



ASSEMBLY COMMITTEE OF THE WHOLE AGENDA

March 11, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar

Assembly Committee of the Whole (COW) Worksession, No Public Testimony will be taken.

<https://juneau.zoom.us/j/95424544691> or 1-253-215-8782 Webinar ID: 954 2454 4691

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

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

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. February 26, 2024 Assembly COW DRAFT Minutes

F. AGENDA TOPICS

2. Dock Electrification

3. CWES/Mill Campground - Update

4. Resolution 2986 A Resolution Repealing and Reestablishing the Assembly Rules of Procedure

This resolution would update the Assembly Rules of Procedure with a number of housekeeping changes, clarify that committees only make recommendations, clarify quorum for four-member committees is three members, and clarify when members may participate remotely.

This item was reviewed by the Assembly Human Resources Committee on March 4, 2024.

5. City Hall - Space Planning

G. STAFF REPORTS

H. NEXT MEETING DATE

April 15, 2024 at 6pm Assembly Chambers/Zoom

I. SUPPLEMENTAL MATERIALS

6. Koester PowerPoint Presentation on City Hall Space Options

J. 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.gov.

ASSEMBLY COMMITTEE OF THE WHOLE
DRAFT MINUTES

February 26, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar



Assembly Committee of the Whole Worksession

Public Testimony will only be taken during the Special Order of Business Public Hearing section.

<https://juneau.zoom.us/j/95424544691> or 1-253-215-8782 Webinar ID: 954 2454 4691

A. CALL TO ORDER

Deputy Mayor Michelle Hale called the meeting to order at 6:01p.m.

B. LAND ACKNOWLEDGEMENT

Assemblymember Ella Adkison provided the following land acknowledgement:

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

C. ROLL CALL

Assemblymembers Present: 'Wáahlaal Gídaag (Zoom), Christine Woll, Ella Adkison, Paul Kelly (Zoom), Wade Bryson, Alicia Hughes-Skandijs (Zoom), Greg Smith, Deputy Mayor Michelle Hale, and Mayor Beth Weldon.

Clerk's note: Due to technical difficulties mid-way through the meeting, the internet connection at City Hall was lost and became intermittent resulting in the loss of the Zoom participants approximately 30 minutes prior to the end of the meeting. Since there was still a quorum present at City Hall, those present completed the final work on agenda item 7 (Title 3 & Title 85 changes re: Tourism Office) and adjourned the meeting.

Assemblymembers Absent: *None*

Staff Present: City Manager Katie Koester, City Attorney Robert Palmer, Deputy City Manager Robert Barr, Municipal Clerk Beth McEwen, Deputy City Clerk Diane Cathcart, Tourism Manager Alix Pierce, Assistant Attorney Emily Wright, Assistant Attorney Sherri Layne, Superintendent of Schools Frank Hauser, Lands Manager Dan Bleidorn, Port Director Carl Uchtyl (Zoom), Housing Officer Joseph Meyers (Zoom)

D. APPROVAL OF AGENDA

The agenda was approved as presented.

E. APPROVAL OF MINUTES

- 1. April 3, 2023 Assembly Committee of the Whole Draft Minutes**
- 2. November 6, 2023 Assembly Committee of the Whole Draft Minutes (corrected version)**

MOTION by Ms. Woll to approve the minutes of the April 3, 2023 COW meeting and the November 6, 2023 meeting with corrections as noted in the packet and asked for unanimous consent. *Hearing no objections, both sets of minutes were approved.*

F. SPECIAL ORDER OF BUSINESS - PUBLIC HEARING

Instructions for Public Participation

The public may participate in person or via Zoom webinar. Members of the public who do not wish to testify but would like to watch the proceedings live, can do so through the [CBJ YouTube Livestream](#). ***Members of the public that want to provide oral testimony via remote participation must notify the Municipal Clerk prior to 4pm the day of the meeting by calling 907-586-5278 and indicating the topic(s) upon which they wish to testify.*** For in-person participation at the meeting, a sign-up sheet will be made available at the back of the Chambers and advance sign-up is not required. Testimony time will be limited by the Mayor based on the number of participants. Members of the public are encouraged to send their comments in advance of the meeting to BoroughAssembly@juneau.gov.

The following ordinances were introduced at the February 23, 2024 Special Assembly meeting, scheduled for public testimony during this Assembly Committee of the Whole Meeting and set for final public hearing and Assembly action at the March 4, 2024 Regular Assembly meeting.

- 3. Public Hearing: Ordinance 2023-14(b)(AD) An Ordinance Providing for a One-Time Loan in FY24 to the Juneau School District for up to \$4.1 Million Dollars.**
- 4. Public Hearing: Ordinance 2023-14(b)(AB) An Ordinance Providing up to \$3,922,787 to the Juneau School District for Non-instructional Costs for FY24.**
- 5. Public Hearing: Ordinance 2024-01(b)(A) An Ordinance Providing up to \$1,650,405 to the Juneau School District for Non-instructional Costs for FY25.**

Public Testimony:

Mr. Neil Stichert, a resident of Mendenhall Valley and parent of two students in the Juneau school system, said he attended the School Board meeting last week. He noted the board made its final decision after midnight during the very early hours of the morning after a grueling 7 hour meeting. He said that boardmembers had stated that they had not met or meaningfully discussed some of the detailed aspects of all the options. He noted that at the same time the school board was meeting, the State House passed legislation affecting school finances and the Base Student Allocation (BSA) formula funding in real time that same night. He expressed concern about School Board members' demeanor, students, staff, teachers and members of the public were present and tensions were high and he feels the board made a decision under duress. He said that his sophomore attending Thunder Mountain has reported to him that they are already feeling the backlash of that decision in a Hunger Games style hostile environment. He spoke to the impacts the School Board's decision is having on the student body and that there is speculation flying around the community without a truly viable plan. He suggested the Assembly withhold or make a condition of the FY25 CBJ funding that the School Board provide a comprehensive analysis if the restructuring of the schools and how their recent decision will impact the student body. He said that he does not think the recent changes proposed by the School Board will have a chance to be implemented without significant impacts and a reduction in enrollment of our current student body.

Mr. Smith said that he listened to the 7 hour meeting and asked if Mr. Stichert if he heard about the plan that the School Board will be putting forward in the coming months.

Mr. Stichert said he did hear them discuss their proposed plan but that there is a lot to be figured out with respect to their proposal and he doesn't think JSD will be ready by August for all the proposed changes. He said the School Board is in a tremendously difficult position and suggests the Assembly hold open the FY25 component of the support that the Assembly hold that open until it is more fleshed out if at all possible.

Deputy Mayor Hale invited JSD Superintendent Frank Hauser to come forward and provide an update on the timeline of where they are with respect to the finances and planning process.

Superintendent Hauser reported that the Board of Education (School Board) met on Thursday February 22 and early Friday morning February 23, they made a decision on the school consolidation plan. He noted that tomorrow, Tuesday, February 27, they have a Special School Board Meeting to discuss the FY24/FY25 budgets. He said that during that discussion, they will be looking at enrollment numbers, the PTR (pupil/teacher ratio), staffing assignments, looking at the next steps for the preparation for next school year. They will be looking at the remainder of funding for FY24, including discussion on the ordinances currently before the Assembly, and how that ties into the FY25 budget. He said that the next regular meeting of the board is on March 7 and they will be having the first reading of the FY24 budget revisions as well as the FY25 budget in addition to the reduction in force plan – those will all be on for first reading. He said the second reading of those items will be on the March 12 School Board regular meeting. They are currently going through with staff to put all the pieces together, including those mentioned during public testimony. They are working on the transition as some students are already working on enrolling in courses for the next year so they are working on a combined course list for the classes going into next year. For staffing purposes, they are working on all things moving forward and hope to have additional information in the near future on what that will ultimately look like.

Deputy Mayor Hale reminded those who were participating in this meeting via Zoom, that the deadline to sign up to testify via Zoom was at 4pm today. She noted that anyone in the Assembly Chambers who wanted to testify could still sign up to do so. There being no further testimony at that time, she invited Manager Koester to provide an overview of the next agenda topic on Title 3/85 changes related to tourism.

G. AGENDA TOPICS

6. Title 3 Establishing a Tourism Office & Title 85 Duties of Docks & Harbors (D&H)

Manager Koester gave an overview of the two ordinances in the packet related to Title 3 (Tourism Office) and Title 85 (duties of the Docks & Harbors Board). She went through each section where there are proposed changes. She then answered a number of questions from Assemblymembers as related to the substantive changes in the ordinances.

Mr. Bryson asked how this ordinance change might impact the job description for the Tourism Manager?

Manager Koester said that following the VITF recommendations, they established a position in the Manager's office at a high level position that has been given the authority to negotiate on behalf of CBJ. The ordinance changes provide some more structure for the Manager to assign the Tourism Manager as the client department or the project manager for any project with substantial relationship to cruise ship tourism. She explained what that looks like logistically using the Engineering/Public Works model. In most instances, the Port Engineer will be the project manager but by adding this language to the code, it would give the Tourism Manager either the role of a client department or a co-project manager and they would have direct role in influencing and being part of that project. The Tourism Manager would not take over the role of the Engineer who has the expertise for those types of project but it does ensure the Tourism

Manager has a substantive seat at the table. Examples of the types of projects this would include are Dock Electrification, and Seawalk Expansion. She said that while these examples are docks and harbors focused, another example would be Eaglecrest as it expands into summer operations and that would be a nexus where they would want the Tourism Manager to have a seat at the table to help look at the broader community tourism aspects.

Mayor Weldon stepped away at 6:20 from the meeting for approximately 3 minutes during this presentation.

Manager Koester, going through the Title 85 ordinance, said that on page 1 of the ordinance, line 24, it is explicit as to the responsibilities of the D&H Board which is still responsible for boat launch ramps and harbors and still does maintenance of the docks as well. She said that this section clarifies what the D&H Board would NOT be responsible for which includes dock rate setting, scheduling or policy related to the cruise ship industry or interaction between the industry and the citizens of Juneau including the impact from tours.

Ms. Woll said that she is curious about what this will do to the rate setting process. She said that her understanding is that right now D&H proposes rate changes and the Assembly gets to either approve those or sends them back to D&H for reconsideration at a high level. She said that she agrees that may not serve the Assembly, given their goals, but she isn't sure what this change would mean in terms of a process moving forward as she sees that both entities have a key part to play with the rates.

Manager Koester provided a recent example of some miscommunication that had occurred with respect to dockage rates. The D&H Board had been working on their rates for both harbors and docks and brought forward a 9% proposed increase across the board to both. At that same time, the Manager's office had been in negotiations with the cruise industry about dockage rates and there was a misunderstanding as to who was charged with working on that task. Manager Koester said this ordinance change was to try to bring better alignment of the roles and responsibilities for each agency and moving forward, the Manager would bring those rates forward to the Assembly.

Ms. Woll asked Manager Koester what role the D&H board would have in that process.

Manager Koester explained that the Manager's office would consult with D&H on those but this ordinance doesn't mandate that so if the Assembly wants to have that formalized, that would need to be a change included in this ordinance. She then pointed to the section of the ordinance found on page 2 of the ordinance lines 4-10 and that provides increased communication between the Manager and the D&H Board as well as the Assembly.

Manager Koester then addressed the change to page 5 of the ordinance, lines 14 where it is repealing the language of 85.02.065 that currently reads: ***“Limitation on authority. The Board of Directors of the City and Borough Docks and Harbors Board may commit the City and Borough to long range port development or capital improvement plans or projects only as authorized in advance by the assembly by ordinance or resolution.”*** Manager said that the reason for repealing this section is that if it were to be left in this code section, it means that the long range waterfront plan and any bigger capital improvement projects associated with the docks are something that the Assembly wants to give the Docks & Harbors Board direction to work on. She said that the reality is that, as she understands it, that is what the Assembly was wanting to do at the Assembly level long range planning so this ordinance change is to clarify those roles.

Mr. Smith asked Manager Koester what CBJ staff would work on those things, if that would be the Tourism Manager or someone else. Manager Koester said that would be as designated by the City

Manager. In case of long range planning, it would be the Tourism Manager. Notably, it is long term capital planning but not capital improvement projects as those are still under the D&H duties as found on page 3 of the ordinance, starting on line 23. Under that section D&H maintains control of the CIPs unless otherwise specified by the Assembly by resolution. She noted this does not remove the capital project management piece, it just specifies for bigger picture planning. She said the Seawalk is one instance that type of planning that crosses multiple departments and is greater than the impact on one small project and would be headed up by the Tourism Manager.

