

**Review of CBJ Boards - List Updated 1/6/2025**  
**This is a working document subject to change**

Formation_History	Recommendation		Name of Board	Total # of Seats & Membership Eligibility Requirements	Type of Board	Governing Legislation	Meetings	Current Vacancy
Established in 1992 with a sunset date of 1995; the sunset date was extended by four subsequent resolutions. In 2007 the Board was reduced from 9 to 7 members and no sunset date was included.	Resolution to sunset is drafted 12/20/24	1	<b>Americans with Disabilities Act Committee (ADA)</b>	<b>7 Seats Total:</b> All seats are open to any member of the public who wishes to apply. Persons with Disabilities or family members of persons with disabilities are encouraged to apply for any vacant seats on the committee. <b>(CDD Staff Support)</b>	Advisory Board	Resolution 2429, 2359, 2204, 1928, 1769, and 1585.	<b>Have not met since Sept 2019</b> , quorum issues then COVID	7
Established in 2009, as part of the model code review, this Board serves a quasi-judicial process. However, these functions could be handled by a hearing officer if the need arises.	This Board could be dissolved and the tasks handled by CDD Director, Building Official, Fire Official and Planning Commission if necessary. Appeals could go to an outside hearing officer.	2	<b>Building Code Advisory Committee (BCAC)</b>	<b>5 Seats Total:</b> Representing to the extent possible: Architects, Electrical Engineers, Civil Engineers, Mechanical Engineers, and Contractors. <b>(CDD Staff Support)</b>	Advisory Board	CBJ Code 19; Resolutions 1116 and 1130	Wed's at 5pm at Downtown Fire Station. <b>Last met Sept 2022.</b>	3
Board created as part of the unification of the Borough in 1970 - see Charter 16.8.	Reduce the number of seats (done through attrition).	3	<b>Douglas Advisory Board (DAB)</b>	<b>7 Seats Total:</b> All members must be qualified voters of the City & Borough residing on Douglas Island. <b>(City Clerk Staff Support)</b>	Advisory Board	Resolution 2331, 1655, and 210.	3rd Wed at 5pm at Douglas Library Conference Rm	0
This is one of two advisory Boards that are original to Title 49. The subdivision review committee was removed in 2020. This Board could be dissolved by ordinance.	This Board has been consistently adversarial to Assembly and Assembly goals. Concerns regarding conflicts of interest. Dissolve this committee.	4	<b>Historic Resources Advisory Committee (HRAC)</b>	<b>9 Seats Total:</b> Members shall be appointed for a term of three years. The assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit & Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers and the general public. <b>(CDD Staff Support)</b>	Advisory Board	CBJ Code 49.10.410	1st Wed at 5pm Downtwn Lib/Zoom	2
This Board was initially established in 1977. In 2017, public meetings were held to discuss the future of this group; as a result the mission was revamped as well as the membership structure. In 2020 the numbers were upped to 9 members (5 members must be 65 or older) the other 4 members have no age restriction.	Combine with another board and/or reduce the number of seats through attrition. Staff support to this board has been significant.	5	<b>Juneau Commission on Aging (JCOA)</b>	<b>9 Seats Total:</b> 9 members + 1 Assembly Liaison. The assembly shall appoint members, to <b>2-year terms</b> , from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age. <b>(City Clerk Staff Support)</b>	Advisory Board	Resolution 2944, 2802, 2279, 1985, 1121am, 434, and 430.	3rd Tues at 3pm via Zoom w/ JCOA Workgroup mtgs the 2nd & 4th Tues. @ 3pm via Zoom	2 (will have 4 seats up for renewal 12/31)
This group was established in 2007 as part of the Climate Change Protection Campaign. An initial sunset date was removed, and over time the goals shifted to looking at sustainable economic, social, and environmental systems.	Reduce the number of seats (done through attrition).	6	<b>Juneau Commission on Sustainability (JCOS)</b>	<b>9 Seats Total:</b> 9 Public (Voting) members + 1 Assembly Liaison & 1 Planning Commission Member Ex-Officio. Commission membership shall reflect environmental, social, economic, and governmental perspectives, unified by the common interest of sustainability. The Commission shall draw its members from government, business, academia, not-for-profits, and neighborhood associations. <b>(E/PW Staff Support)</b>	Advisory Board	Resolution 2755, 2718, 2528, 2401am, and 2397(b).	Regular Meetings-1st Wed at 12pm via Zoom, Worksessions-3rd Wed at 12pm via Zoom	0

