C. Local Emergency Planning Committee (LEPC) - Appointments

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

The BRH Primary seat (5) has been vacated by Kim McDowell and Daniel Wiersma has submitted an application for that seat. Tonia Montez has requested to remain in the BRH Alternate seat (5a). Paul Chisholm, Vulnerable Population Alternate seat (11a) has stepped down, no applicants have submitted an application for that seat.

Recommended Motion:

to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission appointment of Daniel Wiersma to the Local Emergency Planning Committee BRH Primary Seat for a term beginning immediately and ending December 31, 2023.

D. Discussion on Definition of Assembly Liaison

Resolution 2949 vHRC1 is provided for discussion.

E. Updates/Revisions to CBJ Election Code

VII. LIQUOR LICENSES

A. Liquor License Protest Recommendation - DeHart's, LLC d/b/a DeHarts Grocery L.L. #300

This liquor license renewal is before the Assembly Human Resources Committee for review and to forward a recommendation to the full Assembly on whether to let the recommended protest stand or to waive the right to protest. If the HRC recommends the protest stand, this license will come before the full Assembly at its Regular Assembly Meeting on June 14, 2021 for final action.

The AMCO 60-day comment period from the local governing body ends Tuesday, June 15, 2021.

VIII. NEXT MEETING DATE

A. June 14, 2021 at 5:30pm Assembly Chambers/Zoom Webinar

IX. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

ASSEMBLY HUMAN RESOURCES COMMITTEE

June 29, 2020 5:30 PM

Zoom Webinar

MINUTES

I. ROLL CALL

The Assembly Human Resources Committee meeting was called to order at 5:30 p.m.

Members Present: Chair Wade Bryson, Michelle Hale, Alicia Hughes-Skandijs and Greg Smith

Members Absent: None

Others Present: Deputy Clerk, Diane Cathcart, UAB member Chair Leon Vance, UAB member Vice-Chair Geoff Larson, TAAB Chair Jason Soza, TAAB member Ryan Kauzlarich, Treadwell Arena Manager Lauren Anderson, Parks & Recreation Director Georg Schaaf, JHRC member Britta Tonnessen

II. APPROVAL OF AGENDA

Agenda approved as presented.

III. APPROVAL OF MINUTES

Minutes approved as presented.

A. Special Assembly Human Resources Committee Minutes June 24, 2020

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

A. Utility Advisory Board Appointments & Annual Report

Chair Vance gave an over of the Utility Advisory Board annual report and the five year plan that was created by staff and the board regarding the implementation of the approved rate increases. Mr. Larson noted the changes staff is seeing with water and wastewater utilities due to the pandemic and the shift in customer needs and utility use.

Committee members thanked the UAB for all its incredible work over this last year and the well written annual report.

MOTION: by Mr. Smith to forward to the full Assembly for approval, the recommendation to reappoint Grant Ritter and Janet Hall Schempf to the Utility Advisory

Board for terms beginning immediately and ending May 31, 2023. ***Hearing no objections, motion passed.***

B. Treadwell Arena Advisory Board Appointments & Annual Report

Chair Soza gave an overview of the annual report regarding to year 2019. Saw a slight increase in the cost recovery otherwise pretty similar to previous years. One change you will see is the removal of building maintenance costs in Treadwell's line items since tracking building maintenance costs has been revised at the larger department budget level.

Committee members thanked TAAB for its work over this last year.

MOTION: by Ms. Hale to forward to the full Assembly for approval, the recommendation to reappoint Jason Soza and Leah Farzin to the Treadwell Arena Advisory Board for terms beginning immediately and ending May 31, 2023 and to appoint Jacob Thayer to the Treadwell Arena Advisory Board for a term beginning immediately and ending May 31, 2031. ***Hearing no objections, motion passed.***

C. Jensen Olson Arboretum Advisory Board - Appointments

MOTION: by Mr. Smith to forward to the full Assembly for approval, the recommendation to reappoint Nell McConahey to the Jensen-Olson Arboretum Board for a term beginning immediately and ending January 31, 2023 and to appoint Paulette Schirmer to the Jensen-Olson Arboretum Board for a term beginning immediately and ending January 31, 2023 and to appoint Melissa Hebon to a term beginning immediately and ending January 31, 2022. ***Hearing no objections, motion passed.***

D. Douglas Advisory Board Appointment

MOTION: by Ms. Hale to forward to the full Assembly for approval, the recommendation to appoint Troy Wuyts-Smith to the Douglas Advisory Board for a term beginning immediately and ending September 30, 2021. ***Hearing no objections, motion passed.***

E. Juneau Human Rights Commission Memo & Draft Anti-Racist Resolution & Commission Appointments

JHRC member Britta Tonnessen thanked all the citizens that applied for JHRC and look forward to having a full commission to continue its work. Ms. Tonnessen reported the JHRC held four public meetings to put together the draft Anti-Racism Resolution that is before the committee this evening.

Chair Bryson opened up discussion on the Anti-Racism Resolution. Ms. Hughes-Skandijis asked how the public meetings went and if the commission received any public participation. Ms. Tonnessen reported that normally the JHRC takes summers off but due to protests and marches happening around the country and in Juneau with regards to systemic racism the commission decided to hold meetings beginning with a listening session. Citizens called in and voiced their thoughts, concerns and support of the 10

demands circulating through Juneau and the nation around systemic racism, citizen engagement and defunding the police. The commission took those 10 demands and began to form the resolution.

Chair Bryson requested the JHRC work to bring the resolution into a final format and then hold a joint meeting with the HRC to finalize prior to moving it forward to an Assembly Committee of the Whole meeting for review.

MOTION: by Ms. Hale to forward to the full Assembly for approval, the recommendation to reappoint Haifa Sadighi and Ibn Bailey to the Juneau Human Rights Commission for terms beginning immediately and ending May 31, 2023 and to appoint Angel Collins to the Juneau Human Rights Commission for a term beginning immediately and ending May 31, 2023 and to appoint Kalino Iha to the Juneau Human Rights Commission for an unexpired term beginning immediately and ending May 31, 2021. ***Hearing no objections, motion passed.***

F. Other Business

A. Discussion on Assembly & Staff Work Loads ie: Avoiding Burnout

Ms. Hale had requested this topic be brought before the HRC and possibly to a Committee of the Whole meeting. Ms. Hale stated staff has done an incredible job at keeping everything going, the community is exhausted, the world is exhausted. Ms. Hughes-Skandijs shared Ms. Hale's concerns regarding staff and Assembly burnout, noting that staff and the Assembly can't keep up at this pace. Mr. Smith echoed fellow Assemblymembers concerns and was glad the committee is addressing this topic.

Mr. Bryson acknowledged the burnout of staff and Assembly and requested this topic be placed on the next HRC agenda for further discussion.

VI. STAFF REPORTS

None

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None

VIII. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:40pm.

ASSEMBLY HUMAN RESOURCES COMMITTEE

April 26, 2021 6:00 PM
Zoom Webinar
MINUTES

I. CALL TO ORDER

Chair Bryson called the Assembly Human Resources Committee meeting to order at 6:00 p.m.

II. ROLL CALL

Members Present: Chair Wade Bryson, Loren Jones, Greg Smith and Christine Woll

Members Absent: None

Others Present: Deputy Clerk, Diane Cathcart, Municipal Clerk Beth McEwen

III. APPROVAL OF AGENDA

Agenda approved as presented.

IV. APPROVAL OF MINUTES

Minutes approved as presented.

A. 2020-05-18 Assembly Human Resources Committee Minutes-Draft

B. 2020-07-13 Assembly Human Resources Committee Minutes-Draft

C. 2021-03-22 Assembly Human Resources Committee Minutes-Draft

V. AGENDA TOPICS

A. Juneau Commission on Aging - Appointment

An unexpected vacancy arose on the Juneau Commission on Aging due to the commission member relocating out of state. There are two applications in the packet to fill the unexpired term, beginning immediately and ending December 31, 2021

MOTION: by Mr. Jones to forward to the full Assembly for approval, the recommendation to appoint Ann Stepetin to the Juneau Commission on Aging for a term beginning immediately and ending December 31, 2021. *Hearing no objections, motion passed.*

B. Juneau Human Rights Commission - Resolution to Expand Membership

At its March 22, 2021 meeting the Assembly Human Resources Committee recommended expanding the membership of the Juneau Human Rights Commission from a 5 member commission to a 7 member commission. At its March 23, 2021 Juneau Human Rights Commission meeting the committee agreed with the recommendation to expand its membership.