Ms. Hughes-Skandijis asked for clarification that this would remove all long term planning from the D&H but that they are managing the project at the project level. Manager Koester said that is correct and that what she is not saying is that they would be removed entirely from dock projects, they would still be involved in the dock projects, but they would just not be the lead department. In continuing her overview of the ordinance, Manager Koester noted that on page 6 of the ordinance, starting at line 21, it states that the Port Director shall take direction from the city manager or their designee on all things related to cruise ship tourism.

Manager Koester said that was the end of her of her formal overview of the ordinances but that Port Director Uchytel and D&H Chair Etheridge were also available to answer any questions the Assembly may have.

Mr. Smith asked who would be in charge of things if they were developing a port on the back side of Douglas, who would be dealing with that planning and if that would be the Tourism Manager. Manager Koester said that is a fairly large project that would have a number of departments involved including master planning and other work involved. She said that in the event there is a nexus with tourism, the Tourism Manager or Manager's designee such as a project manager from Engineering/Public Works would be involved. She explained that when she thinks of the backside of Douglas, she thinks of developing a port that would handle freight and something like that might be handled by Engineering or D&H. She spoke to a collaboration between those two departments when there are shared services involved.

Mr. Bryson asked if there was an end date or exit strategy for these changes. He said that while we may be moving in this direction now, will it still be necessary 10-20 years from now and would we even have a Tourism Director at that point. He asked if there would be something that would cause them to go away than what we are working on now. Manager Koester said that is a difficult question as it is presupposing future Assemblies and future budgets. She said that the underlying question is "Do we see this a temporary clarification of the roles and responsibilities of the D&H Board?" She said that she does not see it as temporary. She sees the community of Juneau struggling with managing tourism from a wholistic view which is beyond the docks and is complex problem solving. She sees a wide variety of factors having an influence as an economic reality that anything can happen to change our reality. There are so many unknowns but she doesn't see this as a temporary change.

Ms. Adkison said that seeing this as a significant change in the D&H staff roles and responsibilities, does Manager Koester anticipate any change in staff capacity, making some staff not necessary? Manager Koester said that she wants to be clear that the ordinance speaks to the roles, responsibilities, and duties of the board rather than staff. She said that obviously staff has to implement the will of the board but D&H spends a tremendous amount of time managing and securing the docks and there are major maintenance and operational duties for dock staff to continue as they have been. She said that the primary affect of this ordinance is in providing a seat at the table for the Tourism Manager.

MOTION by Mayor Weldon to ask the Assembly liaisons to bring these proposals to all the empowered boards and bring back their responses. Also moved to introduce the two ordinances at April 1 Regular Assembly Meeting and asked for unanimous consent.

Mayor Weldon asked D&H Chair Etheridge when their next meeting is being held. He said that it is scheduled for Thursday, February 29. Mayor Weldon invited members of the Assembly to attend that meeting to hear what the D&H Board thoughts are on these proposed ordinances.

Mr. Smith objected for purposes of a question for staff. He asked the Manager how they can make sure that there isn't an inordinate amount of work getting dumped onto the Tourism Manager and he asked what types of chains of command were in place to protect that position. Manager Koester noted that as far as workload is concerned, D&H staff would have a pivotal role in managing projects in Docks & Harbors both. She said it is a very professionally run department and she feels they can still maintain those duties and expectations.

Mr. Smith said that he has faith and thinks that the manager and D&H staff can work out the differences and he removed his objection.

At 6:47p.m. TECHNICAL DIFFICULTIES & LOSS OF INTERNET CONNECTIVITY CAUSED THE MEETING TO MOVE UP TO CONFERENCE ROOM 224 AND ZOOM CONNECTION COULD ONLY BE RESUMED INTERMITTENTLY.

Deputy Mayor Hale called for an at ease at the request of the Clerk to try to troubleshoot the connectivity. During the troubleshooting period, staff suggested that the meeting move upstairs to the City Hall Conference Room #224 to see if they could re-engage with those on Zoom. Clerk McEwen dialed into the Zoom feed from her phone to notify members of the Assembly and public participating on Zoom that they were trying to reestablish the feed to the live meeting. It was discovered that the internet connections for all of City Hall went down at that point.

At 7:03p.m. the meeting resumed in Room 224. There continued to be intermittent connectivity issues.

Deputy Mayor Hale invited a member of the public who came in late to testify on the ordinances that were up for public hearing at the beginning of the meeting.

Ms. Nanibah Frommherz, a student at Thunder Mountain High School, stated that she plays varsity basketball and cross country varsity and she thanked the Assembly for their time and thanked them for considering helping out the Juneau School District as it means a lot to her.

Ms. Woll thanked Ms. Frommherz for being at this meeting. She said that last Friday at its Special Meeting, the Assembly decided to have this public hearing on these ordinances but that they did not get a lot of public participation. She asked Ms. Frommherz, from her perspective, how we could get the word out better so that folks know about the decisions the Assembly will be making in the next week.

Ms. Frommherz said that she hears a lot about school board meetings from the school newsletter as well as from Instagram. Deputy Mayor Hale thanked Ms. Frommherz for coming to testify.

Deputy Mayor Hale stated that since there was still a quorum of members present in City Hall Room 224 that we would proceed with the remainder of the meeting to finish up this one agenda item and all other agenda items would be taken up at a later meeting.

AMENDMENT #1 by Ms. Woll to direct the City Attorney to draft language in Ordinance 2024-10vCOW1 (Amending Chapter 85.02) to include language that Docks and Harbors would be consulted for any rate changes prior to them coming to the Assembly.

When asked what portion of the ordinance that language would fall under, Ms. Woll said that it would likely fall in the General Powers section and she asked the City Attorney to use his judgement on where it would be best to include that language. City Attorney Palmer asked Ms. Woll if she would approve him making a similar change to Ordinance 2024-04vCOW1 (Amending Chapter 03.15) to mirror that language in both ordinances for clarity. Ms. Woll said that would be acceptable to her and she asked for unanimous consent. *Hearing no objection, that motion passed by unanimous consent of those present in the room.*

AMENDMENT #2 by Ms. Woll to restore the language on page 5 of Ordinance 2024-10vCOW1, lines 14-18 that was removing 85.302.065 as noted above. Objection by Mayor Weldon for purposes of a question.

Mayor Weldon asked the City Attorney to speak to the removal of that language and the consequences if it were restored. Attorney Palmer explained that if that language were left in the ordinance, it conveys that the Assembly is giving the Docks and Harbors Board the authority and direction to commit CBJ to long range port development or CIP projects unless they are explicitly directed not to.

Ms. Woll said the intent of her amendment is that in her mind, this should be a collaborative process and she would be happy to work with the Attorney on crafting other language for this section. **After hearing additional clarification from the City Attorney and other Assemblymembers stating that they supported the removal of that section from the ordinance, Ms. Woll withdrew her Amendment #2.**

Mayor Weldon said that the Assembly will be the primary decision maker for any long range port development and CIP projects related to tourism and that they will consult with the D&H Board.

Deputy Mayor Hale asked for any further discussion on the main motion as amended. Hearing no further discussion, the main motion, as amended by Amendment #1, passed by unanimous consent.

Deputy Mayor Hale noted that due to the continued lack of internet connection, the remaining items on the agenda as noted below would be taken up at a future meeting.

- 7. Resolution 2986 A Resolution Repealing and Reestablishing the Assembly Rules of Procedure.***
- 8. Resolution 3022 A Resolution adopting Guidelines for the Juneau Affordable Housing Fund.***
- 9. Downtown City Office Space - Verbal Update***

H. STAFF REPORTS

I. NEXT MEETING DATE: March 11, 2024, 6:00p.m.

J. SUPPLEMENTAL MATERIALS

K. ADJOURNMENT

Deputy Mayor Hale adjourned the meeting at 7:16p.m.



MEMORANDUM

DATE: March 7, 2024

TO: Assembly Committee of the Whole

FROM: Alexandra Pierce, Tourism Manager

SUBJECT: Dock Electrification Project Status

At the March 11 COW, the Committee will receive a presentation from AEL&P on dock electrification project status and next steps for constructing shore power at the city-owned cruise ship docks. AEL&P will be available to answer the Assembly's questions about power capacity, overall electrification strategy, timelines, and constraints. I would like to call your attention to several key points:

1. **AEL&P Agreement:** Docks & Harbors and AEL&P recently signed a Memorandum of Agreement for shore power design. The agreement allows AEL&P to contract with an engineering firm for comprehensive design of a shore power system for the city docks. As the infrastructure owner, it is important that AEL&P manage this phase of the project.
2. **Timeline:** The design project kicked off on March 8, and is expected to take about a year to complete. The timeline for starting construction is largely driven by the lead time on transformers (discussed below). Staff will have more clarity on the construction timeline as we work through the design process.
3. **Project Costs:** Current estimates are approximately \$29 million for the Alaska Steamship (north) Dock and \$26 million for the Cruise Ship Terminal (south dock).
4. **Transformers:** In order to construct shore power at the city docks, AEL&P will need load tap changer transformers at all docks, including for the existing system at the Franklin Dock. These are long lead time items (approximately 2 years). The Assembly approved funding for the Franklin Dock transformer in the FY23 MPF budget. That transformer is currently in fabrication. Transformers for the 16B docks will be ordered midway through the design process, once we have enough information to confirm the exact configuration needed for the project.
5. **Passenger Fee Funding:** There is currently \$5.7 million in the dock electrification CIP. Staff has requested an additional \$5 million in the FY25 passenger fee budget. This is sufficient to cover design, order transformers for the 16B docks, and start construction. We are also using the existing CIP as matching funds in grant applications.

6. **Additional Funding:** Staff are pursuing every relevant grant funding opportunity. Currently, Engineering & Public Works and Docks & Harbors staff are collaborating on an EPA Clean Ports grant. We will continue to pursue all available funding options while working through the design process. As we move through that process, staff will periodically update the Assembly on project costs and funding status. If CBJ is unsuccessful in obtaining outside funding, or the funding received does not cover full construction costs for both docks, staff will present the Assembly with options for debt financing and ask the Assembly to make a decision to fund one or both docks.

There is no Assembly action recommended at this time. Upcoming Assembly actions include review of the passenger fee budget, appropriation for transformers, and appropriations of any external funding received. Deputy Mayor Hale has requested quarterly COW updates on this project.





Shore Power Update

3/11/2024 Committee of the Whole



OUTLINE

- **Dock Electrification Project Status Update**
- **Dock Interconnection Equipment**
- **Energy and Power Supply**
- **Regulatory and Financial Issues**

- This presentation is organized into these topic areas. Starting with what AELP has done recently and plans to accomplish in the coming year, the presentation will then discuss some key issues related to connecting additional cruise ships.



PROJECT STATUS UPDATE

- **Bi-weekly meetings with AEL&P and CBJ Docks and Harbors in 2023**
- **Research on State of the Industry**
 - Ports of Miami, San Diego, Seattle, Vancouver, Long Beach and Los Angeles
 - Shore power “out of the box” vendors Watts Marine and PowerCon
 - Equipment suppliers ABB, Siemens, Schneider Electric, Wabtec and Cavotec
 - Reviewed latest IEEE standards
 - CBJ Dock Electrification Study team
 - Engineering firms with experience designing shorepower systems

- In 2023, AELP’s transmission and distribution engineer met with the port director and docks and harbor’s staff biweekly to get a handle on the current approach to cruise ship shore connections.
- Meetings with various ports helped emphasize the ways in which Juneau is different from other electrified ports, with the most glaring difference being the size of the utilities from which the ports receive power.
- A somewhat surprising finding was that, even in large ports, the docks may have capacity restrictions that limit the ability to serve cruise ships. In Long Beach, for instance, while there are two docks that have the ability to serve ships, they can only serve one ship at a time.