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In 2008 this Board was 7 members, and then in 2016 it was dropped to 5 members, in 2021 it was changed back to 7 members.	Combine with another board and/or reduce the number of seats through attrition.	7	<b>Juneau Human Rights Commission (JHRC)</b>	<b>7 Seats Total:</b> Membership shall be selected to provide the most balanced representation possible. The Assembly's purpose in establishing the JHRC, as stated in Resolution Nos. 1615(am), 2209, 2436, & 2738 remains unchanged: the Assembly finds discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern, threatening the peace, order, health, safety, and general welfare of the municipality and its inhabitants; and continues to be the policy of the municipality to eliminate and prevent discrimination and harassment <b>(City)</b>	Advisory Board	Resolution 2946 1615(am), 2209, 2436, 2738)	1st & 3rd Wed at 5pm via Zoom	0
This Board was created in 1992 in response to a bequest from Mrs. Verna Carrigan.	Keep as is	8	<b>Juneau Public Libraries Endowment Board (JPLEB)</b>	<b>3 Seats Total:</b> 1 Public member, 1 member nominated by Friends of the Library, and the Public Library Director <b>(Library Staff Support)</b>	Advisory Board	Resolution 1609	meets once or twice a year at the call of the Library Director	0

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This Committee was first established in 1991. It is required to ensure compliance with federal and state law.	Keep as is	9	<b>Local Emergency Planning Committee (LEPC)</b>	<b>12 voting members &amp; 12 alternate members</b> + the Manager's Designee & Alternate + Assembly Liaison, nominated by the Assembly and appointed by the Alaska State Emergency Response Commission. Reestablished the LEPC to ensure compliance with federal/state community right-to-know laws, meet community needs for emergency planning, and facilitate the integration of emergency plans generated by and for the hospital, the airport, the electric utility, oil spills, cruise ships, the Red Cross, and other agencies; <b>(Emergency Programs Staff Support)</b>	Advisory Board	Resolution 2974, 2135, and 1989. AS 26.23.071 & 26.23.073	2nd Wed at 12pm at UAS Rec Center/Zoom	4
This is a consolidated Committee that was created in 2022.	Keep as is	10	<b>Parks &amp; Recreation Advisory Committee (PRAC)</b>	<b>9 Seats Total:</b> 9 (voting) public members + 1 Assembly Liaison. Excluding parking management & facilities maintenance services, PRAC advises the assembly regarding all Parks & Recreation managed lands, facilities, and services including, but not limited to, Treadwell Arena, Aquatics Facilities, and the Jensen-Olson Arboretum. As well as provide recommendations for: planning/development affecting parks & recreation in the community, CIP, P&R Fee Schedule, legislation/regulations related to P&R, acquisition/disposal of CBJ lands related to P&R,	Advisory Board	Ordinance 2022-64(b)(am)	1st Tues at 5:30pm at Assembly Chambers/Zoom	1
This Committee was originally established in 1986 as the Juneau International Relations Advisory committee, with 9 members. It was reduced to 3 members and then slowly increased back to 5 and then 7 members.	Resolution to sunset is drafted 12/20/24	11	<b>Sister Cities Committee (SSC)</b>	<b>7 Seats Total:</b> 7 (voting) public members + 1 Assembly Liaison. SCC focused on nurturing CBJ relationships w/ designated Sister Cities, cultural exchanges w/ those cities & plan/coordinate official visits. <b>(Clerk Staff Support)</b>	Advisory Board	Resolution 2716, 2508, and 2420(c).	<b>Due to lack of members or applicants, SCC last met Oct 2021</b>	7