A possible motion would be; to recommend forwarding to the full Assembly the recommendation to extend the Juneau Human Rights Commission from a 5 member commission to a 7 member commission and to help stagger the term dates, it is recommended the additional 2 seats begin as one-year term seats and then move to full three-year term seats.

MOTION: by Mr. Jones to request Law draft a resolution amending the Juneau Human Rights Commissions current membership from five to seven members and that resolution be forwarded to the full Assembly for approval. ***Hearing no objection, motion passed.***

C. Setting Dates for Empowered Board Interviews In June

Available dates to hold Full Assembly as the Human Resources Committee for Airport, Eaglecrest and Docks & Harbors Board interviews and appointments beginning at 5:30pm via Zoom Webinar.

6/17 - Thursday
6/21 - Monday
6/23 - Wednesday
6/24 - Thursday
6/30 - Wednesday

Committee members discussed dates to hold interviews for empowered board appointments for Eaglecrest, Airport and Docks & Harbors Boards. These interviews will take place via zoom webinar beginning at 5:30pm. Chair Bryson will bring Wednesday, June 24 and Thursday, June 25 as the two dates to hold interviews to the full Assembly for approval.

VI. INFORMATION ITEMS

A. CBJ Board/Committee Demographics April 2021

At the request of Assemblymember Woll, a demographics snapshot of committees will be on the HRC agendas quarterly as an information item. This will help the HRC with its stated goal of creating diverse boards to the best of its ability.

VII. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:24pm.

TREADWELL ARENA ADVISORY BOARD

Annual Report, June 2021

CURRENT MEMBERS

Dave Bartlett
Leah Farzin
Josh Fortenbery
Ryan Kauzlarich
Jason Soza
Jacob Thayer

2020/21 MEETINGS

July 23, 2020
August 25, 2020
October 29, 2020
January 7, 2021
March 16, 2021

COMMONLY USED ACRONYMS

JDIA: Juneau Douglas Ice
Association

JSC: Juneau Skating Club

JAHA: Juneau Adult Hockey
Association

EXECUTIVE SUMMARY

The Treadwell Arena Advisory Board (TAAB) finds that Treadwell Arena is operating in a manner that encourages growth and diversity among multiple user groups and addresses the needs of current users. Due to the operational challenges and closures caused by the coronavirus pandemic, the cost recovery rate is below previous years but is not reflective of any operational failings. In the past year, arena management, in consultation with TAAB, has provided the community with a safe place to recreate by implementing a number of protocols to prevent the transmission of coronavirus, including spacing out ice times and closing locker rooms.

Treadwell Arena management and staff continue to do an excellent job to realize innovative ideas and take feedback to continually improve rink operations, particularly in light of the uncertainties caused by the coronavirus pandemic.

INTRODUCTION

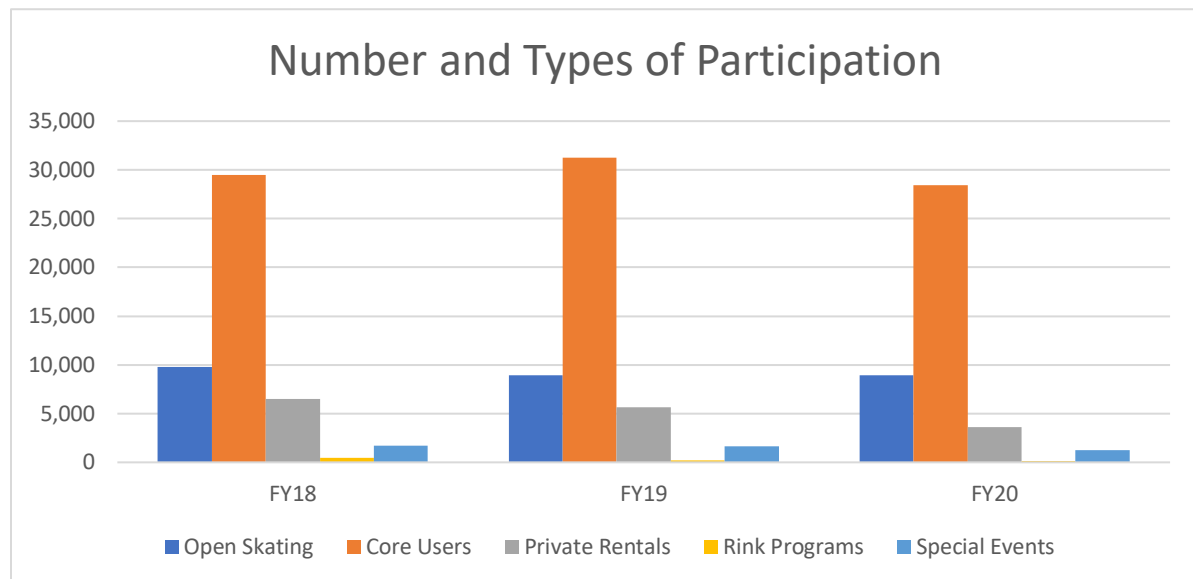
In April 2015, the Juneau Assembly approved an ordinance that created the Treadwell Arena Advisory Board (TAAB).

Per ordinance 2015-18 (am), the Assembly tasked TAAB with drafting an initial report examining various segments of the Treadwell Arena's operations, including financial performance, marketing and facility usage. This initial report was provided to the Assembly in May 2016, in accordance with the deadline set forth in the ordinance. In 2019, the ordinance was updated and requires TAAB to produce an annual report covering, at a minimum, the following five topics:

1. Number and types of annual users compared to preceding years
2. Annual cost recovery data
3. Ice scheduling and allocation of rink resources
4. Identified opportunities to generate net revenue or increase operational efficiencies
5. Identified ways to improve the experience of rink users

1. NUMBER AND TYPES OF ANNUAL USERS COMPARED TO PRECEDING YEARS

On-Ice Participants	FY18	FY19	FY20
Open Skating	9,790	8,941	8,930
Wake N' Skate	126	194	274
Day Open Skate	3,658	3,918	4,029
Evening Open Skate	2,060	1,709	1,846
Youth Skate	346	16	16
Freestyle (figure skating)	558	392	348
Parent/Tot Skate	545	435	526
Pond Hockey	1,556	1,287	1,075
Stick n' Puck	941	990	816
Core Users	29,454	31,262	28,461
Juneau Douglas Ice Assoc (JDIA)	10,480	12,138	12,066
Juneau Skating Club (JSC)	6,849	8,327	6,888
Juneau Adult Hockey Assoc (JAHA)	8,547	8,333	6,820
Juneau Douglas High School (JDHS)	3,578	2,464	2,687
Private Rentals	6,509	5,632	3,588
Hockey only	3,437	3,031	2,011
Skating only	1,161	689	345
School Groups	1,849	1,842	1,132
Blue Line Club (JDHS booster)	62	70	100
Rink Programs	473	220	112
Summer Day Camp	0	0	0
Lessons, in-house clinics	473	220	112
Special Events (tournaments, camps, clinics)	1,678	1,639	1,221
Totals	47,904	47,694	42,312



2. ANNUAL COST RECOVERY DATA

	FY18	FY19	FY20
Revenues			
Facility Rental ⁰	303,011	332,919	318,056
Youth Hockey - JDIA	85,608	112,099	113,913
Juneau Skating Club - JSC	71,624	91,443	82,880
Adult Hockey - JAHA	80,300	78,135	65,510
All other hourly rental	65,479	51,242	55,754
Open Skate	36,807	30,648	30,491
Convenience Pass	14,347	15,963	22,200
Locker Rental	14,940	22,409	18,720
Skate Sharpening	17,625	16,414	12,329
Skate Rental ¹	578	19	0
Lessons	2,557	3,334	1,798
Advertising	17,275	18,919	17,378
Vending/Concession	7,983	7,608	5,262
Food Service Permits	828	491	422
Total Revenues ²	415,951	448,724	426,657
Expenditures ³			
Personnel ⁴	407,862	457,903	488,686
Operations	208,601	208,544	213,598
Total Operating Expense	616,463	666,447	702,284
Cost Recovery	67.5%	67.3%	60.8%