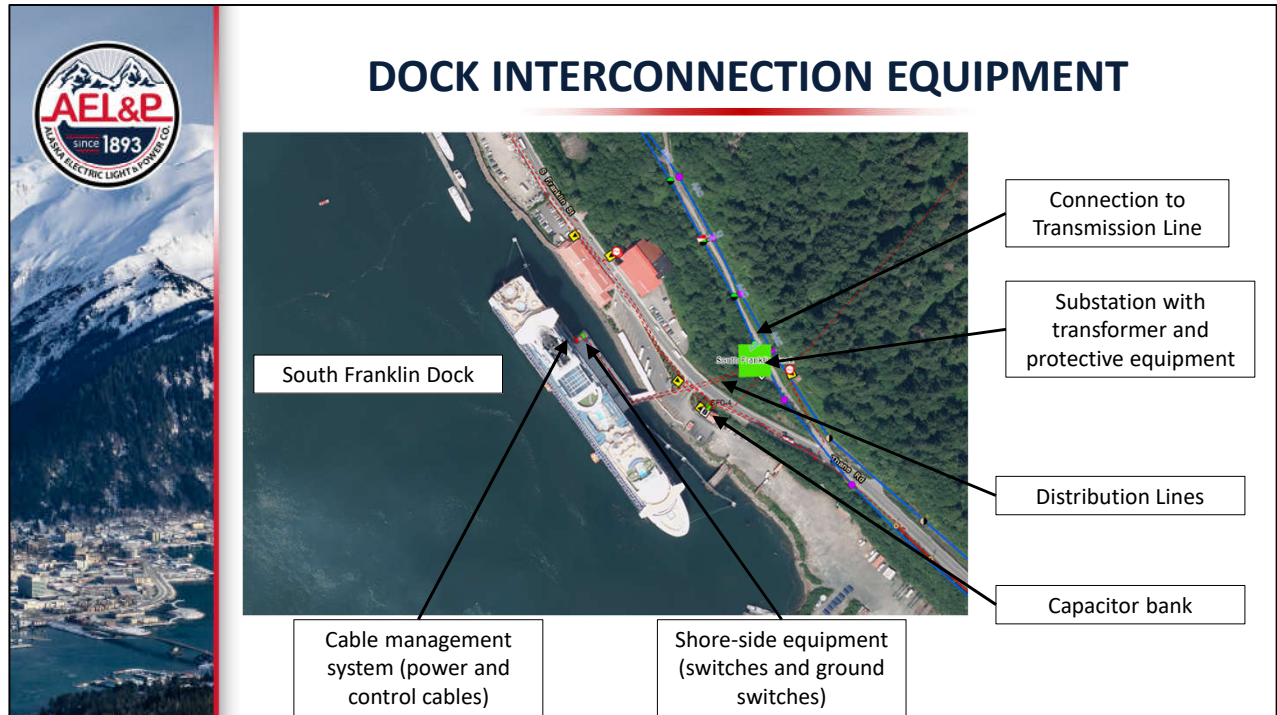
PROJECT STATUS UPDATE

- **Current Status of Project**

- South Franklin Substation replacement transformer to arrive in 2024
- MOA signed with the CBJ Docks and Harbors department 3/4
- Working to contract for design services

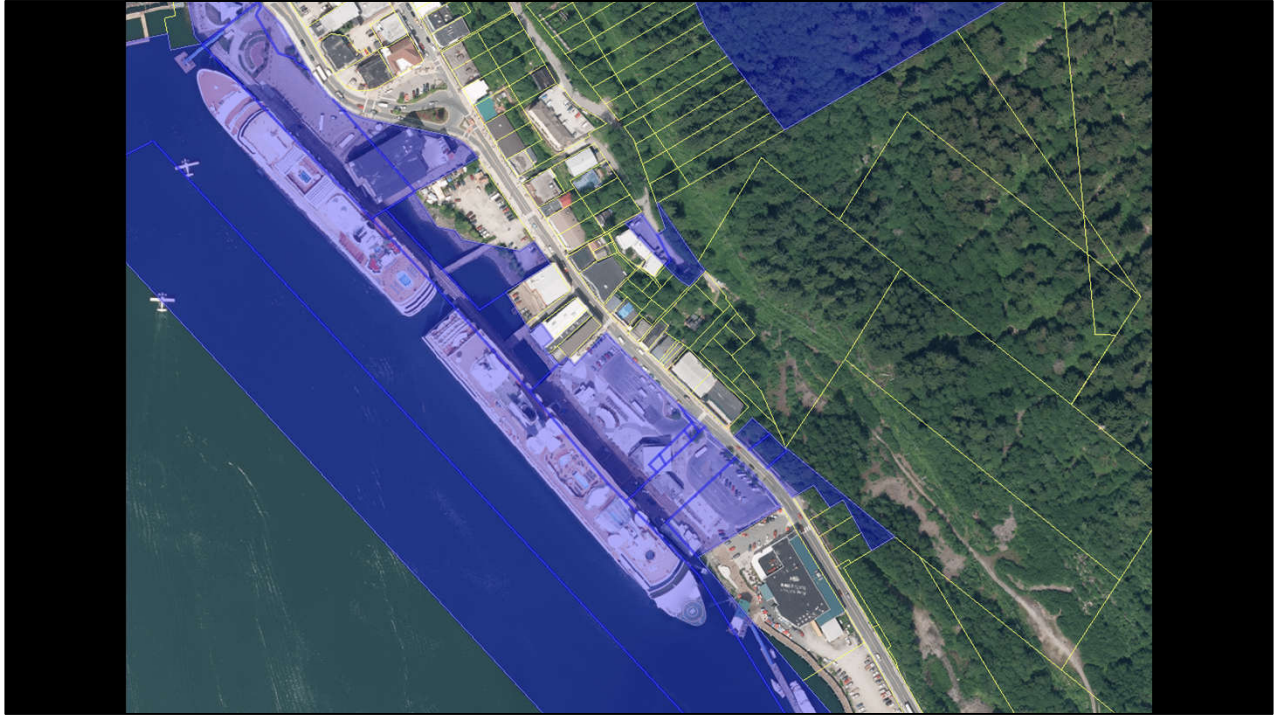
- AELP previously received a Marine Passenger Fee grant to purchase a replacement transformer for the South Franklin Substation, which serves ships at the South Franklin dock. Replacing that transformer is a necessary first step to ensure any future docks could be connected. The new transformer will arrive this year and will be installed prior to the 2025 season.

- Last week, AELP signed a MOA with CBJ that will enable AELP to contract with for the design of CBJ dock interconnection equipment. One aspect of this design that differs from other ports is that the design will start at the transmission system, where other ports typically only need to request a distribution circuit from their serving utility.

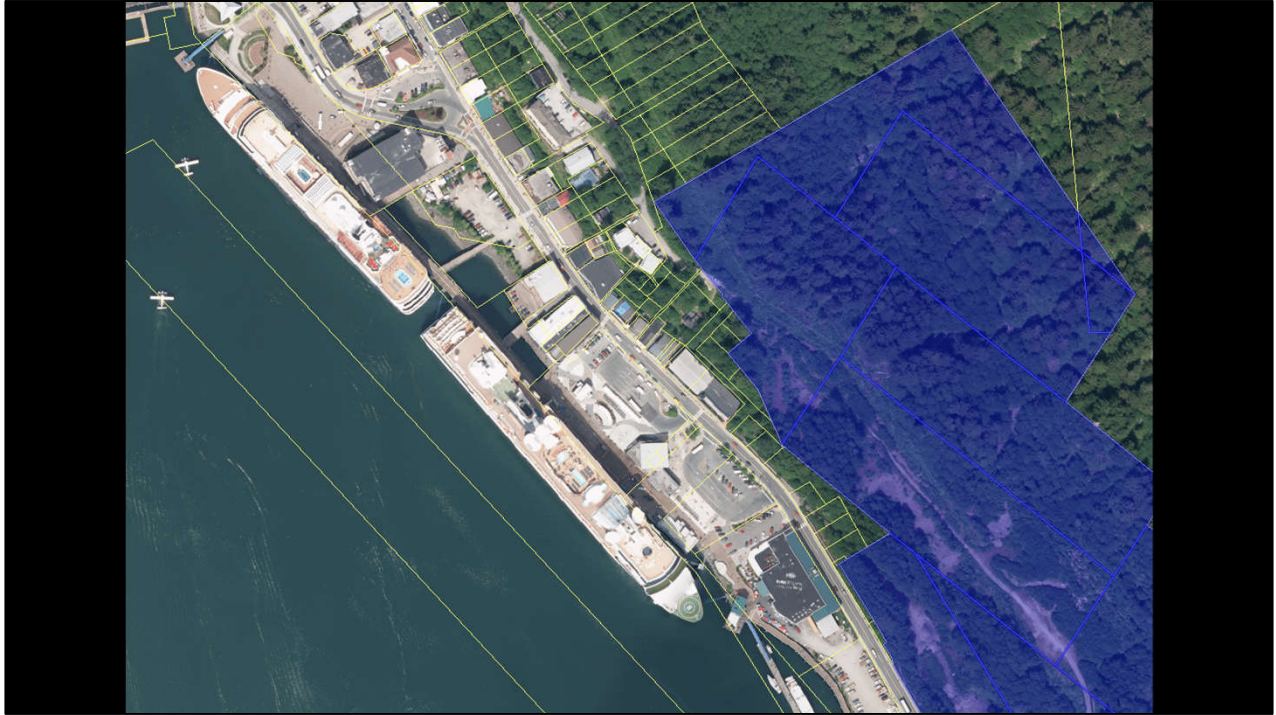


- Here's an overview of the different components of the equipment required to connect a cruise ship.
- The transmission line connects to a large transformer in the substation, and that transformer has outputs at voltages necessary to serve the ships, as well as at our standard distribution voltage.
- A distribution line connects the substation to equipment at the dock, including a switch that is necessary to ensure the safety of personnel while they handle the cables that connect at the ship.
- A hoist is used to raise and lower the cables with tidal fluctuations.
- A capacitor bank is located near the dock and help to improve power quality when the ship is connected to AELP's system.

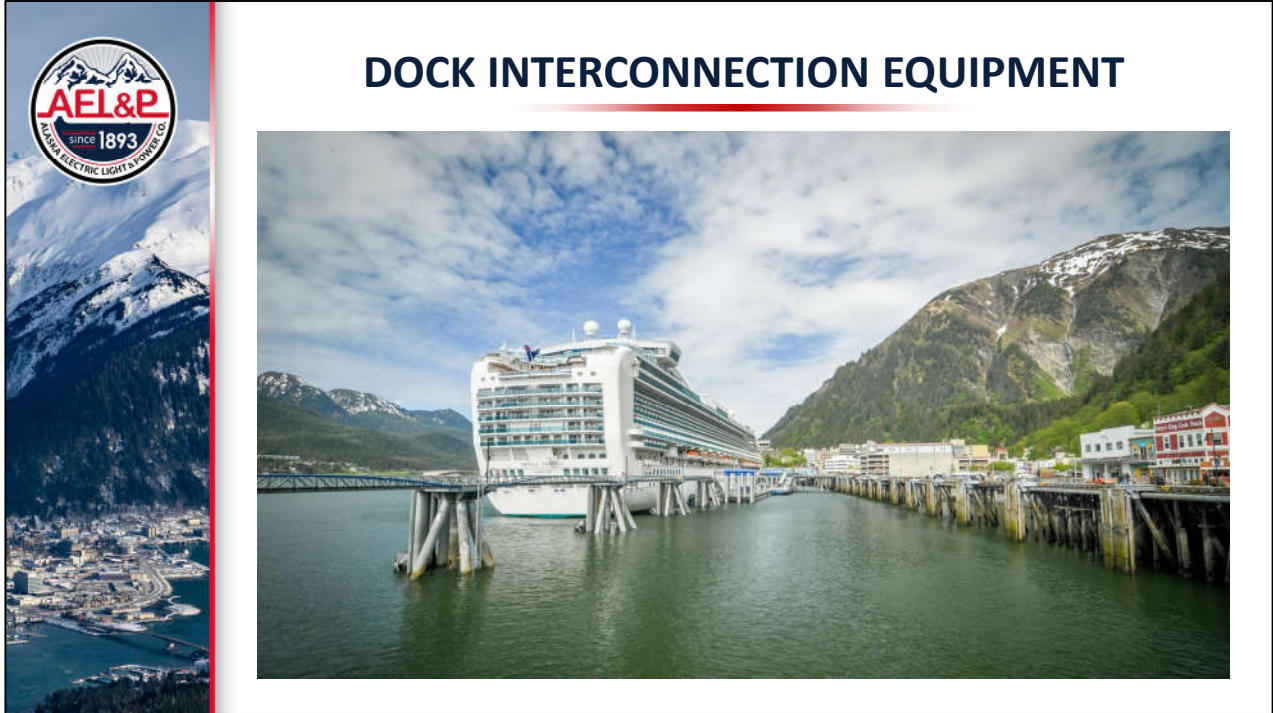
- 6



- Zooming in a little closer on the parcel map, the shaded properties in this image are owned by CBJ.