Created in 2021 to review ordinances and provide feedback to the Assembly.	Keep as is	12	<b>Systemic Racism Review Committee (SRRC)</b>	<b>7 Seats Total:</b> 7 public members + 1 Assembly Liaison. Members selected to provide the most balanced representation possible: experience identifying unlawful discrimination—including based on race, color, or national origin—experience identifying social justice inequity, or intimate knowledge of local cultures and practices, including tribal culture and practices. <b>(City Clerk, Manager's Office &amp; Law Staff Support)</b>	Advisory Board	Ordinance 2023-20(b) - updated Committee Charge in 2023	Tues. after a Regular Assembly Mtg. at 12pm via Zoom, Worksessions scheduled as needed	2
This Board was originally created in 1992 and then dissolved in 1995. In 2005, it was reestablished to address the declining state and federal funding.	Keep as is	13	<b>Utility Advisory Board (UAB)</b>	<b>7 Seats Total:</b> To the extent practicable, appointments shall be made as follows: one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation; one accountant, preferably experienced with utility financial management practices; one general contractor, preferably experienced in the construction of water and/or wastewater utility systems; two commercial customers of the City and Borough water and/or wastewater utility; one residential customer of the City and Borough water and/or wastewater utility; and one member of the general public. <b>(E/PW Staff Support)</b>	Advisory Board	Resolution 2299, 1780, and 1608.	2nd Thurs at 5:15pm at Water Utility Shop/Zoom	1

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CBJ tax money is frequently used for youth programs, this Board was established to look at the allocation of funds. There have been several sunset dates that have been extended, the most recent was June 2007. This Board also saw a membership change from a dedicated seat to a general seat, in 2018, to ensure that quorum could be made.	Reduce the number of seats (done through attrition).	15	<b>Youth Activities Board (YAB)</b>	<b>9 Seats Total:</b> 1) Parks and Recreation Advisory Committee member, nominated by the committee; 1) Juneau Arts & Humanities Council member, nominated by the council, 1) member 18 years or younger at the time of appointment; and six general public members. <b>(P&amp;R Staff Support)</b>	Advisory Board	Resolution 2820, 2761, 2410, and 2071.	2nd Tues at 5:30pm Conf. Rm 237/Zoom	2

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This Board was created in 1999 to hear appeals regarding classification of domestic animal as "dangerous" or "potentially dangerous." This Board is needed for quasi-judicial process.	Reduce the number of seats (done through attrition).	<b>16 Animal Hearing Board (AHB)</b>	<b>5 Seats Total:</b> The animal hearing board shall be composed of 5 members and 1 alternate member appointed by the manager for staggered 3-year terms. There shall be one member selected from each of the following groups: licensed veterinarians; organized animal interest groups; animal trainers, preferably experienced in handling problem animals; animal owners from the general public; and nonanimal owners from the general public. The alternate shall also be selected from one of these groups. <b>(City Clerk Staff Support)</b>	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 08.30	As needed to hear an appeal. <b>Last hearing was Nov. 2020</b>	1
This Board was created in 1993 to review protests to the competitive sealed bid process. This Board is needed for quasi-judicial process.	Combine Sales Tax Board and Bidding Review Board or consider using an outside hearing officer.	<b>17 Bidding Review Board (BRB)</b>	<b>5 Seats Total:</b> The bidding review board shall consist of five persons appointed by the assembly. To the extent possible, one of the members shall be an attorney licensed to practice law in the state <b>(City Clerk Staff Support)</b>	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 53.50	As needed to hear an appeal. <b>Last hearing was April 2019</b>	1
This Board is established per code and is necessary for quasi-judicial process. Appeals of this Board go directly to Superior Court.	Reduce the number of seats (done through attrition).	<b>18 Board of Equalization (BOE)</b>	<b>9 Seats Total:</b> The board shall comprise a pool of no less than five, appointed by the assembly. Each panel hearing appeals shall consist of three members. 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. <b>STIPEND (City Clerk Staff Support)</b>	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 15.05, AS 29.10.200(41) and AS 29.45.800 and Ordinance 2022-21(b)	As needed to hear appeals. Last hearing was <b>July 2024</b> . Will start again in late April.	1