⁰ Amounts in breakout vary due to prime & nonprime rates; prime rates shown

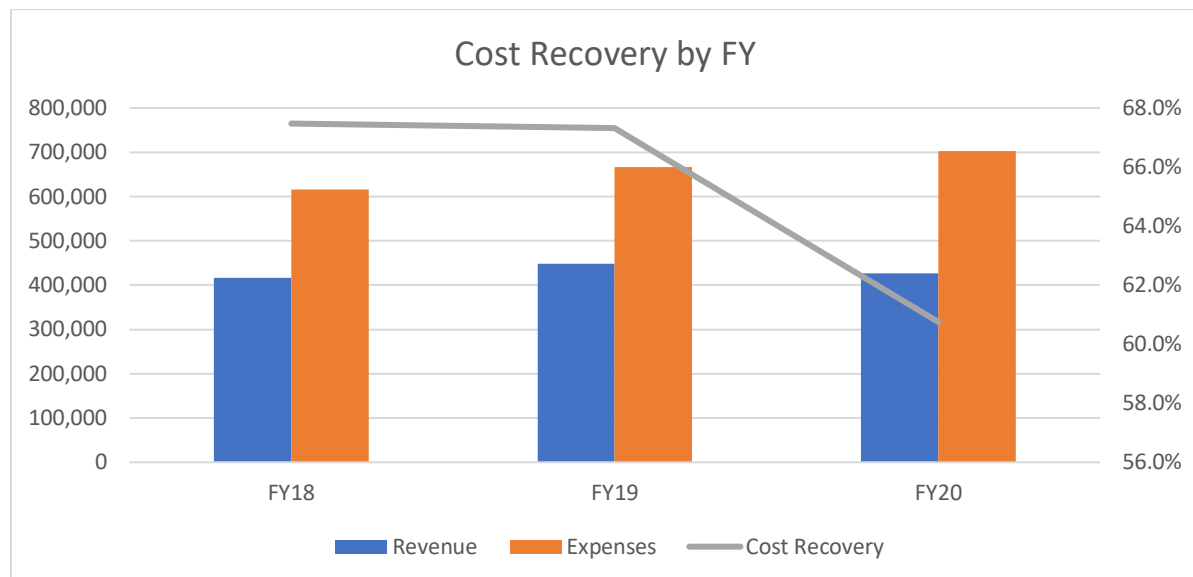
¹ Merged with open skate in FY18

² Includes gift cards and cash over/short amounting to \$10 between FY18-20

³ Excludes building maintenance expenditures, which were allocated by a new CBJ formula beginning FY19

⁴ Staffing costs including salaries, overtime and benefits for all positions

⁵ COVID-19 caused the rink to close early in FY20 resulting in reduced revenues



3. ICE SCHEDULING AND ALLOCATION OF RINK RESOURCES

The user groups are the main renters of ice. In FY19 JDIA and JSC rented significantly more ice than in previous years while JAHA and JDHS had slight decreases in their ice rentals compared to FY18. In FY19, some of the increases were made by utilizing more early morning ice. COVID-19 caused an early closure of the rink in FY20.

	FY18	FY19	FY20
Hourly Ice Rental			
Youth Hockey - JDIA	355.75	467.00	487.50
Juneau Skating Club - JSC	307.75	403.50	365.00
Adult Hockey - JAHA	368.75	355.00	300.00
Juneau Douglas High School - JDHS	123.50	110.30	114.80
Promotional Skates ¹	11.65	9.15	10.65
Total Hours Rented	1,166.65	1,344.95	1,277.90

¹ Hours do not include private rentals.

4. IDENTIFIED OPPORTUNITIES TO GENERATE NET REVENUE OR INCREASE OPERATIONAL EFFICIENCIES

FY20 year was set to be the first full year of operation of the concession stand inside Treadwell Arena by the contracted vendor, Grumpy's Deli. Given the circumstances around COVID-19, the concession stand was closed for public health reasons. Going forward, re-engaging with the contractor and re-opening the concession stand when it is safe to do so and when supported by rink attendee numbers should be a priority to generate additional net revenue.

Previous years' reports have found that Treadwell Arena is managed very efficiently, with expenses and revenues appropriately balanced by the rink manager. The rink manager is very proactive about exploring all opportunities to generate additional revenue and increase efficiencies, from soliciting sponsors for public skating sessions, increasing dasherboard and ice advertising revenue, adjusting personnel schedules to maximize available budget, and marketing the rink. The TAAB has historically found very few areas where going beyond the efforts underway by the rink manager were possible or reasonable.

Treadwell Arena continues to be managed very effectively and efficiently in FY20, despite the challenges presented by the pandemic.

5. IDENTIFIED WAYS TO IMPROVE THE EXPERIENCE OF RINK USERS

Considering the constraints and demands during the 2020-21 season, Treadwell Arena was able to address the board's concerns from last year. In light of what will almost certainly be reduced revenue and some activity restrictions due to the COVID-19 pandemic in the upcoming season, the board is again making only modest suggestions for ways to improve the user experience.

In last year's report, the board suggested expanded public skating times, an expanded overall season, and increased area to accommodate getting skates and equipment on and off without crowding into locker rooms. Because of the odd season, only one of these goals was accomplished: the lengthened season. Somehow, even with the pandemic steadily limiting all kinds of normal activities, Treadwell still delivered on

its promise to be open by the end of July and through late April. Going forward, we would like to re-propose some past suggestions to improve the user experience that have had to be put on hold.

First, we encourage Treadwell to continue to expand its season. The demand for ice from user groups even during a pandemic demonstrates that there are buyers for that ice time.

Second, we would like to see expanded public skating times. Public skating exposes new skaters to ice skating and provides skaters and hockey players more time to practice their skills, improve, and therefore stick with their sports.

Third, continuing to have a spread out (and possibly heated) area in the lobby to get skates on and off would be a big plus for users. It's likely that the locker rooms will be a risky place to spend time in the rink for a while longer, so making the lobby more comfortable would be a positive change.

Fourth, we recommend upgrading the rink ventilation systems, particularly the ventilation in the locker rooms, to improve air circulation and reduce the distribution of airborne pathogens in the arena.

Fifth, although the pandemic contributed to its closing, the board believes that having a snack bar in Treadwell can be a big contributor to the user experience, and we would love to see that return.

Overall, skating and hockey have been steadily increasing in popularity in Juneau since Treadwell first opened in 2003, and this means the current prime ice (ice available outside of standard school and work hours) is in high demand from all user groups and the public. Looking beyond the immediate upcoming season, the way to improve user experiences at Treadwell is increased ice availability to relieve time pressure on current user groups and increase public skating times. This could be achieved by keeping Treadwell open for more of the calendar year, adding a second sheet of ice, adding off-ice space like a lobby or workout room, or implementing any combination of these options. Juneau's user groups are growing, but more importantly, they are committed to their sports and would make use of increased ice as well as off-ice fitness space in the facility.

Conclusion

Treadwell Arena had experienced a steady increase in the rate of cost recovery over the past several years until the pandemic hit. If and when operations return to normal, rates of cost recovery are expected to return to normal. An increase in covered expenses allows the arena to expand its ability to provide additional services and the flexibility to consider improvements that add value for its users. It also allows for a lower hourly rental cost for the user groups which allows the core customers the ability to use more ice and bring in more members of their own.

Assuming operations can resume subject to public health restrictions, the arena still intends to extend operations to a 40-week season, including 6 weeks of summer non-ice programming. The phased approach to extending the ice season would eventually result in an additional month of ice skating availability compared to 2018/2019, allowing user groups to steadily adapt to the longer seasons and minimizing the risk that Treadwell Arena will fail to maintain its pre-pandemic cost recovery rate.

Covering costs, increasing user participation and user satisfaction are of the utmost concern for the TAAB. The TAAB is pleased to report the rink manager successfully ensures a high degree of user satisfaction, has increased utilization of available ice by core user groups and has plans to further increase use, and has made the best of a difficult year to Treadwell Arena open.

Presented by: The Manager
Introduced: 03/16/2015
Drafted by: A. G. Mead

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2015-18(am)

An Ordinance Establishing the Treadwell Arena Advisory Board.

WHEREAS, on July 21, 2014, the Assembly created the Treadwell Arena Task Force ("Task Force") to study the feasibility of an empowered board for management of the Treadwell Ice Arena; and

WHEREAS, in its report to the Assembly dated December 12, 2014, the Task Force recommended that the Treadwell Arena Advisory Board be formed.

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

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Treadwell Arena Advisory Board Established. There is established the Treadwell Arena Advisory Board.