- The shaded properties in this image are owned by AELP's sister company, AJT Mining Properties, Inc.
- One of the key elements of the design will be to identify a suitable site for the substation in a hazard zone for landslides and avalanches.
- A route for the power lines that will run between the substation and docks is another important consideration.




DOCK INTERCONNECTION EQUIPMENT

- Another key consideration in the design of shoreside equipment for the CBJ docks that differs from the South Franklin dock and other electrified ports is that the CBJ docks are floating docks with a large tidal range.
- These unique aspects of the design in Juneau mean that the entities that provide packaged solutions for this equipment are not a preferred choice in Juneau.
- The floating dock complicates the design because the distribution lines traveling from shore to the dock will need to move with the tides.
- One advantage of the floating dock may be that it will simplify the handling of cables at the dock. That said, most of the time that passes between the ship's scheduled dock time and when the ship shuts down its generators is related to the industry-standard procedures in place to ensure worker safety during the connection and disconnection of the power cables.




ENERGY AND POWER SUPPLY

Energy

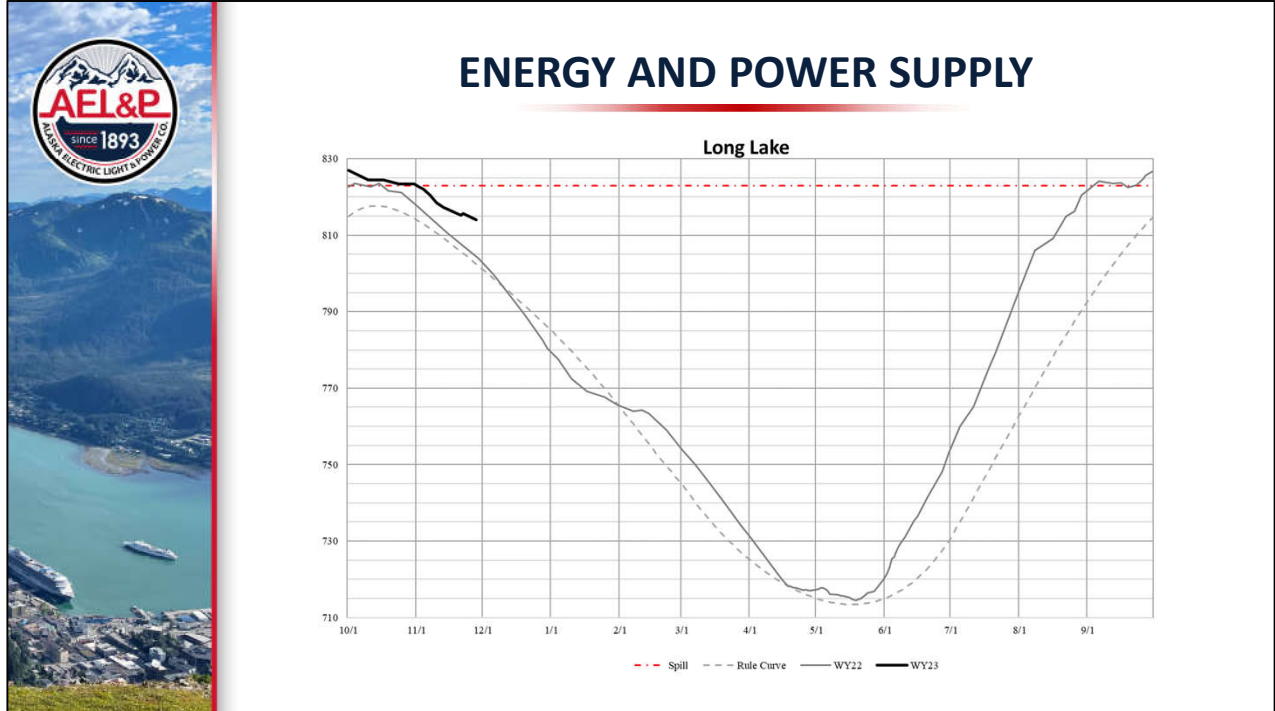


v.

Power



- When talking about energy and power supply, it's important to note the different meanings of these two terms.
- Energy is a property that can be transferred to perform work. In AELP's hydro projects, energy is stored as water in reservoirs, so our ability to supply energy is limited by the precipitation that flows into reservoirs.
- Power is the instantaneous demand for energy, which is met by the output of AELP's generators. Each generator has a maximum power output, and all of the transmission and distribution equipment in Juneau has a maximum capacity for carrying power to loads.
- The next slides will talk first about issues related to energy supply and then issues related to power supply.



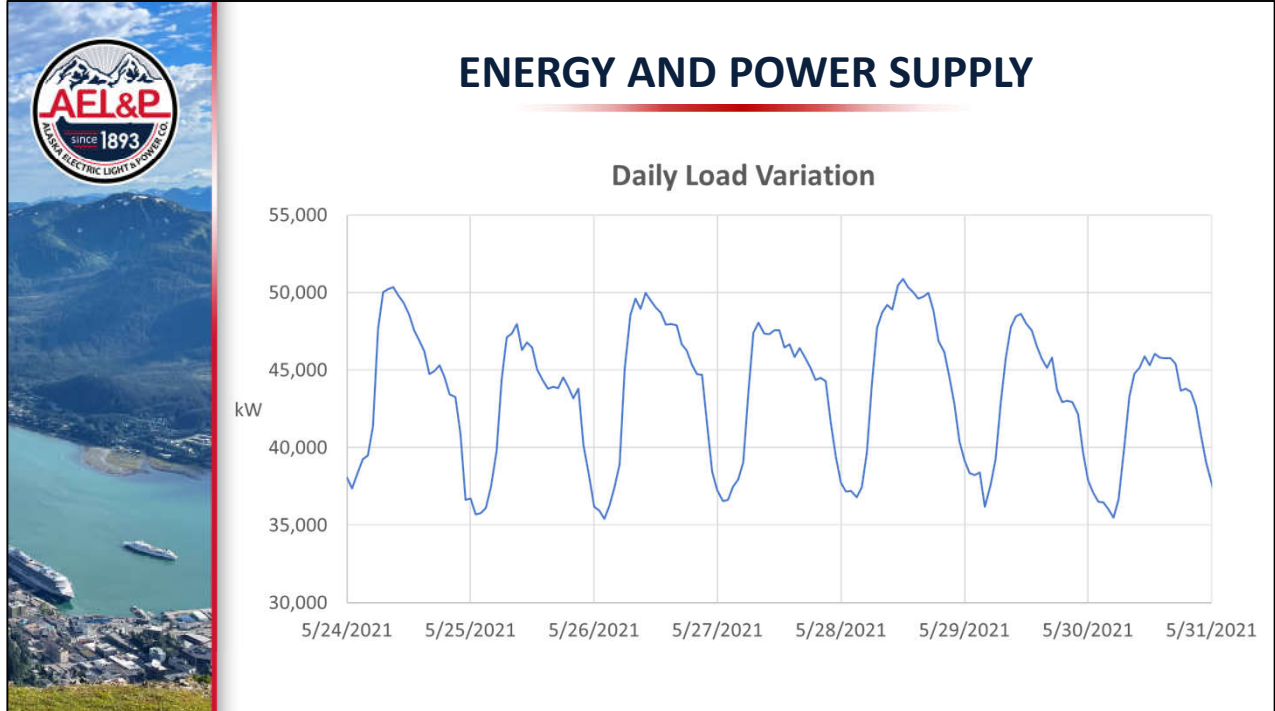
- A question that AELP is commonly asked is whether we have enough energy available to serve additional cruise ships. The answer is a frustratingly ambiguous, “Sometimes.”
- The graph on this slide shows the “rule curve” for Long Lake, the larger of two lakes that feed the Snettisham Power Plant. This graph shows how lake levels should be managed throughout the year to maximize average energy production.
- Because precipitation in the winter months falls as snow, that winter precipitation largely does not flow into the lake until spring, and the lowest lake levels exist when the cruise ships are starting to arrive in Juneau.
- As we move into June and through the summer, lake levels rise rapidly, first because of snow melt and then due to heavy rains as we enter the fall.
- In seeking to manage service to cruise ships at the CBJ owned docks, AELP will look to ensure lake levels do not fall below the rule curve and that levels are as high as possible entering the winter.



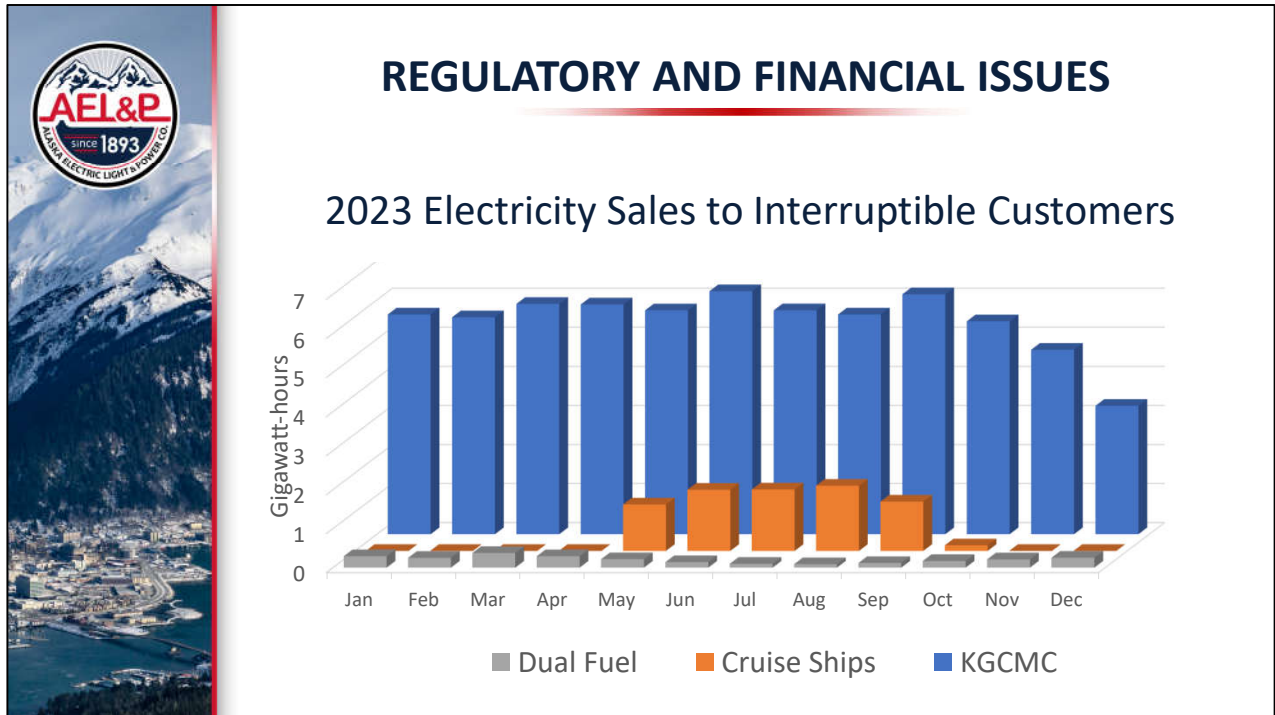
ENERGY AND POWER SUPPLY



- Currently, AELP sells nearly all the energy it can produce in an average water year. This means that AELP may be able to serve additional cruise ships during periods with above-average precipitation.
- While AELP does not currently have a need to construct a new hydroelectric facility to meet firm customer energy requirements, the pending upgrade to the Salmon Creek penstock may enable that facility to produce more energy than it does now because pressure drop in the penstock will be lower.
- Depending on changes to firm customer energy use in the coming years, additional energy from the Salmon Creek power plant may increase the frequency that enough surplus energy is available to serve additional cruise ships.