Established in 2009, as part of the model code review, this Board serves a quasi-judicial process.	This Board could be dissolved and the tasks handled by CDD Director, Building Official, Fire Official and Planning Commission if necessary. Appeals could go to an outside hearing officer.	<b>19 Building Code Board of Appeals (BCBA)</b>	<b>7 Seats Total:</b> One member of the board of appeals shall be an architect, one member an engineer, one member an attorney, one member a general contractor, one member a mechanical contractor, one member an electrical contractor and one public member. <b>(City Clerk &amp; CDD Staff Support)</b>	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 19 and Code 01.50	As needed to hear appeals <b>last met June 2015</b>	4
This Board is established per Charter 3.14. The language used in Charter is "shall appoint members." This Board is integral to CBJ's personnel system and bargaining agreements.	Keep as is	<b>20 Personnel Board (PB)</b>	<b>5 Seats Total:</b> Members of the personnel board shall be residents of the City and Borough who shall serve without pay. The assembly will seek persons who have experience in the field of employee relations or personnel management to serve on the personnel board. A member of the personnel board shall not be an employee or spouse of an employee of the City and Borough or an employee of any collective bargaining organization which represents any City and Borough employees, other than those employed by the school district. <b>(HR &amp; City Clerk Staff Support)</b>	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Charter 3.14 and CBJ Personnel Rules.	As needed to hear personnel issues brought before the board. <b>Last met October 2024</b>	0
This Board was created in 1985 to hear appeals involving sales tax. This Board is part of the quasi-judicial process, and their decisions are subject to Assembly review.	Combine Sales Tax Board and Bidding Review Board or consider using an outside hearing officer.	<b>21 Sales Tax Board of Appeals (STBA)</b>	<b>5 Seats Total:</b> To the extent possible, one member of the board of appeals shall be a certified public accountant, one member shall be licensed to practice law in the state, and the remainder shall be members of the general public.	Appeal/Hearing Board - Quasi-Judicial Body	CBJ Code 69.05.180	As needed to hear appeals. <b>Last met 2013</b>	4

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JEDC was created as a non-profit in 1987 with the goal of migrating JEDC to the private sector. Resolution 2136 articulates "Assembly policy to gradually migrate the JEDC budget toward full integration with the private sector" and that "given the close working and financial relationship between the City and Borough and the JEDC...it is appropriate for the Assembly to appoint members to the JEDC board." CBJ provides \$450,000 in annual operating funding to JEDC in addition to funding various projects/ studies.	Improve coordination between CBJ Assembly and JEDC by developing metrics and including JEDC in the annual Manager's budgetary review process.	22 Juneau Economic Development Council (JEDC)	7 Public Seats, Mayor, UAS Chancellor, 1 Organized Labor Seat, & 1 Non-Profit Environmental Seat: An independent not-for-profit corporation governed by a board of directors consisting of nine members, one member must represent organized labor and one must represent a nonprofit environmental organization. In addition, the mayor or the mayor's designee, and an assembly member serves on the council. The remaining five members on the board shall be selected based on their experience and expertise in fields relating to economic development, including but not limited to: large and small businesses; entrepreneurship; natural resource development; tourism; banking and finance; higher education; engineering and construction; and government. The council hires its own executive director who serves as staff to the council. (JEDC Staff Support)	Assembly appointed independent not-for-profit corporation board of directors.	Resolutions 2063 & 2136	1st Wed at 12pm at JEDC	0