Section 3. Membership Qualifications. The Board shall be comprised of seven voting members appointed from the general public, and one liaison from the Parks and Recreation Advisory Committee. The liaison shall not have the power to vote and shall not be counted in determining whether a quorum of the Board is present. Members shall be appointed to staggered three-year terms. To the extent practicable, at least one member shall have professional marketing experience. No more than three members shall be employees or board members, or the immediate family member of any employee or board member, of any organization that provides activities at the Treadwell Ice Arena.

Section 4. Treadwell Arena Advisory Board Purpose.

A. The Treadwell Advisory Board shall, in consultation with the Treadwell Arena Manager, report to the Assembly Committee of the Whole on an annual basis on issues relating to the Treadwell Ice Arena. The Board's report shall address, at a minimum, the following:

1. Ways to market Treadwell Arena to increase the number of users now and into the future;

2. Identification of barriers in CBJ Code that could hinder marketing efforts related to advertising, fundraising, concession sales and naming rights;
3. Methods to establish better and clearer relationships with user groups and the public to gain ideas for increasing users and revenues;
4. A review of rink operational standards in order to assist in identifying areas in which operational efficiencies may be increased; and
5. A review of ice scheduling and allocation of rink resources in order to assist in ensuring equity in opportunity and support for a diversity of community rink users.

B. *Initial report.* The Board's initial report to the Assembly shall be due no later than May 1, 2016. In addition to the information outlined above, the initial report shall include findings on the following:

1. Has the number of users increased?
2. Have revenues increased?
3. Have revenue streams diversified?
4. Has the cost recovery continued at 50% or greater?
5. Have operational cost savings measures been implemented or identified?
6. Has a marketing strategy been developed?
7. Has a user group feedback system been developed?

Section 5. Procedure. The Treadwell Arena Advisory Board's procedure shall be governed by Robert's Rules of Order, except where superseded by the Advisory Board Rules of Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

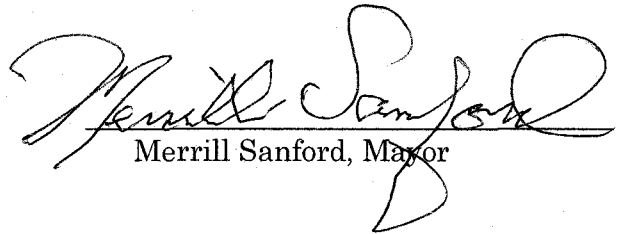
Section 6. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and shall hold regular meetings on a schedule established by the Board, as well as such special meetings as required to conduct business.

Section 7. Liaison. The City Manager shall designate a staff liaison to the Board as available and appropriate.

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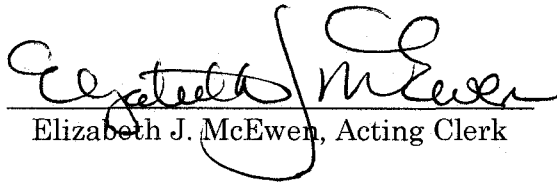
Section 8. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 6th day of April, 2015.



Merrill Sanford, Mayor

Attest:



Elizabeth J. McEwen, Acting Clerk



City and Borough of Juneau, AK

Treadwell Arena Advisory Board

Board Roster



Kirk Duncan

2nd Term Feb 02, 2020 - Feb 02, 2021

Appointing Authority PRAC

Position Ex-Officio

Office/Role PRAC Liaison to TAAB

Category PRAC Liaison

Dais Seat 8



Josh Fortenbery

1st Term Jun 25, 2018 - May 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



Ryan Kauzlarich

1st Term May 14, 2018 - May 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public/Juneau Skating Club

Dais Seat 5



David R Bartlett

1st Term Jun 01, 2019 - May 31, 2022

Appointing Authority Assembly

Position Voting Member

Category Public/JDIA

Dais Seat 2



Jason Soza

3rd Term Jun 01, 2020 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Adult Hockey Board Member

Dais Seat 7



Jacob A Thayer

1st Term Jun 29, 2020 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



Leah Farzin

2nd Term Jun 01, 2020 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Juneau Skating Club; PT Coach @
Treadwell

Dais Seat 4



Vacancy

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 6

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Sigrid K Dahlberg

First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Dahlberg Design LLC

Employer

Principal Engineer

Job Title

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Treadwell Arena Advisory Board: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

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

Interests & Experiences

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

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

I have been an active user of Treadwell Arena since 2004. I served as president of the Juneau Skating Club for 11 years (2005-2016), so I have a good understanding of how the rink has grown and the interplay between user groups. I served as an alternate on the Treadwell Task Force that recommending the formation of the TAAB, so I am familiar with the development of the TAAB and its initial goals. I am also familiar with the facility design, particularly the mechanical and ventilation systems. I feel I can offer a historical perspective at the same time that I can help with future planning.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

SafeSport Chair for Juneau Skating Club I am currently working on becoming a US Figure Skating judge, which is a volunteer position under guidance of the national organization, and under no influence from the local skating club.

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

Juneau Skating Club SafeSport Chair, 3 years (2018-2021) Eldred Rock Lighthouse Association: volunteer (2020-2021) Juneau Skating Club Board: Director, 1 year; President, 11 years (2005-2016) Treadwell Task Force: Alternate member (2014)

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

Licensed civil engineer, asbestos inspector, lead paint inspector, wetlands delineator, licensed pyrotechnic operator, master gardener, PSIA Level II ski instructor, former USFS figure skating coach, current USFS judge-in-training, skate sharpener, business owner and administrator. As a hazardous materials specialist, I have a lot of experience with isolation systems and controlling contamination, which has been particularly useful during the current pandemic.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

No qualifying criteria listed.

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

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[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Nicchia

Leamer

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

True North FCU

Vice President

Employer

Job Title

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Treadwell Arena Advisory Board: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

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

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

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

My daughter has been involved with skating for several years and I am interested in seeing skating grow in the community.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Wildflower Court, True North Federal Credit Union.

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

Sitka Rotary (various positions); Sitkans Against Family Violence (various positions); Sitka Economic Development Association (various positions).

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

BLA; UAS. Commercial Lending Certification from ABA/SMU.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Upload a Resume

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

None Selected



Date of Birth

Acknowledgement/Certification

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☒ I Agree

Application Form

Profile

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Paulette

First Name

Schirmer

Last Name

Middle Initial
Email Address
Home Address
City
Primary Phone
Alternate PhoneUniversity of Alaska Southeast

Employer

Assistant Professor of
Accounting

Job Title

Suite or Apt
State
Postal Code

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Treadwell Arena Advisory Board: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 3

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

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

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

I currently co-author a payroll accounting textbook as well as teach this course at the University. I am interested in keeping my finger on the important issues related to the challenges of ADA compliance and issues facing the community.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

none

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

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

Doctorate in Business Administration, Masters of Business Administration, Bachelors of Science in Accounting. Accountant and payroll processor for over 30 years.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Upload a Resume

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female



Date of Birth

Acknowledgement/Certification

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☒ I Agree

Presented by: The Manager
Introduced: 12/19/2005
Drafted by: J.W. Hartle

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2005-51(c)(am)

An Ordinance Creating a New Board of Equalization Panel.

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 code.

Section 2. Amendment of Section. CBJ 15.05.010 Definitions, is amended as follows:

15.05.010 Definitions.

The following words, terms and phrases when used in this title, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Assessor means the duly appointed City and Borough assessor or his or her authorized representative.

Landed-cost means actual cost to the taxpayer, including costs of shipping and transporting to taxpayers place of business.

Mobile home means house trailers, trailers, trailer coaches, and similar property, designed and equipped for human habitation and capable of being drawn by a motor vehicle, used or intended to be used for residential office, or commercial purposes.

Motor vehicle means any vehicle operated by self-contained power capable of operating on a road or highway and carrying persons or property.

Property means taxable property as defined herein unless otherwise indicated.

Taxable property means all real property within the City and Borough, and all personal property which has a tax situs within the City and Borough, except that which is specifically exempted from levy of taxation by the City and Borough.

Section 3. Amendment of Section. CBJ 15.05.120 Notice of assessment and equalization hearing, is amended to read as follows:

15.05.120 Notice of assessment and equalization hearing.

(a) The assessor shall give to every person named in the assessment roll a notice of assessment, showing the assessed value of his or her property that is subject to ad valorem tax. On the back of each assessment notice shall be printed a brief summary for the information of the taxpayer of the dates when the taxes are payable, delinquent, and subject to interest and penalty, dates when the board of equalization will meet, and any other particulars as appropriate.

