



# REGULAR ASSEMBLY MEETING 2024-10 AGENDA

May 13, 2024 at 7:00 PM

Assembly Chambers/Zoom Webinar/YouTube Livestream

<https://juneau.zoom.us/j/91515424903> or 1-253-215-8782 Webinar ID: 915 1542 4903

Submitted By:

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Katie Koester, City Manager

**A. CALL TO ORDER**

**B. FLAG SALUTE**

**C. 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!

**D. ROLL CALL**

**E. SPECIAL ORDER OF BUSINESS**

1. Proclamation for Arbor Day, May 20, 2024

2. Proclamations Honoring Lindsey Kato and Crystal Jackson for Alaskas "Top 40 Under 40" Class of 2024

**F. APPROVAL OF MINUTES**

3. July 31, 2023 Special Assembly Meeting 2023-18 Draft Minutes

4. September 11, 2023 Regular Assembly Meeting 2023-23 Draft Minutes

**G. MANAGER'S REQUEST FOR AGENDA CHANGES**

**H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**I. CONSENT AGENDA**

*Public Request for Consent Agenda Changes, Other than Ordinances for Introduction*

*Assembly Request for Consent Agenda Changes*

*Assembly Action*

**J. Ordinances for Introduction**

5. Ordinance 2023-14(b)(AI) An Ordinance Appropriating \$74,000 to the Manager for the Crisis Stabilization Capital Improvement Project; Funding Provided by a Donation from the Bartlett Regional Hospital Foundation.

This ordinance would appropriate a \$74,000 donation from the Bartlett Regional Hospital (BRH) Foundation to the Crisis Stabilization CIP. This funding provides for furniture, fixtures, and equipment at the new Aurora Behavioral Health Center.

While construction of the new facility is complete, work associated with Leadership in Energy and Environmental Design Operations and Maintenance certification remains, with final certification and project closeout expected within the next twelve months.

The BRH Finance Committee reviewed this request at the May 10, 2024 meeting. The BRH Board of Directors and the Public Works and Facilities Committee will review this request at the May 28 and June 3, 2024 meetings, respectively.

**The City Manager recommends this ordinance be introduced and set for public hearing at the next regular Assembly meeting.**

**K. Resolutions**

**6. Resolution 3060 A Resolution of the City and Borough of Juneau in Support of the U.S. Environmental Protection Agency and the Clean Ports Grant Program.**

This resolution supports CBJ’s application for the U.S. Environmental Protection Agency (EPA) Clean Ports Grant. CBJ’s application is to fund construction of shore power at the city-owned cruise ship docks. The grant requires a 10% match, which can be covered using Marine Passenger Fees.

**The City Manager recommends the Assembly adopt this resolution.**

**L. Bid Awards**

**7. Bid Award: Bid No. 24-227 Switchboards for Battery Electric Bus(es) (BEB’s) Charging Equipment**

Bids were opened on the subject project on 4/25/2024. The following bids were received:

Section 1 - Bid Award: Section 1 –The bid section totals and order of award are as follows:

| <u>Bidder</u>                       | <u>Bid – Section 1</u> |
|-------------------------------------|------------------------|
| ** North Coast Electric             | \$369,117.67           |
| Graybar Electric                    | \$359,929.00           |
| Consolidated Electrical Distributer | \$366,000.00           |

\*\*Section 1 - Phase 1 Equipment is being awarded to North Coast Electric on the basis of meeting the requested time frame for delivery and compatibility of Section 2 – Phase 2 Equipment per RFB 24-227 solicitation documents which states: “CBJ may award Phase 1 equipment to a higher priced vendor if the requested delivery date can be met. Phase 2 equipment must be compatible with Phase 1 equipment to qualify for award.”

Section 2 – Phase 2 Equipment. The bid section totals and order of award are as follows:

| <u>Bidder</u>                       | <u>Bid – Section 2</u> |
|-------------------------------------|------------------------|
| North Coast Electric                | \$419,475.42           |
| Consolidated Electrical Distributer | \$565,000.00           |
| Graybar Electric                    | \$567,483.00           |

The apparent responsive and responsible low bidder is North Coast Electric. The CBJ intends to award Sections 1 and 2 in the Total amount of \$788,593.09.

The Protest period ended 4/30/2024.

**The City Manager recommends award to North Coast Electric for both Sections 1 & 2 on the basis of having the lowest responsive and responsible bid in the total amount of \$788,593.09.**

**M. Liquor/Marijuana Licenses**

**8. Liquor License Actions**

This liquor license action is before the Assembly to either protest or waive its right to protest the license action.

**Liquor License - NEW SAMPLING ENDORSEMENT**

**Licensee:** No Creek Jack Inc., d/b/a Duck Creek Market

*License Type: Package Store License: #2976 Location: 9951 Stephan Richards Dr., Juneau*

Staff from Police, Finance, Fire, Public Works (Utilities) and Community Development Departments reviewed the above license and recommended the Assembly waive its right to protest the application. Copies of the documents associated with these licenses are available in hardcopy upon request to the Clerk’s Office.

**The City Manager recommends the Assembly waive its right to protest the above-listed liquor license action.**

**N. PUBLIC HEARING**

**9. Ordinance 2024-18 A Noncode Ordinance Authorizing a Designated Campground Primarily for People Experiencing Homelessness as an Essential Public Facility and Exempting it from the Requirements and Prohibitions of Title 49.**

Establishing a summer campground for people experiencing homelessness is an issue made increasingly complex due to a combination of factors, including but not limited to the safety of people experiencing homelessness, residential/business compatibility, the availability and affordability of housing, and insufficient mental/behavioral health and substance use services. This ordinance enables the Assembly to designate a campground by resolution if and when an appropriate campground location is found.

The Assembly considered public comments on April 1 for a similar ordinance (Ord. 2024-14, Thane Road Campground on Mill Street), which has been tabled. The Assembly Committee of the Whole recommended introduction of this ordinance at the April 15 meeting.

The Systemic Racism Review Committee reviewed this ordinance at its April 30, 2024 meeting and moved it forward to the Assembly.

**The City Manager recommends the Assembly take public testimony and adopt this ordinance.**

**10. Ordinance 2023-14(b)(AH) An Ordinance Appropriating \$2,000,000 to the Manager as a Grant to Gastineau Human Services to Construct Low Income and Substance Use Recovery Permanent Supportive Housing; Funding Provided by General Funds.**

This ordinance appropriates \$2 million from unrestricted fund balance as a grant to Gastineau Human Services for the construction of 51 units of permanent supportive housing. These funds are intended to provide community match support for numerous other grants – federal, state, and private – that GHS is seeking. Project construction is projected to begin in 2025 with housing being available at the end of the construction season in 2026. This housing targets those with very low incomes and who are in substance use recovery.

The Assembly Finance Committee reviewed this request at the April 17, 2024, meeting and directed staff to introduce an appropriating ordinance and accompanying Letter of Intent in support of the project.

The Systemic Racism Review Committee reviewed this ordinance at its April 30, 2024 meeting and moved it forward for Assembly action with the following note to the Assembly: *while the SRRC approves the \$2 million to Gastineau Human Services, the SRRC recognizes that there are potential unintended*

*consequences with these types of projects which could result in systemic racism for Juneau and we would like the Assembly to take special note when making decisions about future planning and building related to supportive housing.*

**The City Manager recommends the Assembly take public testimony and adopt this ordinance.**

**11. Ordinance 2023-14(b)(AG) An Ordinance Transferring \$489,478 from CIP D12-070 Open Space Waterfront Land Acquisition to CIP H51-113 Waterfront Seawalk.**

In 2002, the Assembly directed staff to transfer unexpended marine passenger fees, designated for specific projects and activities, to the Waterfront Open Space Land Acquisition CIP for land acquisition on the waterfront. In 2020, this practice was discontinued to align the allocation of passenger fees with the CLIA settlement agreement. This ordinance would transfer the remaining balance of \$489,478 from the Open Space Waterfront Land Acquisition CIP to the Waterfront Seawalk CIP. The Waterfront Seawalk CIP is in need of additional funding and is an eligible use of passenger fees.

The Systemic Racism Review Committee reviewed this ordinance at its April 30, 2024 meeting and moved it forward to the Assembly.

**The City Manager recommends the Assembly take public testimony and adopt this ordinance.**

**O. UNFINISHED BUSINESS**

**12. Ordinance 2024-02 An Ordinance Appropriating Funds from the Treasury for FY25 School District Operations.**

This ordinance will appropriate to the School District an FY25 operating budget of \$85,397,400. This is an overall decrease in the budget of \$10,919,600 from the FY24 Amended Budget. The FY25 school budget is supported with a combination of funding sources including CBJ local funding, and state and federal funding of \$44,368,300. The local funding consists of \$34,432,000 for general operations (i.e. educational funding) and \$3,690,400 for non-instructional programs and activities.

On April 29, 2024, the Assembly approved the local funding portion of \$34,432,000 for school district general operations. During the May 8, 2024 Assembly Finance Committee meeting, the Assembly heard Ordinance 2024-02 in its entirety and approved \$3,690,400 for program and activities not subject to the state funding limit for instructional services, of which \$1,650,405 was appropriated via Ordinance 2024-01(b)(A) on March 4, 2024.

The Systemic Racism Review Committee reviewed this ordinance at its April 23, 2024 worksession meeting.

**The City Manager recommends the Assembly take public testimony and adopt this ordinance.**

**P. NEW BUSINESS**

**13. Hardship and Senior Citizen/Disabled Veteran/Non-Profit Late-Filed Real Property Tax Exemption Applications**

There are 8 property owners that have requested the Assembly authorize the Assessor to consider a late-filed exemption for their property assessment.

The Assembly should consider each request separately and determine whether the property owner was unable to comply with the April 30 filing requirement. A.S. 29.45.030(f); CBJC 69.10.021(d). The burden of proof is upon the property owner to show the inability to file a timely exemption request. If the Assembly decides to accept one or more late-filed exemption requests, those applications will be referred to the Assessor for review and action.

**The City Manager recommends the Assembly act on each of these applications individually.**

Q. STAFF REPORTS

14. Update on Cruise Lines MOA (Verbal Report)

[15.](#) 2024 Municipal Elections Update

R. ASSEMBLY REPORTS

Mayor's Report

Committee and Liaison Reports

Presiding Officer Reports

S. ASSEMBLY COMMENTS & QUESTIONS

T. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

U. EXECUTIVE SESSION

V. SUPPLEMENTAL MATERIALS

W. ADJOURNMENT

X. INSTRUCTION FOR PUBLIC PARTICIPATION

The public may participate in person or via Zoom webinar. Testimony time will be limited by the Mayor based on the number of participants. **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. Members of the public are encouraged to send their comments in advance of the meeting to [BoroughAssembly@juneau.gov](mailto:BoroughAssembly@juneau.gov).

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](mailto:city.clerk@juneau.gov).

**Office of the Mayor  
City and Borough of Juneau, Alaska  
PROCLAMATION  
ARBOR DAY 2024**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planning of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, nearly 100 years after Arbor Day was first established, in 1966 the fourth-grade class at Kodiak Elementary School realized that Alaska was the only state in the nation that did not observe Arbor Day; and

**WHEREAS**, the students wrote a letter to a state senator and thus was born Senate Bill 207, which provided for an Arbor Day observance in Alaska each May; and

**WHEREAS**, the Juneau Garden Club marked the first observance of Arbor Day in Alaska in May, 1966 at what was then the Juneau city library and is now the Juneau-Douglas City Museum; and

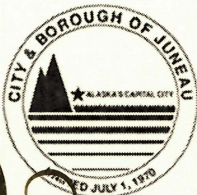
**WHEREAS**, Arbor Day 2024 is all about ensuring our earth and the trees upon it are all happy, healthy, and growing to be as strong as they possibly can be.