- This graph is one that AELP presented a few years ago, and it shows fairly typical fluctuations in load in late May. Daytime power requirements in town is much higher than nighttime power needs. During warmer weather, loads are lower, and during colder weather, loads are higher.
- The maximum power output of AELP's hydro generators is around 100 Megawatts (MW), and each cruise ship often requires around 10 MW.
- The safe operation of the electric system requires the utility to maintain a buffer of spare capacity called "spinning reserve," which allows the system to respond to increases in load or loss of a generator.
- While AELP will have spare power capacity to connect additional cruise ships most of the time, on some cold days in the spring or fall, it may not be possible to connect additional ships.
- Also, AELP takes advantage of lower loads in the summertime to perform system maintenance. Work that takes generators offline for periods limit the total power AELP can supply with its hydro generators, or work on transmission lines may make it impossible to deliver power from one or more generating facilities for a period of time. These types of projects may limit AELP's ability to serve additional cruise ships at times.



- Firm Customers: AELP has an obligation to serve firm customers with the power they need, when they need it. If hydro plants are unavailable, AELP *must* supply with another source, which in our system is generated with diesel.
- Interruptible Customers: Purchase energy generated from hydroelectric plants when that energy is not required by firm customers. Maintain their own alternate source of heat (dual-fuel heating customers) or electricity (large interruptible customers).
- Interruptible customers purchase about 20% of the total energy sold by AELP, with most of those sales to the Greens Creek mine. Interruptible sales allow AELP to sell hydroelectric energy when it is available and to preserve hydroelectric energy for firm customers during low water years.
- Without interruptible energy sales, AELP's rates would be about 20% higher than they are currently.
- Since Lake Dorothy came online in 2009, AELP has provided greater than 80% of Greens Creek's electricity.



City and Borough of Juneau
 City & Borough Manager's Office
 155 Heritage Way
 Juneau, Alaska 99801
 Telephone: 586-5240 | Facsimile: 586-5385

TO: Deputy Mayor Hale and Assembly Committee of the Whole

DATE: March 11, 2024

FROM: Robert Barr, Deputy City Manager

RE: Cold Weather Emergency Shelter and Mill Campground Update

We are in year one of a five-year Title 49 exemption passed by the Assembly last fall for the operation of the Cold Weather Emergency Shelter (CWES) in Thane, on the Rock Dump (Ordinance 2023-39).

Operations – CWES

The CWES has been operating successfully, with challenges, nightly since October 20th. St. Vincent de Paul (SVdP) is our operator. From when the shelter opened, we have averaged 41 clients per night (9.2 standard deviation). Usage has been increasing. Since January 1st, we have averaged 50 clients per night (5.1 SD). Our contract with SVdP envisions a typical year, where we end CWES operations on or around April 15th. Preliminarily, we anticipate a contract extension with SVdP for next winter.

SVdP reports the following operational challenges:

- Staff safety – this population is more likely to be comprised of individuals that other agencies will not serve, usually due to behavioral/safety reasons. SVdP mitigates this risk through training and CBJ staff assist by making physical changes to the space and providing emergency services.
- Interagency capacity – information sharing is significantly better, but all agencies are stressed from a capacity perspective.
- New costs – local laundromats changed ownership, costs for blanket laundry increased dramatically. Food expenses are higher than expected as some individuals are not permitted at other shelters.
- Concern about what happens when the CWES closes.

Expenses and Revenue – CWES

CWES operations cost approximately \$250,000 per season in contractual expenses, plus internal costs associated with facility maintenance and utilities. In the current fiscal year, internal costs will be approximately \$55,000. If this service remains at our Thane location, internal labor costs will decrease in future years – a significant portion was due to start-up work. In FY24, approximately \$132,000 of these expenses are being paid for by the Healthy & Equitable Communities grant from the State of Alaska, Division of Public Health. We do not believe this grant will be available in future years. Other grants or alternative funding sources that could partially fund these services may

be available, which staff will explore. One option for partial funding will likely include op settlement funds.

Separate from the above numbers, we plan on an interior plumbing and restroom project once the ground thaws this spring for future seasons, which we estimate at \$50,000.

Operations – Mill Campground

For many years now¹, CBJ has been operating a campground in the Thane area, mostly during the summer and shoulder seasons, for transient summer workers and people experiencing homelessness (PEH) without better/alternative housing options. Since shortly after inception, the focus of the campground has been on the PEH population.

Worth noting, operation of the campground has not been without personal risk for the campers and legal risk for the public. In 2018, the Alaska Supreme Court found the CBJ likely liable for the criminal actions of a camper – a shooting that resulted in a major injury – due to CBJ having had a camp caretaker in place². Chief Justice Stowers’ dissent briefly characterizes the risk analysis CBJ has been utilizing since:

“There is an adage that no good deed goes unpunished...under this rule, no rational policymaker would ever make the decision the City made here³ because there is simply no way to cut off the City’s potential for vicarious liability involving social interaction without expensive and time-consuming litigation that takes public resources from other public needs.”

The campground has since been a facility with limited services provided by the Parks & Recreation Department with oversight for some years from the former Housing Officer and currently from the Deputy City Manager. Services provided include garbage and potable water hauling, restrooms, platform maintenance, sharps collections, and end of season clean-up.

The overall tenor of the campground has been deteriorating over the past couple of years. Neighborhood complaints have increased along with apparent criminal activity – drug related activity, transactional sex, vandalism, thefts, garbage dumping, threatening behavior. The neighborhood at the end of Gastineau Ave was particularly impacted last year and had a series of meetings with staff at JPD and the Manager’s Office to discuss mitigating impacts. We collected 74 tons of solid waste over the season (roughly the equivalent of 41 cars) and 19 gallons of sharps.

We lease Mill Campground (and previously leased Thane Campground) from AELP, who continues to be an engaged and willing partner. However, last season some of the campers cut and burned AELP transmission poles, which is a bright line issue for the utility and community. For these reasons, we believe we need an alternative to Mill Campground this year.

Expenses – Mill Campground

¹ In research for this memo, the earliest reference found on this topic was a memo from Deputy City Manager Donna Pierce, April 8, 1998, discussing a meeting between Bill Corbus and Mayor Dennis Egan that resulted in a staff proposal for a fee-based campground on AELP/AJT property. AELP remains a partner to-date.

² Lane v City of Juneau, 421 P.3d 83 (Alaska 2018).

³ Staffing the campground with a caretaker – another camper – with general communication and social interaction responsibilities.

Not counting staff time associated with JPD and CCFR, Mill Campground costs approximately \$70,000 per year to operate. Most of these costs are related to clean-up and garbage removal. A small portion is tied to restrooms (portable sanitation units) and general materials and commodities (e.g. sharps containers).

The one-time costs associated with moving the campground to a new location (one of the options below) are approximately \$110,000.

Discussion

Juneau is not alone in seeing increased demand for services for people experiencing homelessness. The national data on homelessness⁴ is imperfect and challenging; however, sources generally agree that:

- Rates of homelessness have been increasing in most places, annually.
- The impact of homelessness is disproportionate with people of color being overrepresented.
- Nationally (and in Juneau⁵) service providers have been expanding the availability of both temporary and permanent beds, but the resources still fall short of meeting need.

While an analysis of the reasons for these trends is outside of the scope of this memo, some seem clear: Income inequality is high⁶. The housing market continues to outpace inflation⁷. Mental and behavioral health services that used to be provided at the federal and state levels have been reduced or eliminated and local police and hospital emergency departments are commonly the agencies of last resort.

Options, in order of staff recommendation, include:

- 1) Move the Mill Campground to a more visible, easier to service location and provide a similar scope of services. A parcel roughly of equal size to the Mill Campground exists at the corner of Thane Rd and Mill St, immediately adjacent to the CWES.
 - a. This option requires AELP consent and a negotiated lease, which we believe possible.
 - b. This option makes it easier for P&R staff to provide typical services and would enable us to conduct additional clean-up activities (rather than one large clean-up at the end of the season) due to easy road access.
 - c. This option is significantly more visible, which presents benefits and challenges. Some clients will favor the additional visibility, and some will not. Some of those who do not will choose to camp elsewhere on their own.
 - d. Public impact and opinion will be broader, although the deeper and specific impacts on the Gastineau Ave neighborhood should be sharply reduced.

⁴ US Interagency Council on Homelessness: <https://www.usich.gov/guidance-reports-data/data-trends>
National Alliance to End Homelessness: <https://endhomelessness.org/homelessness-in-america/homelessness-statistics/state-of-homelessness/>

⁵ CBJ spending alone has increased from under \$500k in FY13 to over \$5M in FY24. Ref: 10/23/23 Assembly COW Packet.

⁶ <https://www.census.gov/library/stories/2023/09/income-inequality.html>; <https://www.pewresearch.org/social-trends/2020/01/09/trends-in-income-and-wealth-inequality/>

⁷ <https://live.laborstats.alaska.gov/housing/alaska-sales-price.html>; <https://live.laborstats.alaska.gov/trends-magazine/2023/September/alaska-rental-market>

- e. Some of those deeper/specific impacts will instead be felt by the new neighbor in the Rock Dump area, which is a business/commercial area, and includes the CBJ. This group has not yet had an opportunity to publicly comment on this concept.
 - f. Thefts and break-ins have occurred in the Rock Dump area at an increased rate since the establishment of the CWES. There's no reason to expect this to abate and it may increase or decrease with the campground. JPD has been effective on this front and some property has been recovered, but it remains a challenge.
 - g. It will be easier to manage garbage bears at this site.
 - h. It will be easier for wrap-around service providers – mobile health clinic, navigators, emergency responders – to access this site. The Glory Hall is committed to coordinating wrap-around services.
 - i. This is close to a status quo option – the pros and cons of addressing this broader issue through a concentrated structure (e.g. a sanctioned campground) continue.
- 2) Discontinue sanctioned campground services, support CWES clients through navigator services and connections to CBJ/JCF supported social services agencies.
- a. Despite growth in permanent supportive housing beds and the coming of Housing First phase 3, local provider capacity will not meet demand, which means this option amounts to deciding on a dispersed rather than concentrated camping strategy (nb: dispersed camping happens in any scenario, the prevalence and impact is greatest in this one).
 - b. Illegal camping on public and private property will increase in the number of total camps. Operationally, like other governments with enforcement responsibilities, CBJ would tolerate illegal camping on public property until safety concerns and/or the impediment of typical public use reach a subjective critical point, at which point camps would be closed, cleaned up, navigator services provided as much as possible, and another camp would pop up elsewhere.
 - c. This option is likely to be safer for some individuals (smaller camps are generally quieter camps) and less safe for others (more camps and camps in harder to reach areas make it take longer for emergency services to respond). Given that dispersed camps happen anyway, having a sanctioned campground enables individuals to choose where they feel safest.
 - d. Projecting costs for this option is challenging. We would expect increased costs in smaller camp and remote site clean-ups. Whether those costs would exceed those of Option 1 is unknown.
- 3) Operate Mill Campground – same as last year
- a. This is not a staff preferred option and seems to be the highest risk option given experience. It may be feasible with the addition of new costs and planning to secure AELP infrastructure.
- 4) Operate the CWES year-round
- a. Our existing social service agencies with staff trained to operate the CWES do not have capacity to perform this work year-round.
 - b. It is likely that many current CWES clients would not use a summer CWES service due to the rules required at the CWES – we would likely see more of the impacts

associated with a dispersed camping strategy and may end up deciding we need year-round CWES and a sanctioned campground.

- c. If this option were possible, it would be at a high cost due to the lack of existing capacity among existing providers.

Recommendation

Direct staff to enter into negotiations with AELP for the use of their property at Thane Rd and Mill St for a summer campground.

Direct staff to prepare a non-code ordinance for introduction at the next regular Assembly meeting authorizing the use of said property in line with Option 1 in this memo and to care for public notice to the community broadly and the neighboring property owners directly.

MEMORANDUM

DATE: March 6, 2024
TO: Deputy Mayor Hale, Assembly Committee of the Whole
FROM: Robert Palmer, Law Department; Katie Koester, City Manager
SUBJECT: Res. 2986: Assembly Rules of Procedure

The Assembly Rules of Procedure (“Rules”) govern how most CBJ public meetings occur. The Assembly last updated the Rules in early 2022 (Res 2976) primarily to address meeting interruptions. The Rules are periodically amended. As the body proceeds with regular business, Assemblymembers have requested changes and staff notes items in your Rules that could use clarification or updating.

This resolution was reviewed by the Assembly Human Resources Committee on March 4 and referred to the COW without any amendments. Staff requests the COW recommend the Assembly adopt this resolution on the consent agenda on April 1, 2024.