(b) The assessment notice shall be directed to the person named in the assessment roll, and is sufficiently given if it is mailed by first class mail, 30 days prior to the hearing, addressed to, or is delivered at, the person's address as last known to the assessor. If the address is not known to the assessor, the notice may be addressed to the person at the post office nearest to the place where the property is situated. The date on which the notice is mailed or is delivered is the date on which the notice is given for purposes of this title.

(c) When all valuation notices have been mailed, the assessor shall have published in a newspaper of general circulation published in the City and Borough, at least once each week for two successive weeks, a notice that the assessment rolls have been completed. The notice shall state when and where the equalization hearings will be held.

Section 4. New Section. CBJ 15.05.185 Board of equalization, is added 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 less than six, and up to nine, members, not assembly members, appointed by the assembly. There shall be up to three panels established each year. Each panel hearing appeals shall consist of three members. The board chair shall assign members to a specific panel and schedule the panels for a calendar of hearing dates. The assignment of members to panels and the establishment of a hearing calendar shall be done in consultation with the individual members. Additionally, members may be asked to take the place of regular assigned panel members in the event an assigned panel member is unable to attend a scheduled meeting.

(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 appellant. 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. A hearing by the board may be conducted only pursuant to an appeal filed by the owner of the property as to the particular property.

(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.

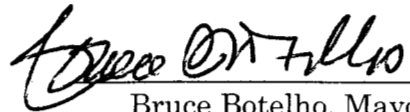
(b) **Chair.** The board annually shall elect a member to serve as its chair. The chair shall coordinate all board activities with the assessor including assignment of panel members, scheduling of meetings, and other such board activities.

(c) **Presiding officer.** Each panel shall elect its own presiding officer to act as the chair for the panel and shall exercise such control over meetings as to ensure the fair and orderly resolution of appeals. In the absence of the elected presiding officer the panel shall appoint a temporary presiding officer at the beginning of a regular meeting. 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.

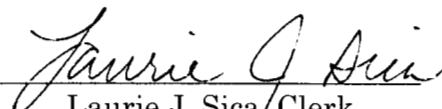
(d) **Report to the assembly.** The board, through its chair, shall submit an independent report to the assembly each year by September 15 identifying, at a minimum, the number of cases appealed, the number of cases scheduled to be heard by the board, the number of cases actually heard, the percentage 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.

Section 5. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 30th day of January, 2006.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk



City and Borough of Juneau, AK
Board of Equalization

Board Roster



Barbara Sheinberg

1st Term May 02, 2016 - Dec 31, 2018

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 9



David B Epstein

3rd Term Mar 05, 2018 - Dec 31, 2020

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Public

Dais Seat 1



Emil R Mackey

1st Term Mar 04, 2019 - Dec 31, 2021

Position Voting Member

Category Public

Dais Seat 7



Emily Haynes

1st Term Jun 24, 2019 - Dec 31, 2021

Position Voting Member

Category Public

Dais Seat 8



Kenneth L Solomon-gross

2nd Term Jan 01, 2020 - Dec 31, 2022

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 5



Vacancy January 1, 2021 - December 31, 2024

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



Vacancy Unexpired Term: January 1, 2020 - December 31, 2022

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 4



Vacancy Unexpired Term: January 1, 2019 - December 31, 2021

Position Voting Member

Category Public

Dais Seat 6



Vacancy Unexpired Term: January 1, 2019 - December 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public/Attorney

Dais Seat 2

Application Form

Profile

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Barbara

First Name

Sheinberg

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Employer

Job Title

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

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Board of Equalization: Appointed

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

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

Interests & Experiences

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

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

Applying for reappointment and willing to serve again. I am familiar with property valuation due to my consulting work as a community planner.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

BOE

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

Sheinberg Associates, previous appointed CBJ Assemblymember, AK Chapter American Planning Assoc., Juneau Chamber of Commerce, Southeast Conference and Downtown Rotary

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

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

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☐ I Agree

Application Form

Profile

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[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

David B Epstein
First Name Middle Initial Last Name

[REDACTED]
Email Address

[REDACTED] [REDACTED]
Home Address Suite or Apt
[REDACTED] [REDACTED]
City State Postal Code

[REDACTED] [REDACTED]
Primary Phone Alternate Phone

State of Alaska - DOT&PF - Southcoast Region Regional Traffic and Safety Engineer
Employer Job Title

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

[REDACTED]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

33-yr FAA employee (now retired), currently employed by State of Alaska DOT/PF. Serving on CBJ Board of Equalization. Recently completed three 3-year terms on the Airport Board, the last two years as board chair.

Secondary Email Address (if any)

Which Boards would you like to apply for?

Board of Equalization: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

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

Interests & Experiences

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

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

I have enjoyed my service on BOE and would like to continue.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Currently serving on CBJ Board of Equalization. Currently serving as President, Juneau Chapter 2088, National Active and Retired Federal Employees Association (NARFE), Secretary, NARFE Alaska Federation of Chapters, and Membership Chair, Juneau Trail and Road Runners.

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

See attached resume for employment history details. Volunteer service includes Road Runners Club of America, Board of Directors, 2003 - 2011; Anchorage Amateur Radio Club, Board of Directors, 1980 - 1985; Chair, Board of Directors, and Race Director, 5-Miler for Men's Cancer Research, Anchorage, AK, 1996-2006.

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

Bachelor of Science in Engineering cum laude, Duke University, Durham, NC, May 1975 Master of Science in Engineering, University of California, Berkeley, CA, December 1976.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Registered Professional (Civil) Engineer, Colorado (1980) and Alaska (1985)

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

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☒ I Agree

Application Form

Profile

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Gary L Sonnenberg
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Retired US Coast Guard officer/Engineer
Employer Job Title

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

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[REDACTED]

Which Boards would you like to apply for?

Board of Equalization: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 2

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

None

Interests & Experiences

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

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

I believe I am qualified and being retired have time to serve. I am retired US Coast Guard (USCG) civil and industrial engineering officer and recently retired from US Forest Service (USFS) as the Region 10 (Alaska) Facilities Engineer. I have varied professional experience with land and infrastructure including hazardous materials. I am 46 year resident of Alaska having resided in Juneau and Ketchikan. This is my third time residing in Juneau as home owner; previously 1974-78, 1983-86 and 2004 to present. I have owned property in 4 states over the last 46 years and still pay property taxes in 3 of those. I have experience serving on boards, committees and commissions.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

None

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

1970-1990 US Coast Guard: Civil and Industrial Engineering. Served in numerous positions performing technical, administrative, and management roles relating to design, construction, maintenance and contracting, and personnel management including labor/union contracts. 1980 -1994: Juneau mining ordinance advisory board; UAS Ketchikan campus advisory council; Univ' of Alaska Statewide Vocational/Technical council; Ketchikan Planning Commission; Ketchikan Local Emergency Planning Committee; Ketchikan Branch American Society of Civil Engineers officer. 1990 -1994: Held several positions with private engineering/project management firms and Ketchikan Gateway Borough. Each position involved familiarity with construction codes and or AK State and municipal codes and ordinances. 1994- 2020: US Forest Service, GS11 - GS13 Civil and Environmental Engineering. Performed many functions similar to those in USCG including evaluation of government property for acquisition, transfer and development.

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

1970 BS, Heavy Construction, Arizona State Univ. 1986 MS, Industrial & Management Engineering, Rensselaer Polytechnic Institute 1970-1990, USCG: Numerous training and certifications in technical fields, contracting and personnel management. Training included national and international codes and standards. 1994- 2020, USFS: Similar trainings as USCG to remain current and relevant. Served 10 years as US Dept' of Agriculture (USDA) alternate to Alaska Regional Response Team.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Previous (no longer current since 2020): US Govt' Level III (highest), Contracting Officer's Representative; USFS On Scene Coordinator (OSC - HAZMAT); AK State certification in asbestos, LBP, pesticides;

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

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☒ I Agree

Application Form

Profile

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[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

James W Collman
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

State of Alaska Corrections Officer II
Employer Job Title

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

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Board of Equalization: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 1

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

Interests & Experiences

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

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

I have lived in Juneau for 11 years. Prior to this I lived in Washington State and was in the banking industry for over 18 years. The majority of those years were spent in mortgage banking primarily as a mortgage originator. I have worked with appraisals, assessments, title reports, and all other documentation involving residential real estate transactions.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Department of Corrections for State of Alaska.