**NOW THEREFORE**, I, Michelle Hale, Deputy Mayor on behalf of Beth A. Weldon, Mayor of the City and Borough of Juneau, Alaska, and the City and Borough Assembly, do hereby issue this proclamation acknowledging Arbor Day 2024 in Juneau.

**IN WITNESS WHEREOF**, I have hereto set my hand and caused the seal of the City and Borough of Juneau, Alaska, to be affixed this 20<sup>th</sup> day of May, 2024.

*Michelle Hale*

Michelle Hale, Deputy Mayor



**The Office of the Mayor  
City and Borough of Juneau, Alaska**

**PROCLAMATION**

**In Recognition of Lindsey Kato**

*WHEREAS*, The City and Borough of Juneau Assembly is honored to recognize the many accomplishments of home town leader and recipient of the Alaska Journal of Commerce “Top 40 Under 40” award Lindsey Kato; and

*WHEREAS*, “Top 40 Under 40” is a prestigious and highly competitive annual recognition of outstanding young professionals; and

*WHEREAS*, Lindsey Kato from Juneau, Alaska, is a member of the “Top 40 Under 40” class of 2024; and

*WHEREAS*, Lindsey currently serves as the Director of the Division of Public Health for the Alaska Department of Health; and

*WHEREAS*, Lindsey’s academic accomplishments include a Bachelor of Science in Public Health from Oregon State University and a Master of Public Health from Colorado School of Public Health; and

*WHEREAS*, Lindsey is committed to serving her community and has or is currently serving in the roles of assistant coach for the Juneau Douglas High School Women’s Soccer Team; coordinator for the Juneau Suicide Prevention Coalition, Board of Director for the Juneau Alliance for Mental Health, active in the Southeast Regional Health Consortium Suicide Prevention Task Force and the University of Alaska Southeast Wellness Coalition ; and

*WHEREAS*, the City and Borough of Juneau Assembly is proud of the work, leadership and service of Lindsey Kato.

*NOW THEREFORE*, I, Michelle Hale, Deputy Mayor on behalf of Beth A. Weldon, Mayor of the City and Borough of Juneau, Alaska, and the City and Borough Assembly, do hereby formally acknowledge and congratulate

***Lindsey Kato***

For being recognized by the Alaska Journal of Commerce as a member of the “Top 40 Under 40” Class of 2024.

*IN WITNESS WHEREOF*, I have hereto set my hand and caused the seal of the City and Borough of Juneau, Alaska, to be affixed this 13<sup>th</sup> day of May, 2024.



\_\_\_\_\_  
**Michelle Hale, Deputy Mayor**

**The Office of the Mayor  
City and Borough of Juneau, Alaska**

**PROCLAMATION**

**In Recognition of Crystal Jackson**

**WHEREAS**, The City and Borough of Juneau Assembly is honored to recognize the many accomplishments of home town leader and recipient of the Alaska Journal of Commerce “Top 40 Under 40” award Crystal Jackson; and

**WHEREAS**, “Top 40 Under 40 is a prestigious and highly competitive annual recognition of outstanding young professionals; and

**WHEREAS**, Crystal Jackson from Juneau, Alaska is a member of the “Top 40 Under 40” class of 2024; and

**WHEREAS**, Crystal currently serves as Senior Manager for Customer Experience and Diversity, Equity and Inclusion at GCI; and

**WHEREAS**, Crystal’s academic accomplishments include a Bachelor of Business Administration Marketing; and

**WHEREAS**, Crystal is committed to serving her community and has or is currently serving in the roles of board of directors for NAMI Juneau, volunteer suicide prevention trainer of QPR Juneau Suicide Prevention Coalition and a Big Brother’s Big Sisters volunteer; and

**WHEREAS**, the City and Borough of Juneau Assembly is proud of the work, leadership and service of Crystal Jackson.

**NOW THEREFORE**, I, Michelle Hale, Deputy Mayor on behalf of Beth A. Weldon, Mayor of the City and Borough of Juneau, Alaska, and the City and Borough Assembly, do hereby formally acknowledge and congratulate

***Crystal Jackson***

For being recognized by the Alaska Journal of Commerce as a member of the “Top 40 Under 40” Class of 2024.

**IN WITNESS WHEREOF**, I have hereto set my hand and caused the seal of the City and Borough of Juneau, Alaska, to be affixed this 13<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
**Michelle Hale, Deputy Mayor**





**SPECIAL ASSEMBLY MEETING 2023-18 DRAFT MINUTES**

July 31, 2023 at 6:30 PM

Assembly Chambers/Zoom Webinar



<https://juneau.zoom.us/j/91515424903> or 1-253-215-8782 Webinar ID: 915 1542 4903

**A. CALL TO ORDER**

**MEETING NO. 2023-18:** The Special Assembly Meeting of the City & Borough of Juneau Assembly held at City Hall in the Assembly Chambers and virtually via Zoom webinar was called to order by Mayor Beth Weldon at 6:34 p.m.

**B. FLAG SALUTE**

The flag salute was led by Assemblymember Loren Jones.

*[Clerk's Note: Assemblymember Jones was sworn into office in the Municipal Clerk's office by Acting City Attorney Sherri Layne on Friday, July 28, 2023 to fill the seat left vacant by Assemblymember Carole Triem's resignation on July 10, 2022. Mr. Jones' appointment to the Areawide Assembly seat was for the period beginning as soon as possible after July 11, 2023 until the certification/swearing in of the new Assembly following the certification of the October 3, 2023 Regular Municipal Election.]*

**C. LAND ACKNOWLEDGEMENT**

Assemblymember Alicia Hughes-Skandijs provided the following Land Acknowledgment: We would like to acknowledge that the City and Borough of Juneau is on unceded Tlingit lands, 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!*

**D. ROLL CALL**

**Assemblymembers Present:** Mayor Beth Weldon, Deputy Mayor Maria Gladyszewski, Greg Smith, Christine Woll, Michelle Hale, Alicia Hughes-Skandijs, 'Wáahlaal Gíidaak, Wade Bryson and Loren Jones

**Assemblymembers Absent:** None.

**Staff Present:** City Manager Rorie Watt, Deputy City Manager Robert Barr, Acting City Attorney Sherri Layne, Municipal Clerk Beth McEwen, Deputy Municipal Clerk Andi Hirsh, Engineering/Public Works Director Katie Koester, Eaglecrest Manager Dave Scanlan, JPD Police Chief Ed Mercer, Deputy Chief David Campbell, Payroll Manager Kelly Mercer, Assistant City Attorney Nicole Lynch, Engineering/Public Works Grant Manager Ashley Heimbigner

**E. MANAGER'S REQUEST FOR AGENDA CHANGES**

Mr. Watt requested that the Staff Report under item #7 be removed from the Consent Agenda so he could briefly speak to it just before item H.

**#7. Manager's Staff Report re: Huna Totem Cruise Ship Dock Proposal Conditional Use Permit Update** – removed from the Consent Agenda.

**F. SPECIAL ORDER OF BUSINESS**

**1. Special Recognition of Retiring Juneau Police Chief Ed Mercer**

Mayor Weldon read a proclamation honoring retiring Juneau Police Chief Edwin Mercer. Mayor Weldon, Assemblymembers, and Deputy Manager Robert Barr shared their thoughts in recognition of Chief Mercer and the impacts he has had on CBJ and our community and the greater southeast community at large. ‘Wáahlaal Gíidaak expressed *Gunalchéesh*, the meaning of which is “without you, this would not have been possible.” She said that he changed the face of Alaska just by stepping into the role that he did. In a space that has often been inequitable for their people, he made sure that it was equitable and that every citizen was safe here. She spoke of the honor it has been in having Chief Mercer as one of the only Alaskan Native Chiefs of Police in the State of Alaska and the example he has set in his service. Mr. Barr and Mayor Weldon also recognized Kelly Mercer in her work here at CBJ and her support of Chief Mercer and Mr. Barr expressed his thankfulness that only Chief Mercer is retiring at this time and that Kelly Mercer will continue to work as the CBJ Payroll Supervisor.

Chief Mercer thanked the Assembly and management for all their support of JPD and all the officers who serve. He extended his thanks to his staff, to his wife Kelly and their family. He will be staying in Juneau and looks forward to picking up the paper and reading about all the good works that are continuing to happen at JPD and in the community.

**F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

*No member of the public signed up to testify either virtually or in person.*

**G. CONSENT AGENDA**

**Public Request for Consent Agenda Changes, Other than Ordinances for Introduction**

*None.*

**Assembly Request for Consent Agenda Changes**

*None.*

**Assembly Action**

**MOTION** by Ms. Gladyszewski to adopt the Consent Agenda as amended by the removal of the Staff Report item #7 and asked for unanimous consent. *Hearing no objection, the motion passed and the following items under the Consent Agenda were adopted.*

**ORDINANCES FOR INTRODUCTION**

**2. Ordinance 2023-34 An Ordinance Authorizing the Eaglecrest Ski Area to Enter into a Franchise Agreement with Evan and Kaitlin Morgan, Doing Business as Pittman’s Pub for Beer and Wine Sales.**

This ordinance would authorize the Eaglecrest Ski Area to enter into a franchise agreement with Pittman’s Pub LLC to provide Beer and Wine Sales at Eaglecrest Ski Area during the winter season consistent with the Ski Area Operating Calendar. On June 5th 2017 the Assembly Adopted Resolution 2793(b) authorizing the Eaglecrest Board to approve on a case by case basis, the sale, possession, and consumption of beer, wine, alcoholic ciders and other similar malt beverages in connection with a valid permit issued under City and Borough of Juneau Code of Regulations, Title 11 Chapter 7 with a licensed vendor holding a valid liquor license issued by the State of Alaska. The federal Land and Water Conservation Fund prohibits CBJ from issuing leases at Eaglecrest. However,

CBJ can grant a franchise agreement as a mechanism to formalize a business relationship. Eaglecrest solicited a Request For Interest (RFI 23-174) and received no responses. After the solicitation closed Eaglecrest continued to look for suitable vendors and was contacted by two interested parties. After pursuing the opportunities further Pittman’s Pub LLC was the only remaining interested party. This Ordinance would allow Pittman’s Pub to operate for five consecutive winter seasons.

**The Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.**

**3. Ordinance 2022-06(b)(AZ) An Ordinance Appropriating \$134,526 to the Manager for the Design Phase of the Ramp Improvements Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.**

This ordinance would appropriate \$134,526 in Airport Improvement Program grant funding for the Ramp Improvements CIP. This funding would provide for the design phase of the rehabilitation of large air carrier and air taxi ramps. The local match requirement will be provided by previously appropriated 1% sales tax funds in the Ramp Improvements CIP. This award increases the \$2,017,881 grant appropriated under Ordinance 2022-06(b)(M).

The Airport Board reviewed this request at the July 13, 2023 meeting.

**The Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.**

**4. Ordinance 2023-14(b)(H) An Ordinance Appropriating \$1,795,267 to the Manager for the Construction Phase of the Gate 5 Passenger Boarding Bridge Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.**

This ordinance would appropriate \$1,795,267 in Airport Improvement Program grant funding for the Gate 5 Passenger Boarding Bridge CIP. This funding would provide for the acquisition, construction, and installation of a new passenger boarding bridge, replacing a 21-year-old, inoperable jet bridge. The local match requirement will be provided by previously appropriated 1% sales tax funds in the Gate 5 Passenger Boarding Bridge CIP.