Recommendation: Move Resolution 2986 to the next regular Assembly meeting with a recommendation for adoption.

The attached draft resolution would amend the Rules in a few areas:

1. **Housekeeping.** A number of changes are housekeeping in nature to bring the Rules in accord with current Assembly practice. For example, changing emails to “@juneau.gov”, changing the address to 155 Heritage Way, limiting public participation to three minutes instead of five minutes for nonagenda items (lines 63, 405-406), clarifying the Assembly has the flexibility to transition to a fully remote meeting in emergency circumstances (lines 125-132), when committee positions are determined (line 212), scope of the Human Resources Committee (lines 238-245), clerks act as parliamentarian in the absence of a municipal attorney (lines 452-453), and clarifying public participation regarding appeals (459-489).
2. **Power of Committees and Robert’s Rule 52** (lines 301-306). The proposed changes would clarify that votes made in committees, especially the COW and AFC, are not binding on the Assembly.
3. **Small Committee Quorum** (lines 310-312). The proposed changes would clarify the quorum for a four-person committee is three members.
4. **Remote Participation by Assemblymembers** (lines 523-524). The proposed changes would remove the three-member limitation. While this rule was intended to encourage members to attend meetings in-person because the Assembly is usually most effective when all members are in one room, the rule has created First Amendment concerns when a fourth member—who is out of town or sick—cannot participate because of the rule and because the demographics of the Assembly have shifted to more members traveling and working. The HRC considered adding conditions like those found on lines 130-131, and also considered the fact that you are separately elected.

1 Presented by: The Manager
2 Presented:
3 Drafted by: R. Palmer III
4

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

6 **Serial No. 2986 vHRC1**

7 **A Resolution Repealing and Reestablishing the Assembly Rules of**
8 **Procedure.**
9

10 WHEREAS, the Assembly relies on its committees to generate, review, and mature
11 policies for later consideration by the Assembly, including committees that include all nine
12 Assemblymembers; and
13

14 WHEREAS, the scope of Assembly committee power and the binding effect of votes taken
15 by committees with all nine Assemblymembers is complicated because of Robert’s Rules of
16 Order; and
17

18 WHEREAS, the following general rule of parliamentary law is expressed in various
19 Robert’s Rules: “During the session in which the Assembly has decided a question, another
20 main motion raising the same or substantially same question cannot be introduced.”
21 (136:26-28); and
22

23 WHEREAS, Robert’s Rule 52, as applied to a body with less than 50 members like the
24 Assembly, considers a vote taken at a Committee of the Whole a formal decision of the
25 Assembly that is not voted on again (531:2-4); and
26

27 WHEREAS, while Robert’s Rule 52 clearly applies to the Committee of the Whole, it does
28 not explicitly apply to the other nine-member committees like the Finance Committee; and
29

30 WHEREAS, application of Robert’s Rule 52 creates unnecessary complexities because the
31 City and Borough of Juneau Charter 5.3(a) requires public comment opportunities when an
32 ordinance is up for public hearing, which can be late in the development of a policy and
33 public comment can enlighten a policy issue that necessitates amendments or renewal of
34 previously decided motions without going through the cumbersome process to suspend the
35 Assembly Rules or other procedural escape valves; and
36

37 WHEREAS, upon balancing the timing of public comment and the Assembly’s scarce
38 meeting time, the Assembly amends the Assembly Rules of Order to reconcile the

unnecessary complexities created by Robert's Rule 52 on the Committee of the Whole and any other nine-member Assembly committee with the public comment requirement of Charter 5.3(a) while recognizing occasionally a motion previously decided by a committee may be renewed at the Assembly without being treated as dilatory; and

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

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

XIV. Assembly Reports

A. Mayor's Report

B. Committee, Liaison Reports, Assemblymember Comments and Questions

C. Presiding Officer Reports

~~XV. Assembly Comments and Questions~~

XV. Continuation of Public Participation on Public Participation on Non-agenda Items

XVI. Executive Session

XVII. Supplemental Materials

XVIII. Adjournment

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

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

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

The Manager shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for Assembly action on each item. Material, reports, and recommendations submitted in writing to each member present and which are available for public inspection prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the Manager's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the Manager. The motion to adopt may not be amended; provided, upon the request of any member, an item on the consent agenda shall be removed from the consent agenda and placed under the appropriate regular agenda item for Assembly action. A notice or motion for reconsideration or a motion to rescind a consent agenda motion shall contain reference to the specific consent agenda item which is the subject of the 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 Heritage Way ~~South Seward Street~~,

Juneau, Alaska. However, the location of a regular meeting may be changed (a) up to 24 hours in advance of the meeting ~~(a)~~ by the Assembly, at a preceding regular or special meeting, by motion or otherwise, upon designating a different place for a particular meeting; or (b) if the meeting was previously noticed with remote participation, by the Mayor, the committee chair, or any three Assemblymembers due to extenuating circumstances (i.e. public health requirement, equipment or facility problem in Assembly Chambers, inability to get a quorum in-person, weather) to hold the meeting virtually with only remote participation (i.e. video conferencing technology).

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
6. Joint Assembly/School Facilities Committee (per Charter 13.8)

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. Standing committee meetings are work sessions without public testimony unless otherwise noticed at the time of packet publication, or earlier, by the committee chair. ~~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

203 nominated for appointment to each committee who has expertise in the
204 areas assigned to the committee.

205 (c) Each year following the regular municipal election, all Assemblymembers
206 will be given an opportunity to indicate in writing which of the standing
207 committees they request to serve on. At least two of the nominations for
208 appointment for each standing committee shall be made from those
209 Assemblymembers, if any, who have requested to serve on the committee
210 for which the appointments are to be made. The nomination for
211 membership and chair positions shall be made by the Mayor and ratified by
212 the Assembly within seven days of the second ~~first~~ meeting after the
213 certification of the regular municipal election each year. All committee
214 members shall be appointed to serve for a term expiring upon ratification
215 by the Assembly of the committee appointments following the next regular
216 municipal election. All committee members serve at the pleasure of the
217 Assembly.

218 (d) A standing committee may at the call of its chair or the vote of its
219 membership take up any matter within the scope of its charge established
220 by these rules and not pending as legislation authorized by the Assembly.
221 Matters not within the scope of any standing committee, or within the
222 scope of more than one standing committee shall be assigned by the Mayor.

223 (e) Each committee shall refer information to and coordinate activities with
224 other appropriate committees. Issues referred to another committee and
225 any directions to the Manager must have the concurrence of a majority of
226 the committee members.

227 2. Human Resources Committee. The Human Resources Committee may take up
228 issues relating to the health and well-being of Juneau citizens and their
229 participation in local government. The duties of the Human Resources
230 Committee shall include:

231 (a) Nominating citizens to all CBJ boards and commissions. Appointment to
232 such bodies shall be made by the full Assembly;

233 (b) Making recommendations to the full Assembly regarding the issuance,
234 renewal or transfer of liquor licenses, restaurant designation permits, and
235 marijuana licenses;

236 (c) Reviewing and proposing amendments to these Rules;

237 (d) Reserved.

238 (e) Reserved. ~~Overseeing Juneau's relations with its sister cities;~~

239 (f) Membership for Certain Appointments. The full Human Resources
240 Committee shall meet as needed to recommend appointments to the
241 Planning Commission, the Hospital Board, the Ski Area Board, the Docks
242 and Harbors Board, and the Airport Board, ~~and the Systemic Racism~~
243 ~~Review Committee.~~ The Mayor and all Assemblymembers shall serve as

members of the full 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. ~~Finance Committee meetings will be conducted as work sessions unless public testimony is permitted by call of the Chair at least 24 hours in advance of the meeting.~~ 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. ~~Committee of the Whole meetings will be conducted as work sessions unless public testimony is permitted by call of the Chair at least 24 hours in advance of the meeting.~~
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. Scope of Committees. Committees, including the Committee of the Whole and the Finance Committee, are empowered to only make recommendations. No vote taken at an Assembly committee, including at the Committee of the Whole or at the Finance Committee, is binding on the Assembly. At the Assembly, an Assemblymember is free to move the Assembly to amend a prior adopted motion and renew a failed motion from a committee, and such motions can pass by five votes in favor. *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 four, 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. Board liaisons shall be recommended by the board to the Assembly for approval. Any board liaison to an Assembly committee should sit with the committee at all times. A board liaison may have the right to participate in committee discussions at the pleasure of the chair of the Assembly committee except that Assembly members of the committee shall have priority in obtaining the floor. Only Assembly members on the committee may vote.

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 regularly attend appointed board or commission meetings. 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, unless specifically identified as voting members in the governing legislation of a particular board. An Assembly liaison may participate in board or commission discussions when 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 should 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 and at www.juneau.gov:

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.

D. People are encouraged to submit written presentations and exhibits to the Municipal Clerk and the Assembly via email (boroughassembly@juneau.gov).

E. The Mayor will set forth the item or subject to be discussed and will rule non-germane speech out of order. A member of the public may not be stopped for speaking because of the viewpoint being expressed. However, a person may be stopped for disrupting, disturbing, or impeding the meeting when speaking longer than the time limit, when being unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from accomplishing its business in a reasonably efficient manner or when the speech interferes with the rights of other speakers. A person stopped for non-germane speech during a meeting is welcome to submit a writing, presentation, recording, and exhibit to the Municipal Clerk and to the Assembly via email (boroughassembly@juneau.gov).

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, the area of town in which they reside.

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 should 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.

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~~ three minutes. Assemblymembers may ask questions of the speaker, but should not deliberate at that time on matters raised, or answer questions directed to the members.

N. Members of the public that want to provide oral public comment via remote participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal Clerk Office or register online, when available). A person is not required to notify the Municipal Clerk prior to the meeting when providing in-person oral public comments.

O. Reasonable accommodations are available upon request. To the extent allowed by law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a disability wishing to provide oral public testimony should advise the Municipal Clerk. Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so arrangements can be made if other accommodation requests like closed captioning or sign language interpreter services are desired. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov -~~city.clerk@juneau.org~~.

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 with the Municipal Clerk to act as parliamentarian in the absence of the Attorney.

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.~~

- A. Public participation shall be permitted on all items on the agenda, except public participation is not allowed on the following:
 - i. for committee meetings advertised as work sessions only;
 - ii. items before the body for information purposes only;
 - iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-judicial item for further consideration (CBJC 01.50.030(e)(1)). Public participation—including by named parties—is authorized to aid the body in deciding whether to accept an appeal, but public participation—including by parties—is prohibited after the body makes the acceptance decision. This limited public participation rule is necessary to protect the due process rights of the parties.
- B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body may authorize public participation on a specific agenda item when in the best interest of the community.
- C. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion.

476 D. When public participation is provided, public participation is confined to that agenda
 477 item. No person except a member or the Manager may participate in Assembly proceedings
 478 except as provided in the agenda item for public participation. However, the Attorney or
 479 Municipal Clerk may comment on professional or procedural aspects.
 480

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

489 490 **RULE 15. RECONSIDERATION.**

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

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

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

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

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

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

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

511 512 **RULE 16. REMOTE PARTICIPATION.**

513 When a meeting is conducted entirely remotely (i.e. video conferencing technology), then
 514 all members are expected to attend remotely. The following apply to meetings that are held
 515 completely in-person or as a hybrid (partially in-person and partially remotely):
 516

517 A. A member may participate remotely in an Assembly meeting, or an Assembly
 518 Committee meeting, if the member declares that circumstances prevent physical attendance
 519 at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall
 520 preside. If a committee chair chooses to participate remotely, they should designate an
 521 alternative committee member to chair the meeting unless the entire meeting is held
 522 remotely.

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

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

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

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

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

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

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

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

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

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

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

553 M. Any member of the public present with the member participating remotely shall be
 554 allowed to speak to the same extent the person was physically present at the meeting.
 555

N. As used in these rules, “remote” 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 the current edition of Robert’s Rules of Order, 11th Edition, except as otherwise provided by Charter, law, or these rules.

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

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

Adopted this _____ day of _____ 2024.