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

Corporate Board member for Alpha Kappa Lambda Fraternity at Washington State University. Was a general member, secretary, and treasurer.

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

Graduate of Washington State University. Have held a 4 line insurance license in the state of Washington. Was a certified Peace Officer in the state of Washington graduating from the Criminal Justice Training Academy. Currently an active Corrections Officer with the state of Alaska. Certified in firearms, crime scene investigation, and field training of new officer hires.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

I previously held a 4 lines insurance license in the state of Washington; Life, Health, Property, and Casualty. Over an 18 year career in mortgage lending and have read over hundreds of appraisals. Including but not limited to Manufactured homes, single family, duplexes, and multiplexes. I have also done many new home custom construction financings in manufactured new home placement, single family, and 1-4 unit multiplexes.

Demographics

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Barbara

Mecum

First NameMiddle InitialLast Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Retired

Employer

Job Title

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[REDACTED]

Which Boards would you like to apply for?

Board of Equalization: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 1

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

none

Interests & Experiences

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

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

I'm a nearly 40-year Juneau resident, and a Realtor® in the state of Arizona, I think my experience would be put to good use to help with the work of this Board.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

None

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

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

Realtor®, homeowner in Juneau for nearly 40 years.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Realtor®

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Raymond T Williams
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

State of Alaska Employment Service Tech I
Employer Job Title

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

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[REDACTED]

Which Boards would you like to apply for?

Board of Equalization: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 2

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

None

Question applies to multiple boards

How many hours per month are you able to serve?

20 hrs

Interests & Experiences

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

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

I have over ten years experience and training being on quasi-judicial board on a City Council and REAA School board level. I understand the responsibilities and knowledge member need to have to work collaboratively on this board.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

None

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

Volunteer Fire Fighter/EMT for the City of Bethel. Past City Council Member and Mayor for the City of Bethel, Alaska. I have experience volunteering of the City of Bethel, Planning Commission and the Port Commtee. Past Board Member for the Lower Kuskokwim School District.

Raymond T Williams

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

I have received training on what the duties and responsibilities of board member has on quasi-judicial board by Alaska Municipal League (AML) and Association of Alaska School Boards (AASB) and Attorneys hired by City Council and School Board.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Demographics

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree



City and Borough of Juneau, AK

Local Emergency Planning Committee

Board Roster



Gregory 'greg' Smith

1st Term Oct 26, 2020 - Oct 04, 2021

No Recruitment

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Assembly Liaison

Dais Seat 1



Warren J Russell

1st Term Jan 01, 2019 - Dec 31, 2021

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Media Seat

Dais Seat 6a



Bill Legere

4th Term Jan 01, 2019 - Dec 31, 2021

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Media Seat

Dais Seat 6



Daniel Garcia

5th Term Jan 01, 2019 - Dec 31, 2021

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary - CHAIR

Category Right to Know Act of 1988

Dais Seat 8



Nicholas Zito

2nd Term Jan 01, 2019 - Dec 31, 2021

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Right to Know Act of 1988

Dais Seat 8a



Karen Wood

2nd Term Jan 01, 2019 - Dec 31, 2021

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Community Group Seat

Dais Seat 9



Ed Williams

4th Term Jan 01, 2019 - Dec 31, 2021

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate-Vice-Chair

Category Community Group Seat

Dais Seat 9a



Britta Tonnessen

1st Term Jan 01, 2020 - Dec 31, 2022

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category American Red Cross Seat

Dais Seat 7



Travis Mead

1st Term Jan 25, 2021 - Dec 31, 2022

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Firefighter/EMS

Dais Seat 3a



Carolyn A Garcia

1st Term Jan 01, 2020 - Dec 31, 2022

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category American Red Cross Seat

Dais Seat 7a



Zachariah Fisher

2nd Term Jan 01, 2020 - Dec 31, 2022

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Vulnerable Population Seat

Dais Seat 11



Ed Quinto

3rd Term Jan 01, 2020 - Dec 31, 2022

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Firefighter/EMS

Dais Seat 3



Michael A Tunley

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Haz/Mat Transporter Seat

Dais Seat 10



Benjamin Murray

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category General Public Seat

Dais Seat 4a



Jonathan Suk

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Haz/Mat Transporter Seat

Dais Seat 10a



Destiny Sargeant

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category General Public Seat

Dais Seat 4



Tonia Montez

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category BRH Hospital Seat

Dais Seat 5a



Scott Erickson

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Peace Officer

Dais Seat 2



David Campbell

4th Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Peace Officer

Dais Seat 2a



Michelle Brown

5th Term Jan 01, 2007 - Dec 31, 2028

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Manager's Designee

Dais Seat 12a



Tom Mattice

5th Term Jan 01, 2007 - Dec 31, 2028

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Manager's Designee

Dais Seat 12



Vacancy Immediately - December 31, 2022

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Vulnerable Population Seat

Dais Seat 11a



Vacancy Immediately - December 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category BRH Hospital Seat

Dais Seat 5

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Daniel

First Name

Wiersma

Middle Initial

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Bartlett Regional Hospital

Employer

Emergency Management
Coordinator

Job Title

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Local Emergency Planning Committee: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

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

Interests & Experiences

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

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

Replacing Kim M. from BRH as representative. EM coordinator for BRH has traditionally been one of the voting members. I wish to continue that practice.

Please select the type of board seat for which you are applying *

☒ Criteria specific seat as listed in the board's governing legislation

Please list any organizations for which you currently serve as a board member, officer, or employee.

BRH Airlift Northwest

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

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

RN, BSN Nationally Registered Paramedic Nearly done with EM Masters

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

RN, BSN, NRP, CFRN, CPN, CCRN PALS/NRP instructor

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

None Selected



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree



MEMORANDUM

DATE: May 11, 2021
 TO: Wade Bryson, Chair Assembly Human Resources Committee
 FROM: Robert Palmer, Municipal Attorney
 SUBJECT: Res. 2949, Amending the Assembly Rules re liaisons

At the Assembly Committee of the Whole on May 10, the members discussed potential amendments to the Assembly Rules of Procedure related to in-person meetings and the role of liaisons.

As presented to the COW, Resolution 2947 would make the requested amendments related to in-person meetings, which is scheduled for Assembly action on May 24. Because the HRC is also meeting on May 24 to discuss the role of liaisons, I have designated Resolution 2949 as the vehicle for those liaison changes. However, because the HRC meets before the Assembly on May 24, I have depicted the in-person meetings revisions with italics (plus underlining and strikethroughs).

Resolution 2947: In-person meetings

Specifically, Resolution 2947 would make the following revisions:

Page 1: Add Rule 1.A.II, Land Acknowledgment

Page 3: Add Rule 2.E, Public seating area

Pages 12-13: Revise Rule 16 related to remote participation.

Resolution 2949: Role of liaisons

I also tried to capture the liaison concepts that were quickly discussed and have started a draft Resolution 2949—at the request of Assemblymember Jones—for the HRC's consideration. The following are depicted with regular underlining and strikethroughs:

Page 7: Add Rule 5.G, Role of Board Liaison

Page 8: Revise Rule 6.B Role of Assembly Liaison

When the HRC is ready, I recommend that the HRC forward Resolution 2949 back to the Committee of the Whole.

Presented by:
Presented:
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2949 vHRC1

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

WHEREAS, it is necessary for the orderly conduct of business that rules of procedure be adopted for the Assembly.

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. AGENDA.

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

- I. Flag Salute
- II. Land Acknowledgment
- III. Roll Call
- IV. Approval of Minutes
- V. Manager's Requests for Agenda Changes
- VI. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)
- VII. Consent Agenda
 - A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction
 - B. Assembly Requests for Consent Agenda Changes
 - C. Assembly Action
- VIII. Ordinances for Public Hearing
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- IX. Unfinished Business
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- X. New Business

- 1 A. Administrative or Committee Reports
- 2 B. Public Hearing
- 3 C. Assembly Action
- 4 XI. Staff Reports
- 5 XII. Assembly Reports
- 6 A. Mayor's Report
- 7 B. Committee Reports
- 8 C. Liaison Reports
- 9 D. Presiding Officer Reports
- 10 XIII. Assembly Comments and Questions
- 11 XIV. Continuation of Public Participation on Public Participation on Non-
- 12 agenda Items
- 13 XV. Executive Session
- 14 XVI. Adjournment

15
16 B. Agenda Preparation. The agenda shall be prepared by the Manager subject
17 to review and revision by the Mayor. The Mayor or the Manager shall brief the
18 Assembly as to any revisions. Other matters may be considered under
19 administrative reports, unfinished business, or new business as applicable.