The Airport Board reviewed this request at the July 13, 2023 meeting.

**The City Manager recommends this ordinance be introduced and set for public hearing at the next Assembly meeting.**

**5. Ordinance 2023-14(b)(I) An Ordinance Appropriating up to \$19,000,000 to the Manager for the Construction Phase of the Ramp Improvements Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.**

This ordinance would appropriate up to \$19,000,000 in Airport Improvement Program grant funding for the Ramp Improvements CIP. This funding would provide for the construction of a new remain overnight (RON) large aircraft parking ramp, rehabilitate deteriorating pavement for large and commercial aircraft parking ramps, repair failing ramp drainage and catch basins, and upgrade ramp lighting. The local match requirement will be provided by previously appropriated CARES Act funding in the Ramp Improvements CIP.

The Airport Board will review this request at the August 10, 2023 meeting.

The City Manager recommends this ordinance be introduced and set for public hearing at the next Assembly meeting.

**6. Ordinance 2023-14(b)(J) An Ordinance Appropriating \$280,000 to the Manager for the Safe Streets for All (SS4A) Capital Improvement Project; Grant Funding Provided by the U.S. Department of Transportation, Federal Highway Administration.**

CBJ has been awarded a \$280,000 Safe Streets for All (SS4A) grant from the Federal Highway Administration. The SS4A grant's goal is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries. Funding would be used to conduct a full road safety analysis, taking inventory of all previous crashes, historical trends, conditions, severity of injuries, community and partner input, and other factors throughout the borough. The safety analysis would produce a list of projects and guide the creation and implementation of the Comprehensive Safety Action Plan. Once the plan is implemented, the CBJ would be eligible for additional road safety grant funding. A local match requirement of \$70,000 will be provided by previously appropriated funds in the FY24 CIP Resolution 3016(b).

The Public Works and Facilities Committee reviewed this request at the June 26, 2023 meeting.

**The Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.**

**7. STAFF REPORT [Removed from the Consent Agenda during the Manager's Request for Agenda Changes.]**

**Manager's Staff Report re: Huna Totem Cruise Ship Dock Proposal Conditional Use Permit Update**

This Staff Report is part of the Consent Agenda, a Memorandum and Notice of Decision are included in the packet.

*[Clerk's Note: For documents & additional information on the Planning Commission review of the Conditional Use Permits for this project, please see the <https://juneau.org/community-development/short-term-projects> webpage.]*

Mr. Watt said that in the packet on page 18 is a memo that he wrote two and half years ago to Deputy Mayor Jones about the process pieces with respect to Subport Development. He is reminding the public and the Assembly that they are continuing to follow this process. He noted that one portion of the Conditional Use Permit has been to the Planning Commission (PC) earlier in the month and another portion will be going to the Planning Commission for consideration at the August 8 meeting. He noted a typo in his memo that mentioned the PC meeting on August 9 and that should in fact be August 8.

Mr. Watt said he'd be happy to answer any questions from members about the process.

Ms. Woll said that at the July 11, PC meeting, several of the commissioners and herself were shocked by the lack of public in attendance at that meeting since she knows this is a topic of significant public interest. She asked if there was going to be additional public outreach in advance of the August 8 PC meeting about this topic.

Mr. Watt said that he understands there was limited participation and that the public noticing process was not easy to understand. He said they will endeavor to put more and clearer notice out to the public about the upcoming hearing.

Ms. Hale thanked Mr. Watt for this update since it has been a few years since his previous memo on this. She asked if Mr. Watt could speak to the tidelands lease piece. She asked Mr. Watt to confirm that the question for the Assembly as to whether or not to lease the tidelands will eventually be coming to the Assembly to make that decision but not as part of this CUP process. Mr. Watt said that is correct. The process set out in the January 20, 2021, memo is about the lease process and the Assembly process for deciding on whether or not to lease land for the project which will be a pivotal decision.

Mayor Weldon clarified for the public that the Conditional Use Permit process is currently before the Planning Commission. The Assembly will eventually become involved in the tidelands lease process but that will take place further down the road after the Planning Commission process is completed. She said that August 8 Planning Commission will not be the last time the public can comment or provide testimony on this topic.

**H. MAYOR/COMMITTEE/LIAISON REPORTS**

**Human Resources Committee (HRC) Chair Greg Smith** reported that the HRC met just prior to the Special Assembly meeting and recommended the appointments of **Ivan Nance, Jennifer Pemberton, and Anavera Morato** to the **Systemic Racism Review Committee (SRRC)** to terms beginning immediately and expiring June 30, 2026, and asked for unanimous consent. *Hearing no objection, the motion passed by unanimous consent.*

Mayor Weldon thanked and recognized members of the Boy Scouts for attending the meeting this evening.

**I. EXECUTIVE SESSION**

**City Manager Recruitment and Selection**

**MOTION** by Ms. Woll to recess into Executive Session to discuss matters that the immediate knowledge of which may defame or prejudice the character or reputation of any person, specifically those individuals invited to interview with the committee, and to discuss recruitment examination materials that are confidential. *Hearing no objection the Assembly recessed into Executive Session at 6:57p.m.*

***The Assembly returned from Executive Session at 9:44p.m.***

Ms. Woll stated that the Assembly met in Executive Session and discussed the recruitment and examination materials and conducted candidate interviews. Ms. Woll stated that the Assembly gave directions for the HRRM Manager to enter negotiations with the final candidate.

**J. ADJOURNMENT**

***There being no further business to come before the Assembly, the Assembly meeting adjourned at 9:46p.m.***

Signed: \_\_\_\_\_  
Elizabeth J. McEwen  
Municipal Clerk

Signed: \_\_\_\_\_  
Beth A. Weldon  
Mayor

**REGULAR ASSEMBLY MEETING 2023-23 DRAFT MINUTES**

September 11, 2023 at 7:00 PM

Assembly Chambers/Zoom Webinar/YouTube Livestream



Meeting No. 2023-23: The Regular Meeting of the City and Borough of Juneau Assembly was held in the Assembly Chambers and by Zoom and called to order by Mayor Beth Weldon at 7:00pm.

**A. FLAG SALUTE****B. LAND ACKNOWLEDGEMENT**

Michelle Hale 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:** Mayor Beth Weldon, Deputy Mayor Maria Gladziszewski, Michelle Hale, Greg Smith, Loren Jones, Alicia Hughes-Skandijs, Wáahlaal Gídaag, Wade Bryson, and Christine Woll

**Assemblymembers Absent:** None

**Staff Present:** City Manager Rorie Watt, Deputy City Manager Robert Barr, Acting City Attorney Sherri Layne, Municipal Clerk Beth McEwen, Deputy Municipal Clerk Andi Hirsh, Human Resources and Risk Management Director Dallas Hargrave, Lands Manager Dan Bleidorn, Parks and Recreation Director George Schaaf, Assistant Municipal Attorney Emily Wright, Assistant Municipal Attorney Nicole Lynch, Senior Planner Teri Camery, Grants Manager Ashley Heimbigner, Planning Manager Scott Ciambor

**D. SPECIAL ORDER OF BUSINESS****1. Riverview Senior Living**

Carrie Pusich with Riverview Senior Living provided an update to the Assembly. She said that CBJ gave Riverview Senior Living facility a 12-year tax abatement and a land grant which helped the project become a reality. She said their first residents moved in on May 15, they currently have 28 residents with 12 more to move in by the end of the month and expect to be at about 70% capacity by the end of the year. She said they have been approved for Medicaid and will have 26 Medicaid beds in the building, half for assisted living and half for memory care. She said they currently have 27 employees and expect to reach between 50 and 60. She thanked the Assembly for their support.

**2. Honoring City Manager Rorie Watt**

Mayor Weldon read a proclamation honoring City Manager Rorie Watt for his hard work and dedication to the people of Juneau and the City and Borough of Juneau. Mr. Watt started working for the CBJ in 1993 as a seasonal inspector, working his way up through the Engineering and Public Works department to eventually be the director, before stepping into the role of City Manager. Mr. Watt was retiring on September 30, 2023 and the Assemblymembers and staff expressed their appreciation for his many years of service and wished him well during his retirement.

**E. APPROVAL OF MINUTES**

4. August 2, 2023 Special Assembly Meeting 2023-19 Draft Minutes
5. August 7, 2023 Special Assembly Meeting 2023-20 Draft Minutes
6. September 6, 2023 Special Assembly Meeting 2023-22 Draft Minutes

**MOTION** by Ms. Hale to approve the Special Assembly Meeting minutes for August 2, August 7, and September 6 as amended in comments to the Clerk and asked for unanimous consent.

*Hearing no objection, the minutes were approved by unanimous consent.*

**F. MANAGER'S REQUEST FOR AGENDA CHANGES**

*The Manager requested adding a staff report on the cold weather emergency shelter after unfinished business.*

**G. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS (Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)**

**Albert Shaw**, from downtown Juneau, came to testify on two different topics. The first was the new city hall. He recommended that the new city hall should be on the front end of Telephone Hill. He said they would have to carve off a little bit of rock, two or three stories, but that the City Manager and Mayor could both have a window and the Assembly could have an Assembly room that wasn't a converted fire station. He said that the current city hall was 70 years old and badly needs water and electrical work done. Second, he said that he's testified for 60 years to try and get the northern end of Admiralty Island included in the Borough. He said he was part of the process that drew the Borough boundaries. He said he's testified in front of state committees on this issue.

**AsaJonathan ZoesMan**, age 71, congratulated Rorie Watt on his retirement. He said he is making a movie which is a major motion picture intended for worldwide distribution. He said the purpose of this movie is to educate and improve humanity, uniting people in a common purpose and to be able to move forward into a beautiful future. He said his sponsors, collaborators, and his intuition all agree that he should stay in Juneau to complete the movie using local talent. He said Juneau was the nicest, prettiest, most loving and lovely city he could ever imagine.

**H. CONSENT AGENDA**

**Public Request for Consent Agenda Changes Other than Ordinances for Introduction** - None.

**Assembly Request for Consent Agenda Changes**

**MOTION** by Ms. Hughes-Skandijis to pull Resolution 3029 A Resolution Amending the City and Borough of Juneau Personnel Rules.

**Assembly Action**

**MOTION** by Ms. Gladziszewski to adopt the Consent Agenda as amended to remove Resolution 3029 and asked for unanimous consent.

*Hearing no objection, the consent agenda as amended was adopted by unanimous consent.*

**I. Ordinances for Introduction**

**7. Ordinance 2022-06(b)(BA) An Ordinance Appropriating \$2,478,745 to the Manager to Fund the City and Borough of Juneau and Bartlett Regional Hospital's Fiscal Year 2023 Public Employees' Retirement System (PERS) Contribution; Funding Provided by the Alaska Department of Administration.**

This ordinance would appropriate \$2,478,745 for the State of Alaska's FY2023 2.79% PERS benefit rate paid on-behalf of the CBJ and BRH, distributed as follows:

|                            |             |
|----------------------------|-------------|
| City and Borough of Juneau | \$1,228,053 |
| Bartlett Regional Hospital | \$1,250,692 |

Funding is provided by the Alaska Department of Administration, authorized by passage of HB281 during the 2023 legislative session.

This is a housekeeping ordinance to properly account for these on-behalf contributions to the state-managed retirement fund and has no impact on the CBJ or BRH's finances.