Attest: _____
Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk



City and Borough of Juneau
 City & Borough Manager's Office
 155 Heritage Way
 Juneau, Alaska 99801
 Telephone: 586-5240 | Facsimile: 586-5385

TO: Deputy Mayor Hale and CBJ Committee of the Whole
 FROM: Katie Koester, City Manager
 DATE: March 7, 2024
 RE: Cover memo for downtown CBJ employees and office space

The purpose of this memo is to organize your deliberations on office space for downtown CBJ employees. This is not a comprehensive conversation of what CBJ should do with those facilities but rather an attempt to answer the specific questions around the need for CBJ office space as a starting place in a web of if-this then-that decision making. Other possible uses for these facilities include childcare, AEYC, Juneau Animal Rescue and community center needs, to name a few.

Conditions of Current Facilities

Approximately 165 CBJ employees work downtown in 5 different buildings. The conditions of those buildings are deteriorating last week there was a leak at Marine View that damaged equipment in the GIS office and flooded 2 offices in Engineering. Construction at Muni Way has created an environment that is disruptive for staff; fumes and noise from jackhammering the most recent examples. While SHI has gone to great lengths to mitigate the construction disruption as much as possible, the reality is it is an active construction zone and there is not much they can do. Completion date for construction is not expected until October of 2024. We are exploring remote work for employees who can and alternative workstations for those who cannot telework. On July 1 when CBJ takes possession of school district facilities Finance and Human Resources staff could move to the JSD Admin Building, though JSD staff has asked for an extension on that date. We entered into a 5-year lease with SHI for Muni Way anticipating construction for a new city hall to take about that long; however, all of our leases contain a "subject to appropriation clause."

The attached matrix attempts to summarize the detailed memo by Chief Architect Rynne in your packet. Read it twice! It is chock full of good info. In summary, the status quo is untenable, the Burns building is a great facility but hard to justify when we have two vacant buildings over 70,000 square feet available, Marie Drake needs renovations but is in better condition than expected with exceptionally challenging parking; Floyd Dryden also needs some renovating, has great parking, but moving City Hall to the Valley compromises the vitality of Downtown.

Recommendation: provide staff direction on the questions below.

- Does City Hall need to remain downtown or is the Assembly, and community, open to moving it to the valley (Floyd Dryden).
- Does the Assembly want to continue exploring leasing property or should we figure out how to move into one of the JSD facilities?

Enc:

Downtown CBJ Offices Comparison Matrix

Office Space Parking Map

CBJ Office Space Options Analysis

Downtown Office Space Matrix

Section F, Item 5.

	Status Quo	Burns + Admin	Marie Drake	Floyd Dryden
Capital Cost	\$14M for Deferred Maintenance on City Hall; Unknown tenant improvements	\$5.1M (tenant improvement; FFE)	\$13.4M-\$31M	\$13.4M-\$31M
Operating Cost	\$1.25M (lease costs and City Hall operations)	\$1.566-\$1.666M (lease and admin operations)	\$530,000	\$778,000 (higher b/c snow removal @ parking lot)
Condition of Facility	Poor: Leaks, plumbing, and heating issues @ Marine View; cramped quarters at Muni Way; Seadrome old;	Good: Burns is quality office space; admin building in decent condition (despite being built in 30s as a dairy).	Moderate: Mechanical systems replaced in 2010; 30% asbestos; 72,135 sq ft with 13,362 unallocated (gym, locker rooms and planetarium)	Fair: HVAC needs to be upgraded. One section of roof leaks but is scheduled for replacement this summer. Renovations in 2003-2004. 75,486 sq ft with 17,600 unallocated (gym, locker room, storage)
Parking	Good: 165-180 dedicated parking for staff in garages; 25 spaces around City Hall/Muni Way. CBJ spends \$168K annually in employee parking passes.	Fair: potentially 87 spaces at burns and 8 at JSD Admin building. 450 Whittier is .35 mile away with 45 spots...creative solutions for remainder needed. Increase CT express route?	Poor: huge challenge with school consolidation; 45 spots @ Marie Drake. Need creative solutions. 450 Whitter .35 mile away, look at private lots; incentivize bus, explore shuttle?	Good: 129 spots; room to develop additional parking as desired.

Downtown Office Space Matrix

Section F, Item 5.

	Status Quo	Burns + Admin	Marie Drake	Floyd Dryden
Pro	Less change for staff; maintains central downtown presence	High quality space that was built for office	Repurposes space; maintains City Hall Downtown	Close to where most residents/ employees live. Puts space to good use
Con	Poor facility conditions -We still have 2 schools and an admin building to repurpose. -Unknown how to accommodate Muni Way staff moving forward.	Expensive and we don't own the facility.	Not purpose built, old facility, -parking a problem: puts a lot of pressure on the neighborhood	Moving City Hall would be detrimental to downtown.





DATE: March 11, 2024

TO: Michelle Hale, Chair
Committee of the Whole (COW)

THROUGH: Denise Koch, Engineering and Public Works Director

FROM: Jeanne Rynne, Chief Architect

FOR: INFORMATION

SUBJECT: CBJ Office Space Options Analysis

Executive Summary

On January 22, 2024, CBJ received proposals in response to Request for Information (RFI) No. 24-234: Office Space for CBJ. At the January 29, 2024, COW Meeting, the committee directed staff to explore the proposal submitted by Ricker Real Estate Consulting for 801 West 10th Street, the building owner by the Alaska Permanent Fund Corporation, also now as the Burns Building.

Subsequently, on February 22, 2024, the Juneau School District (JSD) School Board voted to close the Central District Office building, Marie Drake, and Floyd Dryden Middle School (FDMS) and turn them over to CBJ for management. Staff have since been directed to explore options for relocating CBJ staff, primarily from the downtown leased facilities, to one of the school district facilities scheduled for closure.

This memo will outline our preliminary space analysis for the above referenced facilities, parking considerations, and preliminary cost analyses for tenant improvements and FF&E (furnishings, fixtures, and equipment). The analysis also includes preliminary estimates for mothballing or demolishing the JSD facilities.

Burns Building

Based on the space programming done by NorthWind Architects for the 2019 CBJ DTC City Hall Addition Study. This study recommended office spaces ranging from 100 SF to 140 SF and identified conferencing and storage needs by department. This concept assumes 33% open offices (10'x10' work stations), 67% enclosed offices (120 SF – 140 SF), and a 1.41 multiplier for circulation. As a point of reference, 10'x10' work stations are generous compared to the former State standard of 6'x8' work stations.

With this space program, all downtown CBJ offices, but for 17 work stations, can fit in the available lease space at the Burns Building. This constitutes a total of 153 work stations. The additional 17 work stations could easily be accommodated in the Central District Office building, which currently supports 18 work stations.

The Burns Building can easily accommodate the Assembly Chambers in the former State Board of Education meeting room, which is 25% larger than the existing Assembly Chambers space.

Parking

The Burns Building does not have enough parking to meet the current CBJ need. Depending on the season there are 165-180 parking passes issued for CBJ in the Marine Way parking garage, this includes CBJ vehicles and employee parking. The chart below outlines additional parking options.

Parking Options		Marine Parking Garage - current passes issued			
Location	Off Season	Cruise Ship Season	Existing	Potential	Comments
Marine Parking Garage	165	180			
City Hall			10		
Municipal Way/Marine View			15		Public parking - not dedicated.
Burns Building			69	18	Additional spaces potentially available Jan. 2025.
Additional adjacent to Burns Bldg.				10	Public parking - not dedicated.
Juneau Fire Station				10	Currently leased to Burns Building occupants
450 Whittier			45		0.33 miles from Burns Building
JACC/Centennial				100	Currently leased to State of Alaska
DTC Parking Garage			10		
Other Private Parking Options				106	
JSD Central Office			8		
Marie Drake			45		Includes parking adjacent to turf field.
Subtotals:	165	180	202	244	
Maximum Need		180			
Maximum Available				446	
Available - Need				266	

Costs

Based on recent tenant improvements for office space, Jensen Yorba Wall (JYW) estimates tenant improvement costs at \$60/SF. The average work station furnishings cost is \$7,000 per station. This yields a construction estimate of \$3.5M and a total project cost of \$5.1M, which would include work station furnishings for the Central District Office building. Total project costs include design fees, project administration and permitting.

The proposed annual lease rate, based on 44,400 rentable SF would range between \$2.90-\$3.10/SF/month with an annual escalation factor of 3%/year. This equates to a starting annual lease rate of \$1.5M-\$1.6M and a Year 10 lease rate of \$2M-\$2.2M. Projected amount paid over 10 years would be \$17.7M-\$18.9M.

School District Facilities – Space Analyses, Parking, Costs

Marie Drake

Marie Drake was built in 1968 with a library addition in 1985 for a total square footage of 72,135 SF. See the chart below for estimated tenant improvement and furnishing costs. Using the space parameters outlined for Concept A1 for the Burns Building above, all downtown CBJ offices and the Assembly Chambers can be accommodated at Marie Drake. The Assembly Chambers would be located in the commons. Concept A2 parameters (space reduction of 10%) had to be applied to the Finance Department in order to accommodate it. Unallocated space totals 13,362 SF and includes the gym, locker rooms, and planetarium. See the chart below for estimated tenant improvement and furnishing costs.

Existing condition: the facility is in relatively good condition. The HVAC system needs improvement in some areas: the two air handling units need new bearings and the HVAC controls need improvement. The two boilers and their burners are new, however. Most of the windows have been replaced in past renovations. Toilet fixtures are adult sized and mounted at adult heights.

Existing parking spaces at Marie Drake include approximately 45 stalls (25 adjacent to the turf field).

Floyd Dryden Middle School (FDMS)

FDMS was built in 1972 with classroom wing additions in 1975 and 1984 for a total square footage of 75,486. This excludes the three portable classrooms currently on site. Using the space parameters outlined for the Burns Building above, all downtown CBJ offices and the Assembly Chambers can be accommodated at FDMS with 17,600 SF unallocated. The Assembly Chambers would be located in the commons. The unallocated space includes the gym, locker rooms, some smaller classrooms, and storage spaces. See the chart below for estimated tenant improvement and furnishing costs.

Existing condition: the facility is in good condition. The HVAC system needs to be upgraded. There are leaks at the East wing, which is scheduled for a roof replacement this summer. Most of the classrooms have multiple electrical outlets. Toilet fixtures are adult sized and mounted at adult heights.

Existing parking at FDMS totals approximately 129 stalls, with 8 of them being ADA accessible. There is room on the property to develop additional parking to address the estimated need of 165-180 stalls.

Central District Office

The Central District Office building was originally built as a dairy in 1936. In 1983 it was remodeled to serve as an alternative high school. In 1987 administrative staff moved into the building, merging with the alternative high school. The entire 8,600 SF building currently serves as office space. Consequently tenant improvement costs are minimal. Please see the chart below for estimated tenant improvement and furnishing costs.

Relatively little would need to be done to this facility as it is currently office space. Heat is baseboard only served by a fuel oil boiler with pneumatic controls. Baseboard valves need to be replaced and controls need to be upgraded.

Existing parking spaces at the Central District Office include 8 stalls (1 ADA stall).

Costs to Convert Classrooms to Office Space						
			Project Type 2+		Project type 4	
Facility	Qty.	Unit	\$/SF	Construction Cost	\$/SF	Cost
Floyd Dryden or Marie Drake						
Tenant Improvements	35,000	SF	\$240	\$8,400,000	\$600.00	\$21,000,000
Furnishings	170	Work Stn	\$7,000	\$1,190,000	\$7,000.00	\$1,190,000
Construction				\$9,590,000		\$22,190,000
Total Project Cost				\$13,426,000		\$31,066,000
Central Office						
Tenant Improvements	8,600	SF	\$0	\$0		
Furnishings	17	Work Stn	\$7,000	\$119,000		
Construction				\$119,000		
Total Project Cost				\$154,700		
Notes:						
Costs based on JYW Cost Memo 2/13/24:						
Project type 2+ – Convert Classrooms to Cubicle Offices with Finish Upgrades.						
Scope: Install systems furniture cubicle offices inside an existing classroom with new carpet/wall paint. Run power and data down exposed cable tray and power tray and power pole to cubicles.						
Exclusions: Existing classroom layout, including entrance doors, casework, windows, etc. to remain. Existing classroom lights, heating, and ventilation systems to remain.						
Construction ROM Cost: Project Type 2 + 20,000 finish upgrades: \$205,000/ classroom, \$240/sf.						
Project type 4 – Reconstruct School Interior.						
Scope: Demolish interior partitions, retaining structural frames and exterior envelope. Reconstruct as office space with new layout and finishes. Replace electrical system and mechanical ventilation distribution systems. Reconstruct restrooms.						
Exclusions: Existing structural layout, including exterior walls, floors and roof to remain. Existing entrances and interior stair system to remain.						
Construction ROM Cost: \$600 /sf.						
Site improvements, including possible new/expanded parking areas are not included.						