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

- 21 1. Ordinances for introduction;
- 22 2. Resolutions;
- 23 3. Bid awards requiring Assembly concurrence; and
- 24 4. Other items requiring Assembly action which do not involve substantial
- 25 public policy questions.

26 The Manager shall include with the agenda such supplemental material or reports
27 as may be necessary to explain each item on the consent agenda and shall include a
28 specific recommendation for Assembly action on each item. Material, reports, and
29 recommendations submitted in writing to each member present and which are
30 available for public inspection prior to the Assembly meeting need not be read aloud,
31 but the minutes shall reflect the Manager's recommendation on each consent agenda
32 item adopted. Upon adoption of a motion to adopt the consent agenda, all consent
33 agenda items subject to the motion are adopted as recommended by the Manager.
34 The motion to adopt may not be amended; provided, upon the request of any
35 member, an item on the consent agenda shall be removed from the consent agenda
36 and placed under the appropriate regular agenda item for Assembly action. A notice
37 or motion for reconsideration or a motion to rescind a consent agenda motion shall
38 contain reference to the specific consent agenda item which is the subject of the
39 notice or motion and only that item shall be affected by the notice or motion.

RULE 2. MEETINGS.

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

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless the Assembly, at a preceding regular or special meeting has, by motion or otherwise, designated a different place for a particular meeting.

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

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

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

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

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

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

RULE 4. LEGISLATION.

A. Drafting. The Attorney shall draft ordinances and resolutions

1. For presentation to the Assembly only

(a) by vote or consensus of the Assembly,

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

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

(d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45 the Conflict of Interest Code, Title 01.50 the Appellate Code, Title

01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.

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

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

RULE 5. COMMITTEES.

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

1. Committee of the Whole
2. Finance Committee
3. Human Resources Committee
4. Lands, Housing, and Economic Development Committee
5. Public Works and Facilities Committee

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.

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

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

1. Standing Committees.

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

- (b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.
 - (c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the first meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.
 - (d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.
 - (e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.
 2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:
 - (a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;

- 1 (b) Making recommendations to the full Assembly regarding the
2 issuance, renewal or transfer of liquor licenses, restaurant
3 designation permits, and marijuana licenses;
- 4 (c) Reviewing and proposing amendments to these Rules;
- 5 (d) *Reserved.*
- 6 (e) Overseeing Juneau's relations with its sister cities;
- (f) Membership for Certain Appointments. The Human Resources
Committee shall meet as needed to recommend appointments to the
Planning Commission, the Hospital Board, the Ski Area Board, the
Docks and Harbors Board, and the Airport Board. The Mayor and
all Assemblymembers shall serve as members of the Committee
and the Human Resources chair shall serve as chair at these
meetings.
3. Finance Committee. The Finance Committee may take up issues
relevant to the fiscal status of the CBJ. The Mayor and all
Assemblymembers shall serve as members of the Finance Committee.
The duties of the Finance Committee shall include:
 - (a) Review of the Manager's proposed budget and recommendations to
the Assembly for a final budget;
 - (b) Review of the fiscal policies of the CBJ as deemed necessary by the
committee.
4. Committee of the Whole. The Committee of the Whole may take up
those issues within the jurisdiction of multiple committees and those
warranting detailed review prior to consideration by the Assembly. The
Mayor and all Assemblymembers shall serve as members of the
Committee of the Whole. Generally, the rules of the Assembly shall be
followed in the Committee of the Whole, provided that, at the discretion
of the chair, the rules may be relaxed and the rules relating to
participation by the presiding officer and the number of times a member
may speak shall not be in effect unless otherwise ordered by a majority
of the committee. In preparing the committee agenda the chair shall
consult with the Mayor.
5. Lands, Housing, and Economic Development Committee. The Lands,
Housing, and Economic Development Committee may take up issues
relevant to the lands, housing, economic development, water or air
within the City and Borough. The duties of the Lands, Housing, and
Economic Development Committee shall include recommendations to
the Assembly regarding:
 - (a) The preparation and revision of a land management plan and the
acquisition and disposal of CBJ lands;

- (b) The administration of the lands fund and the mineral holdings of the CBJ;
 - (c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront;
 - (d) Promotion of improved housing availability in the City and Borough; and
 - (e) Promotion of a vibrant and diverse local economy.
6. Public Works and Facilities Committee. The PWFC may take up issues relevant to the infrastructure of CBJ, including transportation and utilities. The duties of the PWFC shall include:
- (a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;
 - (b) Advising each newly elected Assembly of unfinished capital projects to be continued;
 - (c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan;
 - (d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming and green building.
7. Special Committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

D. *Reserved.*

E. Quorum of Committees. For the Committee of the Whole and the Finance Committee, a majority of the membership shall constitute a quorum. For committees with seven or eight members, four of the membership shall constitute a quorum, for committees with five or six members, three of the membership shall constitute a quorum. For committees with four or fewer members, two of the membership shall constitute a quorum for the transaction of business.

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

G. Role of Board Liaison. Any board liaison to an Assembly committee should sit with the committee at all times; such board liaison shall have the right to participate in committee discussion except that Assembly members of the committee shall have priority in obtaining the floor and only committee members may vote. Board liaisons shall be recommended by the board to the Assembly for approval. Board liaisons shall participate in Assembly committee deliberations at the pleasure of the chair of the Assembly committee.

RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.

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

Planning Commission
Hospital Board
Docks and Harbors Board
Airport Board
School Board
Ski Area Board
Aquatics Board

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

B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly and the board or commission to establish and maintain communication between the bodies on issues, projects, and other matters of mutual concern and interest. Assembly liaisons ~~should are not required to~~ regularly attend appointed board or commission meetings; ~~but if they do, they~~ 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. An Assembly liaison should not participate in board or commission discussions unless invited by the board chair.

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

RULE 7. DEBATE.

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

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

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

RULE 8. RULES OF PUBLIC PARTICIPATION.

When permitted by Rule 14, public participation during hearings on ordinances and matters other than appeals will be conducted according to the following rules, which will be posted in the Assembly Chambers:

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

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

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

D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Manager's office more than three business days before a meeting and comprising ten pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Clerk at the meeting provided that the submission includes at least 15 copies.

E. The Mayor will set forth the item or subject to be discussed and will rule non germane comments out of order.

F. All speakers, public, and members of the Assembly will be recognized by the chair by surname.

G. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Mayor, their place of residence.

H. Members of the Assembly will not direct questions to each other or to the chair during public participation except as to the conduct of the hearing.

I. Members of the Assembly may direct questions to members of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the purpose or effect of unreasonably extending any time limit applicable to public speakers.

J. The public may direct questions to the Assembly or the administration. The questions may not be argumentative.

K. The public may direct questions to the chair only as it pertains to the conduct of the hearing.

L. The Manager may participate in the same manner as the members of the Assembly.

M. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the Assembly. Such public participation shall be limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed five minutes. Assemblymembers may ask questions of the speaker, but shall not deliberate at that time on matters raised, or answer questions directed to the members.

RULE 9. MOTIONS.

A. Seconds. Seconds to motions are not required.

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

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

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

RULE 10. CLERICAL ERRORS.

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

RULE 11. VOTE REQUIRED.

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

- A. Limiting, extending, or closing debates
- B. Suspension of the rules
- C. Setting of or postponement of special orders
- D. Objection to consideration of question
- E. Motion for immediate vote (previous question)
- F. Rescind
- G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

RULE 12. PARLIAMENTARIAN.

The Attorney shall act as the parliamentarian.

RULE 13. SESSIONS.

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

RULE 14. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM.

No person except a member or the Manager may participate in Assembly proceedings except as provided in the agenda item for public participation and except that the Attorney or Clerk may comment on professional or procedural aspects. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda, except for meetings advertised as work sessions only, but shall not be permitted on items before the body for information or scheduling purposes except to the extent such public participation concerns scheduling only.

RULE 15. RECONSIDERATION.

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

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

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

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

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

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

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

RULE 16. REMOTE TELEPHONIC PARTICIPATION.