**The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.**

**8. Ordinance 2023-14(b)(F) An Ordinance Transferring \$264,110 from CIPs W75-048 Back Loop Rd. Auke Bay Waterlines and W75-054 Douglas Highway Water Replacement to CIP R72-169 10th, F, W 8th Streets Reconstruction.**

This request would transfer \$264,110 of previously appropriated areawide sales tax and 1% sales tax funds from two completed Water CIPs to the 10th, F, W 8th Streets Reconstruction CIP. This project is ongoing and is in need of additional funds due to exponential cost increases from inflation. The Douglas Highway Water Replacement and Back Loop Road Auke Bay Waterlines CIPs are complete and in the process of being closed.

This transfer of 1% sales tax project funding is consistent with the intent of the 2005 1% Sales Tax initiative approved by voters in the October 4, 2005 municipal election.

The Public Works and Facilities Committee reviewed this request at the August 28, 2023 meeting.

**The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.**

**9. Ordinance 2023-14(b)(G) An Ordinance Transferring \$1,853,000 from CIP P44-090 Deferred Building Maintenance to CIP F22-027 Juneau Police Department Roof Replacement.**

This ordinance would transfer \$1,853,000 from the Deferred Building Maintenance CIP to the Juneau Police Department Roof Replacement CIP. This project funding was allocated to the Deferred Maintenance CIP in the FY24 CIP Resolution 3016(b). The project is scheduled to advertise for bids in mid-November 2023 and will begin construction in summer 2024. This request would transfer funding from the Deferred Building Maintenance CIP to the project for clear financial accounting. The Deferred Building Maintenance CIP will retain sufficient funding for ongoing projects.

This transfer of project funding is consistent with the intent of the 2022 1% Sales Tax initiative approved by voters in the October 4, 2022 municipal election.

The Public Works and Facilities Committee reviewed this request at the August 28, 2023 meeting.

**The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.**

**10. Ordinance 2023-14(b)(L) An Ordinance Appropriating \$312,500 to the Manager as Funding for the Ramp Improvement Capital Improvement Project; Funding Provided by Airport CARES Act Funding.**

This ordinance would appropriate \$312,500 of Airport CARES Act funding for the Ramp Improvements CIP. This funding would support the construction of a new remain overnight (RON) large aircraft parking ramp, rehabilitate deteriorating pavement for large and commercial aircraft parking ramps, repair failing ramp drainage and catch basins, and upgrade ramp lighting. This funding would contribute to the local match requirement for grant funds appropriated under Ordinance 2022-06(b)(I).

The Airport Board reviewed this request at the June 8, 2023 meeting.

**The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.**

**11. Ordinance 2023-14(b)(M) An Ordinance Appropriating \$213,506 to the Manager for the Terminal Construction Capital Improvement Project; Funding Provided by Airport CARES Act Funding.**

This ordinance would appropriate \$213,506 of Airport CARES Act funding for the Terminal Construction Improvements CIP. This funding would provide for the replacement tiles in the suspended ceiling which was a component of the reconstruction of the Juneau International Airport terminal. Funding is provided by previously received Airport CARES Act grant funding.



The Airport Board reviewed this request at the April 14, 2022 meeting.

**The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.**

**J. Resolutions**

**12. Resolution 3029 A Resolution Amending the City and Borough of Juneau Personnel Rules. *This item was pulled from the consent agenda by Ms. Hughes-Skandijs. (See Public Hearing section for Assembly Action.)***

This resolution would approve an addition to the City and Borough of Juneau (CBJ) Personnel Rules, which, along with the collective bargaining agreements, govern the rights and responsibilities of CBJ employees, supervisors, and managers. The revised rules are set forth in the resolution and would apply to bargaining unit members and unrepresented employees.

The Assembly is being asked to adopt the changes to the CBJ Personnel Rules so that a paid parental leave policy can be implemented. These changes were approved by the Assembly Human Resources Committee, and the costs associated with these changes have been previously approved and incorporated into the fiscal year 2024 budget by the Assembly.

The Assembly Human Resources Committee reviewed this request at its August 21, 2023 meeting and recommended forwarding it to the full Assembly for action.

**The City Manager recommends the Assembly adopt this resolution.**

**K. Bid Awards**

**L. Transfers**

**13. Transfer Request T-1060 A Transfer of \$275,334 from Various Capital Improvement Projects to CIP W75-078 Water Systems SCADA Upgrades.**

This request would transfer \$275,334 to CIP W75-078 Water Systems SCADA Upgrades. The funding is provided by completed projects that are ready to be closed. Funding is provided by Water Funds.

The Public Works and Facilities Committee reviewed this request at the August 28, 2023 meeting.

**The City Manager recommends approval of this transfer.**

**14. Transfer Request T-1064 A Transfer of \$1,155,423 from Various Capital Improvement Projects to CIP R72-169 10th, F, W 8th Streets Reconstruction.**

This request would transfer \$1,155,423 of temporary 1% sales tax, general sales tax and bond proceeds from completed Streets CIPs to the 10th, F, W 8th Streets Reconstruction CIP. This project is ongoing and significant cost escalation has contributed to the need for additional funding. The funding is provided by completed projects that are ready to be closed.

The transfer of temporary 1% sales tax project funding is consistent with the intent of the 2005 1% Sales Tax initiative approved by voters in the October 4, 2005 municipal election. The transfer of bond funding is consistent with the intent of the \$15 million general obligation bond package approved by voters in the October 6, 2020 municipal election.

The Public Works and Facilities Committee reviewed this request at the August 28, 2023 meeting.

**The City Manager recommends approval of this transfer.**

**15. Transfer Request T-1065 A Transfer of \$150,000 from CIP R72-158 Teal Street Reconstruction to CIP R72-157 Spruce Lane Reconstruction.**

This request would transfer \$150,000 of general sales tax from the Teal Street Reconstruction CIP to the Spruce Lane Reconstruction CIP. This project is underway and during construction, underlying soils beneath the road

surface were found to be unsuitable. This soil condition was not evident during the road surface review during the design process and was not included in the construction bid. The road base must be repaired, resulting in elevated project costs. The proposed transfer is reallocating funds from the Teal Street Reconstruction CIP, an ongoing project that will retain sufficient funding to cover remaining project work.

The Public Works and Facilities Committee reviewed this request at the August 28, 2023 meeting.

**The City Manager recommends approval of this transfer.**

**16. Transfer Request T-1066 A Transfer of \$100,000 from CIPs P44-090 Deferred Building Maintenance and P41-108 Parks and Playground Major Maintenance to CIP P46-115 Eagle Valley Center Improvements.**

This request would transfer \$100,000 from CIPs P44-090 Deferred Building Maintenance and P41-108 Parks and Playground Major Maintenance to CIP P46-115 Eagle Valley Center Improvements. The 2020 voter approved general obligation bond funding for energy efficiency improvements partially fulfilled the local match requirement for grant funds appropriated under Ordinance 2022-06(b)(H). This transfer would fulfill the remaining local match requirement for the grant. The proposed transfer is reallocating previously appropriated funds from ongoing projects that will retain sufficient funding to cover the remaining work.

This transfer of project funding is consistent with the intent of the 2017 1% Sales Tax initiative approved by voters in the October 3, 2017 municipal election and the 2022 1% Sales Tax initiative approved by voters in the October 4, 2022 municipal election.

The Public Works and Facilities Committee reviewed this request at the August 28, 2023 meeting.

**The City Manager recommends approval of this transfer.**

**17. Transfer Request T-1067 A Transfer of \$108,906 from CIP R72-139 7 Mile Shop Yard Security System to CIP R72-163 7 Mile Fleet Canopy Additions.**

This request would transfer \$108,906 from the 7 Mile Shop Yard Security System CIP to the 7 Mile Fleet Canopy Addition CIP. This funding would provide for the installation of canopies on the Streets and Fleet facility garage doors. Cost escalation and the need for additional work has increased the project estimates above available funding. The funding is provided by a completed project that is ready to be closed.

The Public Works and Facilities Committee reviewed this request at the August 28, 2023 meeting.

**The City Manager recommends approval of this transfer.**

**M. Liquor/Marijuana Licenses**

**18. Liquor & Marijuana License Actions**

These liquor and marijuana license actions are before the Assembly to either protest or waive its right to protest the license actions.

**Liquor License - Renewals**

**Licensee: El Sombrero Inc., d/b/a El Sombrero Mexican & American Food**

*License Type: Restaurant/Eating Place, License: #816 Location: 157 S. Franklin St., Juneau*

**Licensee: Crystal Saloon LLC d/b/a Crystal Saloon**

*License Type: Beverage Dispensary, License:#2533 Location: 216 Front St., Juneau*

**Licensee: Juneau Hospitality LLC d/b/a Ramada by Wyndham Juneau & TK Maguires**

*License Type: Beverage Dispensary, License: #313 Location: 375 Whittier St., Juneau*

**Licensee: The Narrows Bar LLC d/b/a The Narrows Bar**

*License Type: Beverage Dispensary, License: #76 Location: 148 S. Franklin St., Juneau*

**Licensee: Juneau Yacht Club d/b/a Juneau Yacht Club**

*License Type: Club, License: #5747 Location: 1301 Harbor Way, Juneau*

**Marijuana License - Renewals**

**Licensee: Borealis Mountain Inc., d/b/a Thunder Cloud 9**

*License Type: Retail Marijuana Store, License: #15246 Location: 5310 Commercial Blvd 2B, Juneau*

**Licensee: The Mason Jar LLC d/b/a The Mason Jar**

*License Type: Retail Marijuana Store, License: #13279 Location: 2771 Sherwood Lane Unit E, Juneau*

**Licensee: The Mason Jar LLC d/b/a The Mason Jar**

*License Type: Retail Marijuana Store, License: #28012 Location: 613 & 619 W. Willoughby Ave., Juneau*

**Licensee: Top Hat Concentrates LLC d/b/a Top Hat Concentrates LLC**

*License Type: Marijuana Product Manufacturing, License: #10271 Location: 2315 Industrial Blvd Suite B, Juneau*

**Licensee: Alaskan Coffee Pot LLC d/b/a Alaskan Coffee Pot**

*License Type: Retail Marijuana Store, License: #25190 Location: 2219 Dunn St., Juneau*

Staff from Police, Finance, Fire, Public Works (Utilities) and Community Development Departments have reviewed the above licenses and recommended the Assembly waive its right to protest the applications. Copies of the documents associated with these licenses are available in hardcopy upon request to the Clerk's Office.

**The City Manager recommends the Assembly waive its right to protest the above-listed liquor and marijuana license actions.**

**N. PUBLIC HEARING**

**12. Resolution 3029 A Resolution Amending the City and Borough of Juneau Personnel Rules. *(Pulled from the Consent Agenda)***

This resolution would approve an addition to the City and Borough of Juneau(CBJ) Personnel Rules, which, along with the collective bargaining agreements, govern the rights and responsibilities of CBJ employees, supervisors, and managers. The revised rules are set forth in the resolution and would apply to bargaining unit members and unrepresented employees.

The Assembly is being asked to adopt the changes to the CBJ Personnel Rules so that a paid parental leave policy can be implemented. These changes were approved by the Assembly Human Resources Committee, and the costs associated with these changes have been previously approved and incorporated into the fiscal year 2024 budget by the Assembly.

The Assembly Human Resources Committee reviewed this request at its August 21, 2023 meeting and recommended forwarding it to the full Assembly for action.

**The City Manager recommends the Assembly adopt this resolution.**

This item was pulled from the consent agenda by Ms. Hughes-Skandijs. She said they had approved this concept during the budget process for FY24 but that it is still not in place. She asked if there were any CBJ staff who would have been eligible for this benefit if it had started on July 1. Mr. Barr said there were at least 4 staff members who would have been eligible. Ms. Hughes-Skandijs asked Ms. Layne how to backdate this resolution. Ms. Layne said that because this was funded starting July 1, Ms. Hughes-Skandijs could change the effective date to July 1, 2023.