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This Board is established per Charter 3.22. The language in the Charter is "may establish" a board. This language was added by the voters in 1996.	Current issues include failure to declare conflict of interest or adhere to legal guidance, majority tenant composition of the board and sub-committees, OMA violations, and general disarray of board. In 2004 an audit by Elgee, Rehfeld, Mertz identified similar issues. Given the ongoing problems, the recommendation is to convert to an advisory board as the risk is high if there are mistakes by the Board.	<b>23 Airport Board</b>	<b>7 Seats Total:</b> 7 members + 1 Assembly Liaison. No member of the airport board, or member of a board members immediate family or household, may be employed by the Airport. No more than 3 members may be tenants under a lease with the airport, or an officer or employee of a tenant under lease with the airport. <b>(Airport Staff and Law Support)</b>	Empowered Board (Charter)(term limits)(by-laws)	CBJ Charter 3.22 & CBJ Code 05.01	Regular Meetings-2nd Thurs.at 6pm JIA Alaska Room/Zoom	0
This Board is established per Charter 3.21. The language in the Charter is "may establish" a board. This Board has recently worked closely with the Assembly and Manager's Office of streamline roles and responsibilities.	Reduce the number of seats (done through attrition).	<b>24 Docks &amp; Harbors Board</b>	<b>9 Seats Total:</b> 9 members + 1 Assembly Liaison: No board member, or member of a board member's immediate family or household, may be employed by the Harbors Department. <b>(D/H Staff Support)</b>	Empowered Board (Charter)(term limits)(by-laws)	CBJ Charter 3.21 and CBJ Code 85.02	Regular Meetings-last Thurs. at 5pm Harbor Office Conf. Rm/Zoom	0
This Board is established per Charter 3.20. The language used in Charter is "shall appoint members of a board of directors for the municipally-operated ski area."	Eaglecrest has undertaken a review of their Board and structure. A report was provided to the Eaglecrest Board on 1/2 and will be discussed at the Assembly COW on 1/27.	<b>25 Eaglecrest Ski Area Board</b>	<b>7 Seats Total:</b> 7 members + 1 Assembly Liaison: No board member, or member of a board member's immediate family or household, may be employed by the Eaglecrest ski area. <b>(Eaglecrest Staff Support)</b>	Empowered Board (Charter)(term limits)(by-laws)	CBJ Charter 3.20 and CBJ Code 67.05	Regular Meetings-1st Thurs. at 5:30pm Eaglecrest Lodge/Zoom	0
This Board is established per Charter 3.15. The language used in Charter is "the assembly shall appoint members of a board of directors for municipally operated hospitals."	The Hospital Board is currently reviewing their structure and processes and anticipates making improvements.	<b>26 Hospital Board</b>	<b>9 Seats Total:</b> 9 members + 1 Assembly Liaison: Up to two members of the hospital board of directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff. No board member, or member of a board member's immediate family or household, may be employed by the hospital. <b>STIPEND (BRH Staff Support)</b>	Empowered Board (Charter)(term limits)(by-laws)	CBJ Charter 3.15 and CBJ Code 40.05	Regular Meetings-4th Tues at 5:30pm via BRH Boardrm/Teams	2
Created per Charter 3.16 and Code 49.10.100.	The Title 49 review and re-write will improve and streamline the process to help the Planning Commission function well as a legislative and quasi-judicial body.	<b>27 Planning Commission</b>	<b>9 Seats Total:</b> 9 members + 1 Assembly Liaison: Must file w/ Alaska Public Offices Commission. Performs the area-wide functions of planning, platting and zoning. They also serve as the Board of Adjustment for variances. The PC reviews and recommends updates to the Assembly of the CBJ Code and Comprehensive Plan. <b>STIPEND (CDD Staff Support)</b>	Empowered Board (Charter) & Quasi-Judicial Body(term limits)(by-laws)	CBJ Code 49.10	Regular Meetings-2nd & 4th Tues at 7pm at Assembly Chambers/Zoom	0