A. A member may participate remotely ~~via telephone~~ in an Assembly meeting, or an Assembly Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate remotely ~~via telephone~~, the Deputy Mayor shall preside.

B. No more than the first three members to contact the Clerk regarding remote telephonic participation in a particular meeting may participate remotely ~~via telephone~~ at any one meeting.

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

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

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

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

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

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

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

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

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

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

M. Any member of the public present with the member participating remotely by telephone shall be allowed to speak to the same extent the person was he would if physically present at the meeting.

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

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

- i. Assembly
- ii. Assembly Standing Committees
- iii. Planning Commission
- iv. Hospital Board
- v. Docks and Harbors Board
- vi. Airport Board

- vii. Ski Area Board
- viii. Systemic Racism Review Committee

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

RULE 17. ADOPTION OF ROBERT'S RULES OF ORDER.

The conduct of the meetings of Assembly shall be governed by the Mayor according to Robert's Rules of Order, 11th Edition, except as otherwise provided by Charter, law, or these rules.

Section 2. Repeal of Resolution. Resolution No. 2947 is repealed.

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

Adopted this ____ day of _____, 2021.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk



**OFFICE OF THE MUNICIPAL CLERK/
ELECTION OFFICIAL**

City and Borough of Juneau (CBJ)
155 S. Seward St., Room 202
Juneau, Alaska 99801

Phone: (907)586-5278 Fax: (907)586-4552

email: Beth.McEwen@juneau.org

Date: May 21, 2021
To: Chair Bryson, Assembly Human Resources Committee (HRC)
From: Beth McEwen, Municipal Clerk/Election Official
Subject: Requested Election Code Changes

Once again the Assembly has directed the Clerk/Election Official to conduct the Regular Municipal Election as a By Mail Election this year in partnership with the Municipality of Anchorage. Generally after each election, the Election Official works with the Law Department to make any code changes it feels may be needed to improve or streamline the election/voting process in advance of the next regular election. As with everything over the past year, the usual timing for such a review and code update has been superseded by the increased workload and duties which arose from responding to the COVID-19 pandemic.

The Clerk's office would like to request the HRC/Assembly direct the Municipal Attorney to draft an ordinance modifying the CBJ Election Code 29.07 to codify the following changes:

- Removal of the requirement of a witness signature on the return ballot envelope (similar to that adopted via Emergency Ordinance 2020-50 during last year's election);
- Replace the witness signature requirement with a requirement for the voter to include at least one personal identifier on the return envelope;
- Defining "Personal Identifier" as the following: Voter Registration Identification Number, the last 4 digits of the voter's Social Security Number, the voter's Date of Birth, or the voter's Alaska Driver's License Number;
- Codify the adjusted timing and procedures for the review of election returns and certification of the election matching the timing necessary during a By Mail election; and
- Housekeeping code clean up to update the language and technology terms used throughout the election process (for example, changing "fax" voting to "fax/electronic transmission" and other similar language and/or technology references).

Since code ordinances become effective thirty days after adoption, it is the Clerk's preference that this ordinance is introduced at a Special Assembly meeting to be held on June 2 just prior to the Assembly Finance Committee so it could be set for public hearing and adoption at June 14, 2021 regular Assembly meeting. This timing would ensure the ordinance is in effect prior to the usual start of the election season with the opening of the candidate filing period on July 17.

Recommended Motion:

I move that the HRC request the Assembly to direct the Municipal Attorney draft an ordinance amending the election code to reflect the changes in the bulleted list above and to request the ordinance be introduced at a Special Assembly meeting on June 2 with public hearing scheduled for June 14.



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 16, 2021

City and Borough of Juneau

Via Email: beth.mcewen@juneau.org ; city.clerk@juneau.org

Re: Notice of Liquor License Renewal Applications

License Number	DBA	Type	City	Borough	Community Council
176	Breeze-In Liquor	Package Store	Juneau	Juneau	NONE
76	The Narrows Bar LLC	Beverage Dispensary	Juneau	Juneau	NONE
5506	Amalga Distillery	Distillery	Juneau	Juneau	NONE
447	No DBA	Beverage Dispensary	Juneau	Juneau	NONE
2766	Red Dog Saloon	Beverage Dispensary	Juneau	Juneau	NONE
300	DeHarts Grocery	Package Store	Juneau	Juneau	NONE

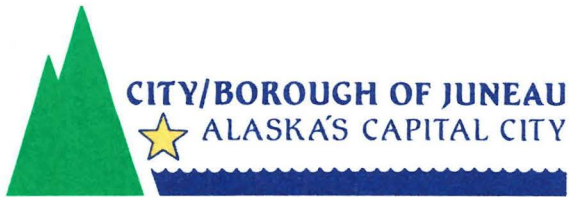
We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov



OFFICE OF THE MUNICIPAL CLERK

Ph: (907)586-5278 Fax: (907)586-4552

e-mail: city.clerk@juneau.org

May 13, 2021

Via certified & regular mail

DeHart's, LLC
Attn.: Dan Hickok
11735 Glacier Hwy.
Juneau, AK 99801
deharts@gci.net

Re: Package Store 2021-2022 Liquor License Renewal Protest
DeHart's, LLC d/b/a DeHarts Grocery License #300

Dear Mr. Hickok,

City and Borough of Juneau is in receipt of your liquor license renewal from the Alcohol Beverage Control Board which is being forwarded to the Assembly for local governing body action.

As is our practice in these matters, staff from the Fire, Finance, Police, and Community Development Departments has reviewed your establishment to insure compliance with city code. **The Finance Department is recommending the Assembly protest this license renewal due to a past due balance on Sales Tax (account #116489), as of May 31, 2021, in the amount of \$17,312.78 along with any penalties and interest that may be accruing until balance is paid.**

CBJ Code 20.25.025 provides you with the right to an informal hearing before the Assembly to address this issue. **This matter will be considered at the Monday, May 24, 2021 Assembly Human Resources Committee (HRC) meeting at 5:30pm in the Assembly Chambers & via zoom webinar** and the HRC will then forward a recommendation to the Assembly at its regular meeting that same evening at 7:00pm in the Assembly Chambers & via zoom webinar. **The Assembly will take up the action regarding the protest at its regular meeting on Monday, June 14, 2021 at 7:00pm in the Assembly Chambers & via zoom webinar.** You will be given the opportunity to participate in an informal hearing before the HRC and the Assembly during these meetings if you wish to do so.

Copies of the CBJ Code and Alaska Statutes pertaining to the protest process are enclosed for your reference. In the meantime, I urge you to work with CBJ Collections and Sales Tax staff to ensure all outstanding balances are resolved prior to this appearing before the Assembly on June 14, 2021 at 7:00pm in the Assembly Chambers and via Zoom Webinar. If balance due is paid prior to the May 24, 2021 HRC meeting or the June 14, 2021 Assembly meeting, protest will be removed and noted as such at the meetings. Finance Collections & Sales Tax staff can be reached at 586-5215.

To participate via zoom on May 24, 2021 use the following participation information:
<https://juneau.zoom.us/j/95241164899> or call: 1-253-215-8782 Webinar ID: 952 4116 4899

Sincerely,

A handwritten signature in black ink that reads "Diane Cathcart". The signature is fluid and cursive, with a large initial "D" and a distinct "C" for "Cathcart".

Diane Cathcart
Deputy Municipal Clerk

Enclosures

cc via email: Assembly & Liquor License Staff Reviewers

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

Alaska Statutes 04.11.480

Sec. 04.11.480. Protest.

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

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

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

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

CBJ Code 20.25.025

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

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

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

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

(c) If the assembly or committee or a subcommittee thereof recommends protest of the issuance, renewal, transfer, relocation, or continued operation of a license it shall state the basis of the protest and the applicant shall be afforded notice and an opportunity to be heard at an abbreviated informal hearing before the assembly to defend the application. For the purposes of this subsection, notice shall be sufficient if sent at least ten days prior to the hearing by certified first class mail to the address last provided by the applicant to the municipal sales tax examiner. At the conclusion of the hearing, the assembly decision to protest the application shall stand unless the majority of the assembly votes to withdraw the protest.
(Serial No. 84-50, § 4, 1984; Serial No. 86-35, §§ 2, 3, 1986; Serial No. 93-25, § 2, 1993; Serial No. 2002-06, § 2, 2-25-2002; Serial No. 2002-44, § 2, 12-2-2002)

State Law References: Assembly protest, AS 04.11.480.