**MOTION** by Ms. Hughes-Skandijs to adopt Resolution 3029 with an effective date of July 1, 2023 and asked for unanimous consent.

**OBJECTION** by Ms. Hale for purposes of a comment. She said this is a great program and she supports paid parental leave. She also said that CBJ may want to look at paid leave too for people who needed to care for other family members. She said she felt like this process was rushed and said they only had one meeting to discuss it. She removed her objection.

Mr. Smith asked if they could change the effective date on items anytime. Ms. Layne said the key difference in this case was the funding, which was adopted in the FY24 budget. She said the Assembly cannot change the effective dates when there is no funding available.

Hearing no further objection, Resolution 3029 passed by unanimous consent.

**19. Ordinance 2022-07(b)(B) An Ordinance Appropriating \$3,680,701 from the Central Treasury for FY23 School District Operations; Funding Provided by State Revenue and Private Grants.**

This ordinance would appropriate \$3,680,701 in grant awards for Juneau School District (JSD) FY23 operations. The Alaska Department of Education and Early Development provided funding for Project AWARE (Advancing Wellness and Resiliency in Education) and the American Rescue Plan Act Evidence-Based Summer Learning and Enrichment Programs. Thread issued grant funding for RALLY as a part of the State’s Phase 3 – COVID-19 Child Care Stabilization Grant. In addition to the State grants, JSD received multiple private grants from Sealaska Heritage Institute (SHI) for indigenous education programs and a grant from Juneau Community Foundation providing support for Title 1 Elementary School Social Service Workers and Advocates. Grant funds are allocated as follows:

|   |                     |
|---|---------------------|
| RALLY (JSD Fund 399)                    | \$ 789,810          |
| AWARE (JSD Fund 348)                    | \$ 601,007          |
| SHI Raven Writes (JSD Fund 383)         | \$ 503,486          |
| SHI At Koowahaa-TCLL (JSD Fund 389)     | \$ 467,474          |
| SHI Steam-Making (JSD Fund 381)         | \$ 430,000          |
| SHI Box of Treasures (JSD Fund 378)     | \$ 333,843          |
| SHI TEK STEAM (JSD Fund 388)            | \$ 290,000          |
| ARPA Summer School (JSD Fund 342)       | \$ 164,316          |
| <u>JCF Social Worker (JSD Fund 391)</u> | <u>\$ 100,765</u>   |
| <b>Total Changes</b>                    | <b>\$ 3,680,701</b> |

The Systemic Racism Review Committee reviewed this legislation at its August 22, 2023 meeting and forwarded it to the full Assembly. The Assembly Finance Committee reviewed this at the September 6, 2023 meeting.

**The City Manager recommends the Assembly adopt this ordinance.**

**MOTION** by Mr. Bryon to adopt Ordinance 2022-07(b)(B) An Ordinance Appropriating \$3,680,701 from the Central Treasury for FY23 School District Operations; Funding Provided by State Revenue and Private Grants and asked for unanimous consent.

**OBJECTION** by Ms. Hughes-Skandijs for purposes of a statement. She highlighted the amount of grant funding provided by Sealaska Heritage Institute and said she is grateful for the partnership. She removed her objection.

Hearing no objection, Ordinance 2022-07(b)(B) passed by unanimous consent.

**20. Ordinance 2023-14(b)(K) An Ordinance Appropriating \$600,000 to the Manager for the Gate K Culvert Reconstruction Capital Improvement Project; Funding Provided by Airport Funds.**

This ordinance would appropriate \$600,000 of Airport Funds for the Gate K Culvert Reconstruction CIP. This funding would provide for the DEC testing requirements related to the Storm Water Pollution Prevention Plan (SWPPP). To begin Gate K culvert reconstruction, the Airport must fulfill the requirements recently brought forth by the Department of Environmental Conservation (DEC) for dewatering, PFAS, and monitoring, testing and filtration. It is anticipated that this CIP will be receiving a CARES Act grant later this year. In order to fulfill this DEC requirement and take advantage of the construction season, the Airport is requesting to use Airport Funds. If the grant funding becomes available and these costs are eligible for the grant, these appropriated funds will be returned to the Airport Fund.

The Airport Board reviewed this request at the August 10, 2023 meeting. The Systemic Racism Review Committee reviewed this legislation at its August 22, 2023 meeting and forwarded it to the full Assembly.

**The City Manager recommends the Assembly adopt this ordinance.**

**MOTION** by Ms. Hughes-Skandijs to adopt Ordinance 2023-14(b)(K) An Ordinance Appropriating \$600,000 to the Manager for the Gate K Culvert Reconstruction Capital Improvement Project; Funding Provided by Airport Funds and asked for unanimous consent.

*Hearing no objection, Ordinance 2023-14(b)(K) passed by unanimous consent.*

**O. UNFINISHED BUSINESS**

**Staff report on Cold Weather Emergency Shelter**, agenda changes by the Manager.

Mr. Barr reported that he visited Resurrection Lutheran Church (RLC) on Sunday to talk to and answer questions from the congregation. He said that the congregation decided against hosting the warming shelter again this year. Mr. Barr thanked the RLC congregation for their work, noting their great passion to serve members of the community who are struggling. He said their decision was not an easy one and that work in this arena is extraordinarily challenging and complex.

Mr. Barr said they are meeting with other community providers including the Glory Hall, St. Vincent dePaul, and the Juneau Community Foundation to come up with an alternative solution. He said they think a downtown solution is necessary due to transportation limitations. He said they are discussing many options and noted that most solutions would require going before the Planning Commission. He said he plans for this to be before the Planning Commission on October 1.

Ms. Woll asked if financial considerations were keeping RLC from hosting the shelter again this year. Mr. Barr answered that contract price has not been the sticking point in their conversations to date.

**P. NEW BUSINESS**

**21. Hazard Maps Testimony**

**AME2021-0008: Hazard Assessment and Mapping**

On August 28, 2023, at the Committee of the Whole (COW) meeting, the Assembly voted to provide an opportunity for public testimony prior to drafting an ordinance. The Assembly recognized the importance of public input into this process and approved a motion for consideration based on a modification of the CDD Director’s August 24, 2023 memo, Option 6.

The approved motion repeals the adopted [1987] maps and ordinance; does not adopt the [2022] Tetra Tech maps and study; does conduct an annual public information informational outreach; and notifies permittees who are developing within the boundaries of the maps that the maps exist.

Option 5 from the 8/24/23 CDD memo is also under consideration. This option repeals the current maps and current ordinance, and adopts the moderate and severe avalanche areas and moderate, severe, and high landslide areas in the 2022 Tetra Tech study for public information purposes only. In addition, CBJ would annually notify property owners in the moderate and severe avalanche areas and in the moderate, high, and severe landslide areas, and properties within 500 feet of these mapped areas for informational purposes; and require property owners in the hazard areas to notify renters of the hazards.

The hazard assessment and mapping has been discussed at numerous meetings of the Planning Commission, Lands Housing and Economic Development Committee, and the Assembly COW (refer to LHEDC memo dated August 25, 2023, Attachment B).

**The City Manager recommends the Assembly take public testimony and refer this item back to the Committee of the Whole to provide direction for the drafting of an ordinance.**

**Mayor Weldon said the Assembly is taking public testimony on this topic and then this will be going back to the Committee of the Whole. She emphasized that no action would occur tonight.**

**Public Comment:**

**Jean McBrien**, from downtown Juneau, came to testify about the Tetra Tech maps. She said that the Assembly appears to understand that the Tetra Tech maps should not be adopted or accepted. She said that the existence of the maps cannot be ignored and therefore must be tagged with an airtight disclaimer. She noted that the Assembly received written testimony from Jack Chenoweth that included sample wording for a potential disclaimer. She said that until CBJ takes it upon itself to map all the hazards in Juneau and do site specific analysis, no residence property should be singled out. She said that Juneau is the very definition of a hazardous environment with avalanches, landslides, mudslides, floods, earthquakes, and jökulhlaups. She said that if we are unable to mitigate those hazards, it's important to develop an early warning system. She said that notice on the CBJ website and firefighters knocking on doors was an insufficient method. She said that if CBJ's Assembly wants to act in the best interest of their constituents, then placing the scarlet letter A for avalanches or L for landslides on a document is not true action.

**Mark Ridgway**, from Twin Lakes, came to testify about the Tetra Tech maps. He said in the year and a half that the Planning Commission has struggled with this they have been very good. He said he was an environmental professional with the State of Alaska for 30 years dealing with risk to human health and the environment. He said he reads lots of reports. He said he watched the Planning Commission struggle with this, rightfully so, because it appears to be safety related. He said the Planning Commission chose to recommend not adopting the map or the ordinance, in part due to the flaws inherent in the multitude of caveats that Tetra Tech placed in the report. He noted that the maps are not site specific. He said that if tomorrow he hired a geotechnical engineer to evaluate his property, that evaluation would not show a high hazard area. He thanked the Assembly for bringing this issue back for public testimony.

**MaryEllen Duffy**, from downtown Juneau, said she is a retired senior living on a fixed income. She said her condo is her retirement and life investment. She said adopting the Tetra Tech maps will price her out of her home, and probably Juneau as well. She said that her mortgage lender requires landslide insurance if the home is in a designated hazardous landslide zone. She said that nobody provides landslide insurance in Southeast Alaska, and that she could not afford it if they did. She said her property assessment has increased by over \$120,000 and thus her property taxes have increased. She said the city cannot increase her property assessment then adopt an ordinance and map that would devalue her property. Ms. Duffy said she spoke with the city assessor who suggested that if Ms. Duffy could not afford to remain in her home that she could move. Ms. Duffy said she loves her home, and the entire situation is very distressing to her. She implored the Assembly to consider the human beings who will be negatively affected by adopting this ordinance and maps. Ms. Hughes-Skandijs asked Ms. Duffy about the process with her mortgage and the landslide insurance. Ms. Duffy said no one approached her, that it was a clause in her mortgage. Ms. Duffy said she has not personally tried to seek out landslide insurance but that others in her neighborhood have done extensive research.

**James Baldwin**, from downtown Juneau, said he had two kinds of properties that would be affected by the adoption of these maps. The first is a group of townhouses located on Hermit Street, which was approved for development in the 1990s. He said that they had done soil and other testing and that the city determined they were not in a hazard area. He said adopting these maps would reverse that and there is no provision made for the people who went through a site-specific analysis under the existing process. He said his second property is on Harris Street. He said he has been looking at selling it, and that his realtor has advised him that the appraisers are dropping the value of properties due to the Tetra Tech maps. Ms. Woll asked if Mr. Baldwin was supportive of the option that the Assembly is considering which would remove any regulation associated with hazard zones. Mr. Baldwin said the studies are out there. He said that maybe the best way to approach this would be to find a way to make the public aware when conditions that lead to hazards become a risk to people. Ms. Hughes-Skandijs said that the city cannot control private industry and asked Mr. Baldwin about his concerns. Mr. Baldwin said that CBJ accepted the grant money, proceeded with the study and now no one is happy. He said he can't offer any solution

other than to not make it worse. He said that there should be at least a simple sort of grandfathering provision for anyone who has done a risk analysis.