Costs to Operate, Mothball, or Demolish

The chart below summarizes costs to operate and maintain buildings in an occupied status and an unoccupied status (mothball) - heating them minimally to prevent mold growth and frozen water pipes. Staff was also asked to estimate the demolition cost for Marie Drake; the same cost per square foot could be applied to the other district facilities.

Operate and Maintain	Marie Drake	Central District Office	Floyd Dryden MS
Maintenance - \$3.60/SF	\$259,686	\$30,960	\$271,750
Janitorial Services - \$1.83/SF	\$132,007	\$15,738	\$138,139
Snow Removal - \$1.20/SF	\$24,000	\$8,400	\$180,000
Utilities (based on FY23 Actuals)			
Electricity	\$47,362	\$5,335	\$40,777
Heating Oil	\$60,735	\$5,057	\$132,459
Water	\$5,488	\$326	\$1,081
Garbage	-	-	\$13,350
Total Annual Cost	\$530,000	\$66,000	\$778,000
Mothball	Marie Drake	Central District Office	Floyd Dryden MS
Mothball - \$1.80/SF	\$130,000	\$16,000	\$136,000
Demolition	Marie Drake		
Demolition - \$58/SF	\$4,211,000		
<p>Notes:</p> <ol style="list-style-type: none"> 1. Maintenance, janitorial, snow removal, and mothball costs provided by Nate Abbott, CBJ Building Maintenance Supervisor. See 3/1/24 Memo from Geroge Schaaf and Nate Abbott. 2. Utility data reflects FY23 actuals provided by JSD. No garbage data available for Marie Drake. Central Office trash currently taken to Harbor View. 3. Demolition costs based on total project cost/sf to demolish the Public Safety Building (2019) escalated to 2025. Includes \$250K to relocate District IT hub; cost to relocate to TMHS not yet determined. <p>Marie Drake: 72,135 SF Central District Office: 8,600 SF Floyd Dryden MS: 75,486 SF (excludes 3 portables)</p>			

Future of City Hall

Does City Hall need to remain Downtown or is the Assembly, and community, open to moving it to the Valley?

Does the Assembly want to continue exploring leasing property or should we figure out how to move into a JSD facility?

Existing City Hall Buildings and Employees

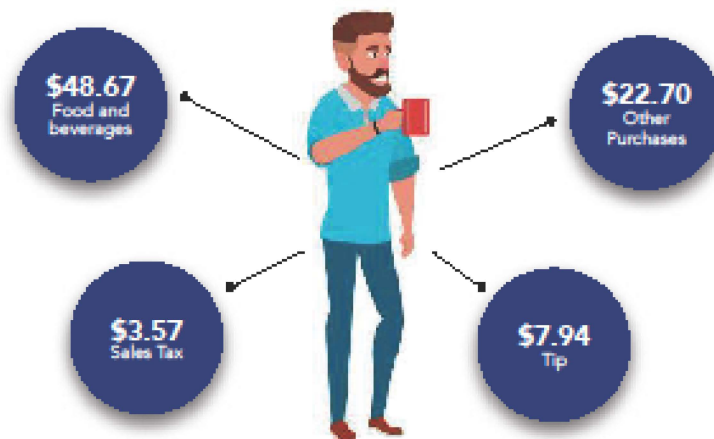


Timeline

- Issued RFI
 - Reviewed RFI at 12.18.24 COW
 - Reviewed Respondents at 1.29.24 COW
 - 3 respondents: gave direction to enter into negotiations with Burns Building & desire to have all employees in one building.
- Fast forward: February 22, 2024 - JSD adopted final reorganization plan. CBJ will take possession of 3 facilities July 1, 2024
 - Floyd Dryden Elementary
 - Marie Drake
 - JSD Administrative Building
- Lease @ Marine View Expires on July 1, 2024 (need to move out of Muni Way ASAP).

Results of CBJ Downtown Employee Survey

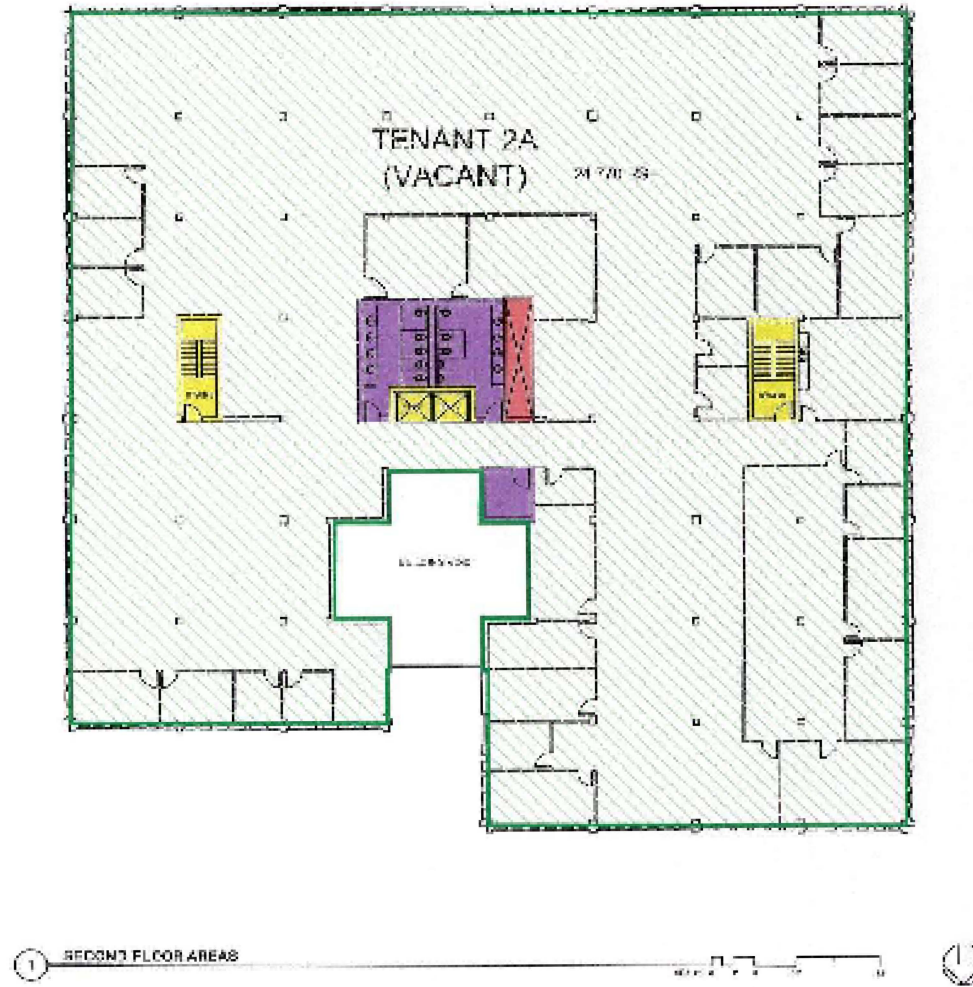
CBJ worker average weekly downtown spending associated with workday



=**\$4,310** annually per person
=**\$706,782** annually by 164 workers

Michael J. Burns Building Home of the Permanent Fund Corporation





Janson
Yorba
Wall Inc.

2400 S. W. 10th Ave.
Suite 200
Yorba Linda, CA 92693

Michael J. Burns Building
RFI 24-234 OFFICE
SPACE FOR CBJ
Janson, Alaska

A202

Burns Chambers (Board of Education Room)

Chambers



Kitchenette adjacent to chambers



JSD Administration Building

Conference Room



Hallway



Marie Drake

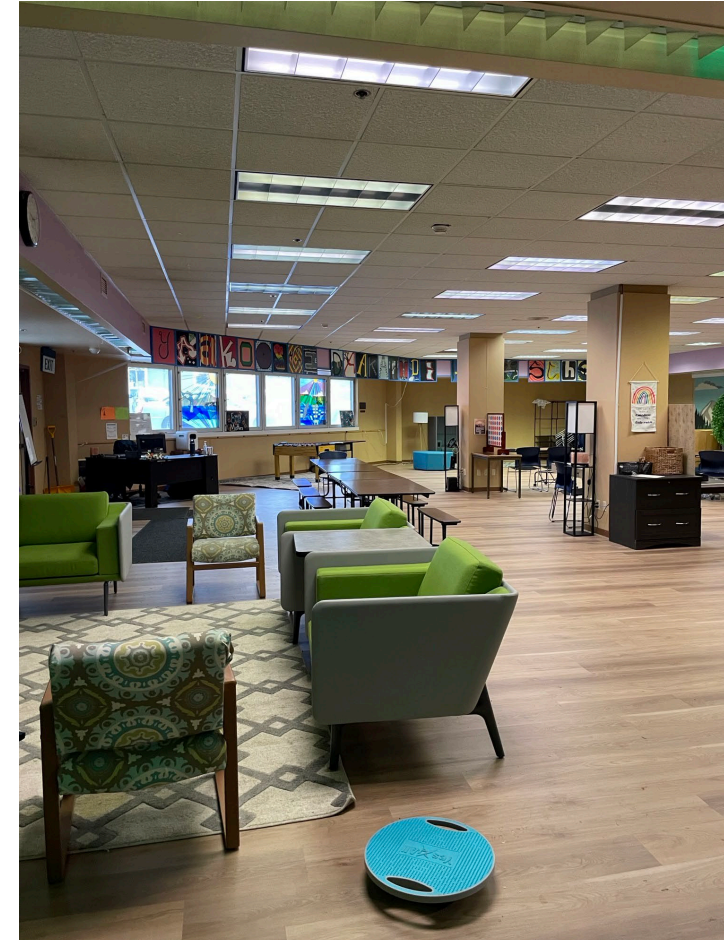
Bathroom



Classroom



Marie Drake Commons: Potential Chambers





Marie Drake

Central District
Office

DCI Parking
70 spaces

400 ft

Burns
Building

Burns Parking
87 spaces

CCFR

1850 ft
0.35 miles

450 Whittier
45 spaces

JACC/ CH
100 spaces

Floyd Dryden

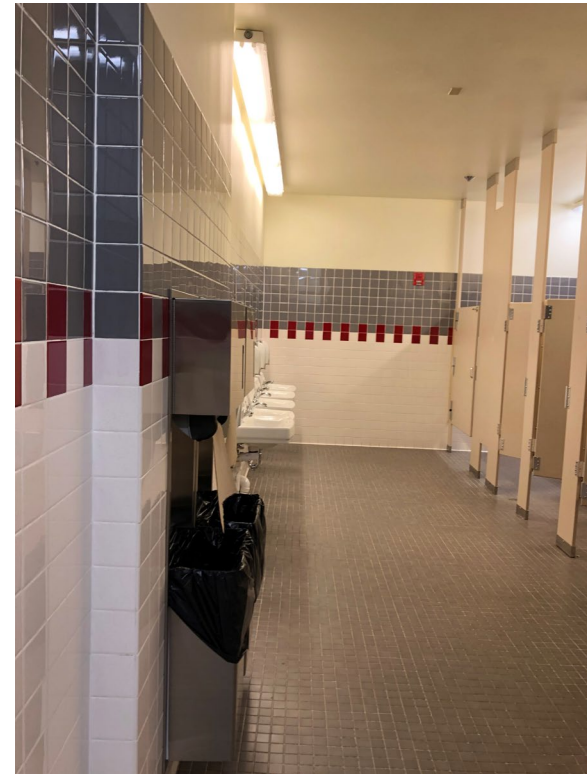


Floyd Dryden

Classroom



Bathroom



Floyd Dryden Commons

Potential Chambers



Other opportunities we are not talking about right now...

- Moving building maintenance into Marie Drake and demoing Mt. Jumbo for housing
- Demoing Marie Drake (\$4M)- Parking!
- Using Floyd Dryden or Marie Drake (or both!) for other community needs
 - Childcare/ AEYC
 - Juneau Animal Rescue
 - Community Center

Next steps

- Assembly provides feedback – today!
- Staff does more homework to answer questions @ April 15 COW
- Initiate a public process around possible community facilities at Floyd Dryden and Marie Drake @ April 15 PWFC
- Schedule site visits: who is interested!?

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