**Shawn Eisele**, from downtown Juneau, said that people have been advocating for over 2 years about this issue and that people are starting to reach their fatigue limit. He thanked the Assembly for creating an opportunity for public comment. He said that a sliver of his property would be in a severe zone for debris fall but that the rest of the property, including his house, would be in a lower, no danger zone. He said that if he did a site-specific study, it would probably remove a portion of his property from the severe zone, but no such study is available or affordable and instead his house and the attached apartments would remain classified high risk. He said that many people feel these maps wrongly classified houses and there is no way to reverse it. He said the maps explicitly do not consider mitigating measures, including human made structures, and that they do not address probability. He said that if the Assembly wanted to create a threshold for regulation, such as a 1 in 100-year probability, these maps do not provide that data. He said that transparency is important, but if one third of the homes covered in these maps should not actually be in the high hazard zone, then they are not creating transparency. Mr. Eisele said that the city should look at a warning system for landslides or insurance pools to mitigate damage. He suggested that the Assembly create an ad hoc committee on disasters and climate change to have public forums and open dialogue and to research lending, insurance, and case studies from other communities in Southeast Alaska and nationwide that face these hazards.

Ms. Woll noted that the Assembly has not heard a similar level of concern for the avalanche maps as they have for the landslide maps. She asked Mr. Eisele for his thoughts on the responsibility of the city to adopt those maps. Mr. Eisele said that was not a situation that affected him, and he had not done the research on it. Ms. Hughes-Skandijs asked Mr. Eisele how the city should respond to the existence of the maps. Mr. Eisele suggested a three-step process. The first was clear language on the maps on why they were not adopted, saying that it is because they are not site-specific. The second was to create a repository of all the hazard maps and studies the City has done and make them available on the parcel viewer website. The third step would notify both homeowners and renters on where to find that information and he thought the disclosure process, such as when someone sells their house or in a residential or commercial lease, would work best. Mr. Jones asked about funding research that was site-specific. Mr. Eisele said he thought there was a way to do so correctly, but the Assembly needed to weigh what they are going to get for the money. He said that if the city looked at a lot of hazard areas and it lowered the home value in those areas, then it could create situation where lower income families are disproportionately represented in high hazard zones. He said that in the past, houses or lots were exempted out when they got a site-specific study, but that engineers are no longer willing to do so because of liability. He said the question he is grappling with is what do you do when you find an answer to a question, and it costs society or individuals a significant amount of money? He said that if we don't want to know then we shouldn't ask the question but that if we do ask the question then we need to act on it. He asked how we balance the knowledge of what it might take to protect the public versus the harm it might do to an individual. Mr. Eisele said he supports actions that make people safer, such as mitigation measures or allowing structures to be engineered.

**Brianna Ackley**, from Starr Hill, said she did not want to reiterate what everyone else had said but that she wanted to put her face to the Assembly because this decision affects real people in the community. She said she bought her home last year and is now being told that maybe what she spent her life savings on is now worthless. She said that Starr Hill sent a letter that said there have been 2 properties in the area that have not been able to get lenders or be sold because of the Tetra Tech maps. She said that Sitka had adopted then retracted maps. Ms. Hughes-Skandijs asked Ms. Ackley her opinion on what the city should do with the maps. Ms. Ackley said she did not know if Sitka was able to retract them effectively and supported a disclaimer on the maps.

**Olivia Sinaiko**, from Basin Road, said that safety is important. She said when she first heard about the Tetra Tech maps her house went from being in a no hazard designation to being in a severe landslide zone. She said when she read the maps and report it was clear that there were different kinds of geological events lumped together under the umbrella category of landslide, and that on Starr Hill rockfall was the main concern compared to mass debris flow. She said the maps did not consider the two houses uphill between her and the rocks. She said there

were many other factors that were outside the scope of the study and as a result while the maps identify areas of general potential hazard, they do not claim to accurately represent risk on a site-specific basis. She said that her home is one of many that is in a severe landslide zone, even though there might be little to no genuine safety risk. She said she knew of two appraisers already using the maps, and three instances where people were denied a mortgage because of the new maps. She said she was not opposed to hazard mapping and would enthusiastically support an effort to accurately assess risk on a site-specific basis throughout the borough. She said that effort should involve a robust public process that took mitigations factors into consideration. She supported incentivizing property owners to invest in mitigation efforts. She said the city cannot afford to pay for a site-specific risk assessment and that a broad-brush approach is wrong. She said not having the resources to do something right does not mean that it should be done wrong. Ms. Hughes-Skandijs asked Ms. Sinaiko her opinion on what the city should do with the maps. Ms. Sinaiko said she has been thinking about how to un-ring a bell and said if they are not adopted, they might just fade away with time. She said she liked the disclaimer language highlighting why they were not adopted.

**Charles K. Renick**, from Starr Hill, thanked the Assembly for the work they are putting into this and giving people an opportunity for public testimony. He said that participating as a member of the public in this process for the last year or more has been really stressful. He urged the Assembly to try and find a solution expediently and successfully so they do not have to continue with this stress. He said that it is stressful to know you live in a hazardous zone and stressful to exist and maintain property in a place that is so expensive. He said the added stress of how public policy will affect one's life investment, including having to spend after work time to learn, understand, and draft letters on the weekend is hard. He said the Assembly proactively volunteered to do this work and that the residents affected by the hazard maps did not. Ms. Hughes-Skandijs asked Mr. Renick his opinion on what the city should do with the maps. Mr. Renick said he agreed with the previous commenters.

**Ke Mell**, from downtown Juneau, said she wants CBJ to make good public policy. She said the ordinance as first presented was not ready for adoption and the proposed options are much better. She said that CBJ has obligations towards its citizens and the highest obligation is the protection of human life. She said that forecasting goes a long way in that direction and that avalanches or landslides are not unpredictable. She said a great deal has been done in Sitka on this topic and much more could be done in Juneau to anticipate the conditions likely to generate significant risks to human life. She said the next highest obligation is the protection of public property, roads, hospitals, water supplies, schools, etc. She said the hospital was built so that it would not be flooded in the event of a Salmon Creek Dam collapse, Juneau-Douglas High School is partially in the Behrends Avenue avalanche path and that CBJ offices in the Marine View building abut a severe landslide hazard. She said the protection of private property is chiefly the responsibility of the property owners. Ms. Hughes-Skandijs asked Ms. Mell her opinion on what the city should do with the maps. Ms. Mell said she has been exhausted from this process and cannot think of anything else to say at this time.

Ms. Hale said she appreciated the time and effort of the people here tonight.

## **22. Hardship and Senior Citizen/Disabled Veteran/Non-Profit Late-Filed Real Property Tax Exemption Applications**

There are 7 property owners that have requested the Assembly authorize the Assessor to consider a late-filed exemption for their property assessment.

The Assembly should consider each request separately and determine whether the property owner was unable to comply with the April 30 filing requirement. A.S. 29.45.030(f); CBJC 69.10.021(d). The burden of proof is upon the property owner to show the inability to file a timely exemption request. If the Assembly decides to accept one or more late-filed exemption requests, those applications will be referred to the Assessor for review and action.

**The City Manager recommends the Assembly act on each of these applications individually.**



**MOTION** by Ms. Gladyszewski to accept Carole Craig, Christine Carte, Dennis Wink, and William Carrillo for the Hardship List and Ellen Furguson, Mary Felipe, and Sandra Eckerson for the Late File Senior and Disabled Veteran Exception List and refer them to the Accessor’s for action and asked for unanimous consent.

*Hearing no objection, the motion passed by unanimous consent.*

**Q. STAFF REPORTS - None**

**R. ASSEMBLY REPORTS**

**Mayor's Report**

Mayor Weldon reported that she attended the September 11<sup>th</sup> ceremony today. She said the voter’s guide should be out any day and that tours of City Hall will take place on Wednesday from 4:00-6:30pm.

**Committee Reports**

**Committee of the Whole (COW)** – Ms. Gladyszewski said the committee last met on August 28 where they learned about the science of jökulhlaups, discussed the Telephone Hill planning process, and discussed the hazard mapping process. She said the next meeting was Monday, September 18.

**Finance (AFC)** – Ms. Woll said the committee met last week where they received a report on investments and the current state of the economy and a presentation on the New City Hall. They also discussed the allocation of bed tax revenue and proposed a change to the current allocation to provide more money for affordable housing.

**Lands, Housing, and Economic Development (LHED)** – Ms. Hughes-Skandijs said the committee met on August 28 where they received an update on lease agreements on Telephone Hill, heard from Travel Juneau, and a received a verbal update on the 2<sup>nd</sup> and Franklin property they would like to acquire from the State.

**Public Works and Facilities (PWFC)** – Mr. Bryson said the committee met on August 18 where they discussed the Juneau Police Dept. roof, Eagle Valley renovations, and transfers that were on tonight’s consent agenda.

**Human Resources (HRC)** – Mr. Smith said the committee met earlier this evening and heard from the Youth Activities Board about a potential increase in their grant, they received the Board of Equalization annual report and made the following recommendations on appointments.

**MOTION** by Mr. Smith for the Douglas Advisory Board to reappoint incumbents Mary Kay Pusich and Teri Tibbett for terms beginning immediately an ending September 30, 2025; to appoint Ann Simard to a term beginning immediately and ending September 30, 2025; and to reappoint incumbents Joyce Vick and Ed Schoenfeld both for terms beginning immediately an ending September 30, 2026.

*Hearing no objection, the motion passed by unanimous consent.*

**Liaison Reports**

**Mr. Bryson** reported he attended the Docks and Harbors meeting, where the discussion was on the role of docks and harbors versus the tourism manager. Mr. Bryson also attended the UAS Campus Council where they had a presentation from Alaska Coastal Rainforest Center. He said enrollment is up 1%.

**Ms. Hughes-Skandijs** said the Chamber of Commerce will be meeting this Wednesday. She said she attended an Eaglecrest Board meeting last week where they discussed hiring issues. She said they also looked at the financials, and sales were up slightly from the previous year.

**Mr. Jones** said he had nothing to report.

**Wáahlaal Gídaag** said the Systemic Racism Review Committee met on August 22 where they plan to review their checklist. She attended the Planning Commission meeting on August 22, where they approved a shared access subdivision into four lots above Bonnie Brae and had a long discussion on *Chapter 35 Public and Private Improvements* to amend subdivisions on arterioles to meet underlying minimum lot size. She said they also discussed bungalow lots and setbacks.

Ms. Woll said she missed the School Board meeting from early August.

Mr. Smith said Travel Juneau has a board meeting on October 4 where they plan to discuss the Assembly’s proposed change to the bed tax.

Ms. Hale said the Hospital Board met on August 22. She said that Hospice and Home Care is gradually adding patients as they add more staff. She said there was a long discussion on staff morale. She attended a meeting with Mr. Barr at Resurrection Lutheran Church and she voiced her thanks from the Assembly. She said her mother is a member of the congregation so Ms. Hale removed herself during the church’s debate on the cold weather emergency shelter. She has been working with the Juneau Commission on Aging on how to advise the Assembly.

Ms. Gladziszewski said she was unable to attend the Juneau Commission on Sustainability meeting due to a scheduling conflict with the Assembly Finance Committee.

**Presiding Officer Reports**

**Update on APL 2023-AA01 Karla Hart v. Planning Commission re: USE 2023-0003**

Ms. Layne said that a hearing officer has been appointed and there is a pre-hearing meeting on September 22 to set dates for the rest of the process.

**S. ASSEMBLY COMMENTS & QUESTIONS**

Mayor Weldon asked Ms. McEwen for an election update. Ms. McEwen said that ballots were scheduled to be mailed out on Thursday, September 14, the ballot drop boxes would be unlocked on September 15, and the Vote Centers would open Monday, September 18. Ms. McEwen shared the times and dates that the Vote Centers would be open. She said that people could return their ballots by drop box, at the Vote Centers, or by mail. She encouraged anyone who would be returning their ballot by mail to make sure it has a legible postmark.

**T. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**U. EXECUTIVE SESSION**

**V. SUPPLEMENTAL MATERIALS**

**W. ADJOURNMENT**

*Having no more business to come before the Assembly, the meeting adjourned at 9:38pm.*

Signed: \_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

Signed: \_\_\_\_\_  
Beth A. Weldon, Mayor

Presented by: The Manager  
Introduced: May 13, 2024  
Drafted by: Finance

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2023-14(b)(AI)**

**An Ordinance Appropriating \$74,000 to the Manager for the Crisis Stabilization Capital Improvement Project; Funding Provided by a Donation from the Bartlett Regional Hospital Foundation.**

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

**Section 1. Classification.** This ordinance is a noncode ordinance.

**Section 2. Appropriation.** There is appropriated to the Manager the sum of \$74,000 to the Crisis Stabilization Capital Improvement Project (B55-080).

**Section 3. Source of Funds**

Donation Revenue \$74,000

**Section 5. Effective Date.** This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Beth A. Weldon, Mayor

Attest:

\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager  
Presented: 05/13/2024  
Drafted by: Emily Wright

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

**Serial No. 3060**

**A Resolution of the City and Borough of Juneau in Support of the U.S. Environmental Protection Agency and the Clean Ports Grant Program.**

WHEREAS, the U.S. Environmental Protection Agency administers the Clean Ports Program: Zero-Emission Technology Deployment Competition under the Ports Initiative by reviewing, scoring, and ranking applicants seeking limited federal funds; and

WHEREAS, the City and Borough of Juneau (“CBJ”) led the world with the first electrified cruise ship berth in 2001 providing renewable hydroelectricity that utilized excess power reserves to reduce ship emissions and to lower power rates for the local residents; and

WHEREAS, the CBJ continues to wisely use new technologies to see power consumption reductions that have allowed the existing generation system to absorb new loads from electrical cars and electrical buses without new generation infrastructure; and

WHEREAS, the CBJ consistently receives public comment concerning emissions caused by cruise ships, and hydropower provides energy while limiting greenhouse gas emissions; and

WHEREAS, the cruise ship fleets continue to retrofit or build shore tie power connection systems to reduce emissions and reduce operating costs; and

WHEREAS, CBJ Docks and Harbors is committed to designing, constructing, and maintaining infrastructure under its charge in a sustainable and efficient manner commensurate with available resources and is currently working with H3 Engineering to design an appropriate system for Juneau; and

WHEREAS, due to fiscal limitations with new capital projects, the CBJ-owned cruise ship berths were not initially equipped with shore tie power infrastructure; and

39 WHEREAS, the addition of shore power connections to the CBJ cruise ship berths will  
40 drastically reduce vessel emissions and visible particulates in Juneau; and

41

42 WHEREAS, the CBJ is prepared to meet the fiscal match requirements of the Clean  
43 Ports Program: Zero-Emission Technology Deployment Competition; and

44

45 WHEREAS, CBJ Docks and Harbors intends to submit an application under the Clean  
46 Ports Program: Zero-Emission Technology Deployment Competition to purchase and install  
47 shore tie power connections to both municipally owned cruise ship berths.

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

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52 **Section 1. Cruise Ship Dock Electrification.** The Assembly of the City and  
53 Borough of Juneau strongly supports the design, purchase, install, and maintenance of  
54 shore tie power connections to both municipally owned cruise ship berths, and requests  
55 the U.S. Environmental Protection Agency provide full funding for this project.

56 **Section 2. Local Match.** The Assembly of the City and Borough of Juneau  
57 supports providing a minimum 10% local match as required by the grant agency,  
58 which would need to be authorized by a subsequent ordinance.

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

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63 Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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\_\_\_\_\_  
Michelle Hale, Acting Mayor

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67 Attest:

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\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

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# MEMORANDUM

CITY/BOROUGH OF JUNEAU  
155 HERITAGE WAY, JUNEAU ALASKA 99801

DATE: May 13, 2024

TO: Katie Koester  
City Manager

FROM: Renee Loree *Renee Loree*  
Purchasing Officer

SUBJECT: **Recommendation to Award Bid No. 24-227** Switchboards for Battery Electric Bus(es) (BEB's) Charging Equipment

Bids were opened on the subject project on 4/25/2024. The following bids were received:

Section 1 - Bid Award: Section 1 –The bid section totals and order of award are as follows:

| <u>Bidder</u>                       | <u>Bid – Section 1</u> |
|-------------------------------------|------------------------|
| ** North Coast Electric             | \$369,117.67           |
| Graybar Electric                    | \$359,929.00           |
| Consolidated Electrical Distributer | \$366,000.00           |

\*\*Section 1 - Phase 1 Equipment is being awarded to North Coast Electric on the basis of meeting the requested time frame for delivery and compatibility of Section 2 – Phase 2 Equipment per RFB 24-227 solicitation documents which states: **“CBJ may award Phase 1 equipment to a higher priced vendor if the requested delivery date can be met. Phase 2 equipment must be compatible with Phase 1 equipment to qualify for award.”**

Section 2 – Phase 2 Equipment. The bid section totals and order of award are as follows:

| <u>Bidder</u>                       | <u>Bid – Section 2</u> |
|-------------------------------------|------------------------|
| North Coast Electric                | \$419,475.42           |
| Consolidated Electrical Distributer | \$565,000.00           |
| Graybar Electric                    | \$567,483.00           |

The apparent responsive and responsible low bidder is North Coast Electric. The CBJ intends to award Sections 1 and 2 in the Total amount of \$788,593.09.

Buyer: Shelly Klawonn, Senior Buyer

Funding Source: 404900101-5690 CIPs Non-Operational  
710910250-5690

Commitment: \$788,593.09

The Protest period ended 4/30/2024.

With the concurrence of Rich Ross Transit Operations Superintendent, the Purchasing Division recommends award to North Coast Electric for both Sections 1 & 2 on the basis of having the lowest responsive and responsible bid in the total amount of \$788,593.09.

Approved: \_\_\_\_\_  
Katie Koester, City Manager

Date of Assembly Approval: \_\_\_\_\_



### Alaska Alcoholic Beverage Control Board Package Store Endorsement(s) Application

12/29/23

The new endorsement application form is required to apply for an endorsement to support your underlying license or pending license application. Applicants should review and become familiar with AS 04.09.400, 3 AAC 305.340, Title 04 of Alaska Statutes and Chapter 305 of the Alaska Administrative Code. This form must be completed and submitted along with all other required r required forms and documents before any endorsement application will be considered complete and placed in the queue for our licensing examiners review. In addition to the biennial fees, a \$25 Endorsement Application fee is required.

#### Section 1 – Establishment and Contact Information

Enter information for the **current** licensee and licensed establish.

|                           |                       |                    |                        |
|---------------------------|-----------------------|--------------------|------------------------|
| Licensee:                 | No Creek Jack Inc     | License #:         | 2976                   |
| License Type:             | Package Store         | Doing Business As: | Duck Creek Market      |
| Licensee Mailing Address: | POB 34262             |                    |                        |
| Full Premises Address:    | 9951 Stephan Richards |                    |                        |
| City:                     | Juneau                | State:             | Alaska                 |
|                           |                       | ZIP:               | 99803                  |
| Local Governing Body:     | CB Juneau             | Email:             | duckcreekmkt@gmail.com |

#### Section 2 – Endorsement(s) Requested

|  |  | Check Here                          |
|--|--|-------------------------------------|
| Package Store Shipping Endorsement     | AS 04.09.460. A package store shipping endorsement authorizes the holder of a package store license to sell alcoholic beverages to a person who makes an order to that licensee for shipment. An endorsement holder may ship alcoholic beverages only to the purchaser and may ship alcoholic beverages only in response to an order.<br>The biennial fee for a Package Store Shipping Endorsement is \$200  | <input checked="" type="checkbox"/> |
| Package Store Delivery Endorsement:    | AS 04.09.470. A package store delivery endorsement authorizes the holder of a package store license to deliver alcoholic beverages to the location of a social event as set out in this section. For purposes of this subsection, the board shall define by regulation the term "social event."<br>The biennial fee for a Package Store Delivery Endorsement is \$200  | <input checked="" type="checkbox"/> |
| Package Store Repackaging Endorsement: | AS 04.09.480. A package store repackaging endorsement authorizes the holder of a package store license to subdivide and sell alcoholic beverages from original packages with federally compliant labels to smaller containers with the standard federal government warnings and the product name.<br>The biennial fee for a Package Store Repackaging Endorsement is \$200                                   | <input checked="" type="checkbox"/> |
| Package Store Sampling Endorsement:    | AS 04.09.490. A package store sampling endorsement authorizes the holder of a package store license to offer for consumption on the licensed premises at no charge a small sample of an alcoholic beverage from its inventory during the package store's stated hours of business, but not between the hours of midnight and 8:00 a.m.<br>The biennial fee for a Package Store Sampling Endorsement is \$200 | <input checked="" type="checkbox"/> |

The below touches on a few of the many requirements, etc. within the different endorsements. Please familiarize yourself with each of the endorsements outlined within this form.

**AS 04.09.460.** In this section, "endorsement holder" means the holder of a package store license with a **package store shipping endorsement**, and an agent or employee of the holder of a package store license with a package store shipping endorsement.

**AS 04.09.470.** The holder of a **package store delivery endorsement** may deliver alcoholic beverages only to a responsible adult at the delivery location specified on the order. The responsible adult shall provide identification and acceptable proof of age under AS 04.21.050 and acknowledge in writing receipt of the alcoholic beverages.

**AS 04.09.480.** The holder of the **package store repackaging endorsement** may permit an agent or employee to subdivide alcoholic beverages but may not permit a customer or another person who is not an agent or employee of the licensee to subdivide alcoholic beverages.

Tom Manning → have Johnson call him  
swing by store in Juneau

10074354)

all interim endorsements BUT sampling  
ISSUED. Sampling BY BOARD 1/29/24



## Alaska Alcoholic Beverage Control Board Package Store Endorsement(s) Application

**AS 04.09.490.** The holder of a package store sampling endorsement may serve a total volume of samples to a person on a licensed premises each day that does not exceed certain ounces by beer, wine, mead, cider, distilled spirits, or the alcoholic equivalent. The holder of a package store sampling endorsement may not publicly advertise, including through printed news, radio, or television, sampling activities conducted under the endorsement.

### Section 3 – Areas Covered by Endorsement

Does the endorsement apply to your entire licensed premises as approved by the ABC Board? Yes  No   
Does the requested endorsement expand your currently licensed premises? Yes  No

- If No, attach the approved diagram, no larger than 8 1/2" x 11" of the layout, and identify the portions of the premises covered by various requested endorsements. You must use a solid, contiguous colored line in any color other than red to outline the outer perimeter of the area of the premises covered by the requested endorsement(s).
- If endorsements are overlapping, provide a conspicuous means to distinguish each endorsement from the other (e.g., keyed map with varying colors for each requested endorsement).
- Your drawing MUST include:
  - Dimensions in feet not square feet of all exterior walls and major interior walls (we do not accept diagrams drawn to scale)
  - Include cross-streets
  - A north arrow, and any significant geographical features. Points of reference, such as a compass showing North.
  - All entrances, exits, walls, bars, and fixtures
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- Any endorsement applications that include outdoor space are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

### Section 4 – Attestations

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued. Initial  TM

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3AAC 305.340.  TM

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.  TM

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all the information contained herein, and evidence of other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license, and or endorsement. I further understand that this is a Class A misdemeanor under AS 11.56.210 to falsify an application and commit the crime of unsworn falsification.  TM





Alcohol and Marijuana Control  
550 W 7<sup>th</sup> Avenue, S  
Anchorage, AK 99501

Section M, Item 8.

[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Package Store Endorsement(s) Application**

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**Thomas Manning**

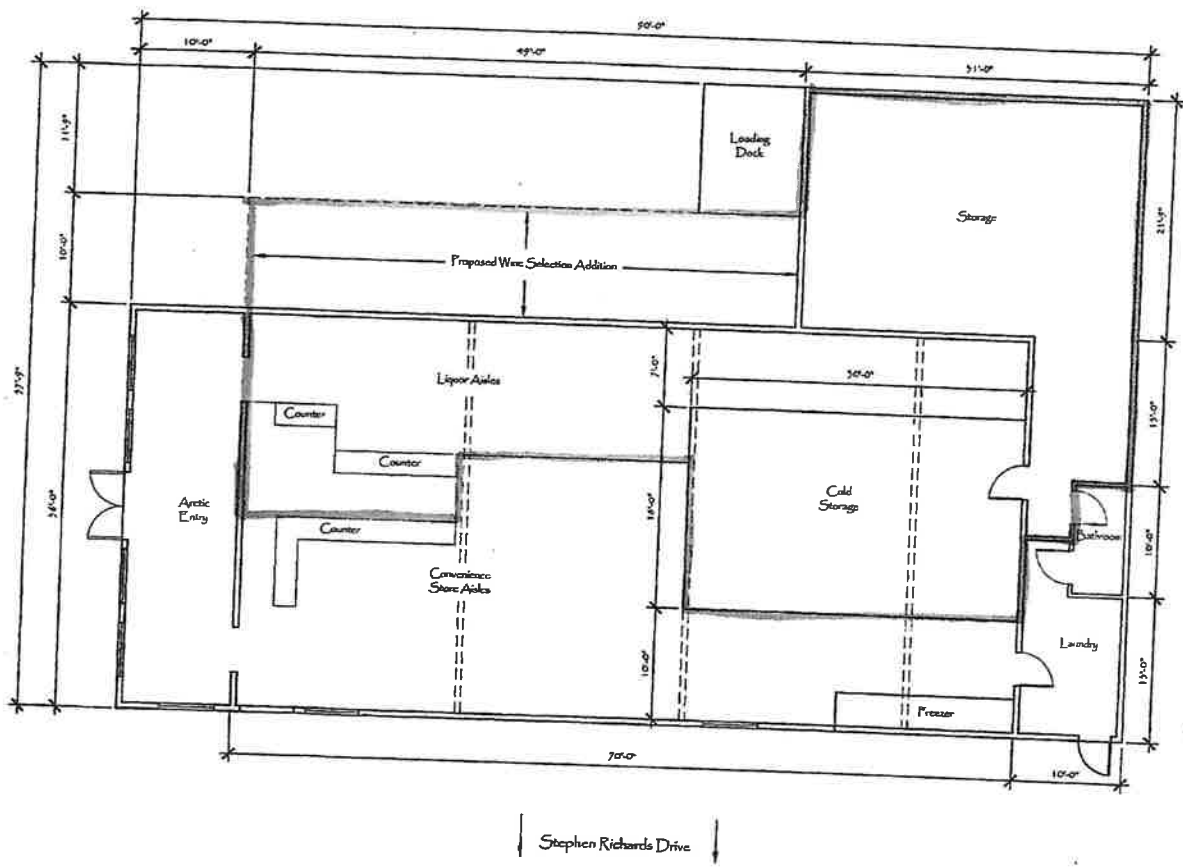
Printed name of licensee

*Thomas W Manning*

Signature of licensee

**12/28/2023**

Date



DATE: 11/11/11

Existing w/ Proposed  
 Duck Creek Floor F  
 Addition Sq. Ft. 1  
 Total Sq. Ft. 4,110

Scale:  
 1/8" = 1'-0"

Plan North

**From:** [AMCO Local Government Only \(CED sponsored\)](#)  
**To:** [Di Cathcart; City Clerk](#)  
**Cc:** [AMCO Local Government Only \(CED sponsored\)](#)  
**Subject:** Package Store Sampling Endorsement - #2976 Duck Creek Market  
**Date:** Tuesday, April 9, 2024 3:34:09 PM  
**Attachments:** [PS Endorsements #2976 dba Duck Creek Market.pdf](#)

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

Good afternoon,

Attached is a complete application for Package Store Endorsements within your jurisdiction. Three of the endorsements are activities that were previously allowable activities for Package Store license holders. The Package Store Sampling Endorsement is a new activity that requires local government review. License **#2976 dba Duck Creek Market** has applied for four Package Store Endorsements; they are:

- Package Store Shipping Endorsement (AS 04.09.460)
- Package Store Delivery Endorsement (AS 04.09.470)
- Package Store Repackaging Endorsement (AS 04.09.480)
- Package Store Sampling Endorsement (AS 04.09.490) *(subject to 60-day protest period)*

The only endorsement from this application that is subject to the 60-day protest period under AS 04.11.480 is the Package Store Sampling Endorsement.

This is your official notice of a complete endorsement application

Please let us know if you have any questions.

**Gabriel Gonzales**  
Local Government Specialist  
DCCED - Alcohol and Marijuana Control Office  
550 W. 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
(907) 334-2195  
[gabriel.gonzales@alaska.gov](mailto:gabriel.gonzales@alaska.gov)

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Presented by: The Manager  
Presented: 04/29/2024  
Drafted by: R. Palmer III

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**  
**Serial No. 2024-18**

**A Noncode Ordinance Authorizing a Designated Campground Primarily for People Experiencing Homelessness as an Essential Public Facility and Exempting it from the Requirements and Prohibitions of Title 49.**

WHEREAS, the City and Borough of Juneau (“CBJ”) has been operating a seasonal campground in partnership with community organizations in some fashion since the early 2000s; and

WHEREAS, the CBJ has operated a facility for people experiencing homelessness during the COVID-19 pandemic and most recently in the winter months as an Emergency Cold Weather Shelter (Ordinance 2023-39), which closed in April 2024; and

WHEREAS, due to a variety of human and landscape reasons, including poor access and visibility of the Mill Campground, the location of that campground at the end of Gastineau Avenue has become untenable for campers and the immediately adjacent neighborhood, especially without additional improvements and services; and

WHEREAS, staff and community organizations began considering alternative options that will hopefully mitigate some of the concerns experienced last summer by improving access and visibility, without materially changing the availability of the program; and

WHEREAS, Ordinance 2024-14 was introduced on April 1, 2024, which would authorize a designated campground at 100 Mill Street, and the Assembly heard public comments regarding the need for people experiencing homelessness to safely live and sleep in the warmer months, construction activities at 120 Mill Street, experiences from the operator of the Cold Weather Emergency Shelter at 1325 Eastaugh Way (Ordinance 2023-39), experiences from residents living near the Mill Campground, and experiences and concerns from people living and working at the Big Rock Dump; and

WHEREAS, siting a designated campground for people experiencing homelessness is incredibly difficult because the location needs to balance multiple public policies and sometimes conflicting concerns like the following: visibility with privacy, accessibility with seclusion, proximity to food and services with separation from vulnerable infrastructure and businesses, habitability with public costs, amongst other concerns; and

1 WHEREAS, CBJ staff and the Assembly have explored siting a designated campground  
2 for the warmer months at numerous locations including:

- 3 • At the prior Mill Campground, which is at the end of Gastineau Avenue (~915 Thane Road);
- 4 • At the prior Thane Campground (~1585 Thane Road);
- 5 • At the Little Rock Dump (~1540/1550 Thane Road);
- 6 • At Docks and Harbor’s managed property between the Big Rock Dump and the Little Rock Dump (~1570 Thane Road);
- 7 • At the Juneau-Douglas Treatment Facility (~1540 Thane Road);
- 8 • At 100 Mill Street; and
- 9 • Outside at the Emergency Cold Weather Shelter (1325 Eastaugh Way); and

10 WHEREAS, none of the above locations are ideal, and neither is the alternative of not  
11 having a designated campground location which will likely result in individuals camping in  
12 dispersed locations; and

13 WHEREAS, according to CBJC 49.25.300.7.200 (assisted living uses) and to CBJC  
14 49.25.300.21.200 (campground)—a campground intended for people experiencing homelessness  
15 would be a hybrid between the 21.200 and 7.200 uses—both are normally prohibited in  
16 industrial and waterfront zones and may take too long to complete the permitting and potential  
17 appellate process in other zones given the immediate needs for people experiencing  
18 homelessness; and

19 WHEREAS, the Assembly exempts the Planning Commission from reviewing this  
20 ordinance (CBJ Charter 3.16(c)); and

21 WHEREAS, it is reasonable and necessary to temporarily waive the Title 49 requirements  
22 and prohibitions for siting a designated campground primarily for people experiencing  
23 homelessness upon balancing the public health, safety, and welfare; and

24 WHEREAS, the intent of this ordinance is to provide authority and a process for a space  
25 and services for people experiencing homelessness in the warmer months, approximately from  
April through November; and

WHEREAS, if the Assembly decides that a designated campground is not currently in the  
public’s best interest, the Assembly is free to designate a campground at a later time consistent  
with this ordinance.

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

**Section 1. Classification.** This ordinance is a noncode ordinance.

1           **Section 2. Essential Public Facility/Service.** A campground for people experiencing  
2 homelessness, including necessary and associated services and infrastructure, is an essential  
3 public facility and service.

4           **Section 3. Essential Public Facility/Service Exemption from Title 49.** An  
5 essential public facility and associated service, like a designated seasonal campground for  
6 people experiencing homelessness, is exempt from any and all requirements and prohibitions of  
7 Title 49.

8           **Section 4. Designated Campground for 2024.** The Assembly is not currently  
9 designating a campground for people experiencing homelessness in 2024. After adoption of this  
10 ordinance and upon experiencing dispersed camping, the Assembly is free to designate a  
11 campground for the remainder of the warmer months of 2024 via resolution.

12           **Section 5. Designated Campground after 2024.** The Assembly is authorized to  
13 designate a campground for people experiencing homelessness after 2024 by resolution on an  
14 annual basis.

15           **Section 6. Effective Date.** This ordinance shall be effective 30 days after its adoption.

16           Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

17 \_\_\_\_\_  
18 Michelle Hale, Acting Mayor

19 Attest:

20 \_\_\_\_\_  
21 Elizabeth J. McEwen, Municipal Clerk  
22  
23  
24  
25

Presented by: The Manager  
Introduced: April 29, 2024  
Drafted by: Finance

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2023-14(b)(AH)**

**An Ordinance Appropriating \$2,000,000 to the Manager as a Grant to Gastineau Human Services to Construct Low Income and Substance Use Recovery Permanent Supportive Housing; Funding Provided by General Funds.**

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

**Section 1. Classification.** This ordinance is a noncode ordinance.

**Section 2. Appropriation.** There is appropriated to the Manager the sum of \$2,000,000 as a grant to Gastineau Human Services to construct low income and substance use recovery permanent supportive housing.

**Section 3. Source of Funds**

General Funds \$2,000,000

**Section 5. Effective Date.** This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Beth A. Weldon, Mayor

Attest:

\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager  
Introduced: April 29, 2024  
Drafted by: Finance

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2023-14(b)(AG)**

**An Ordinance Transferring \$489,478 from CIP D12-070 Open Space Waterfront Land Acquisition to CIP H51-113 Waterfront Seawalk.**

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

**Section 1. Classification.** This ordinance is a noncode ordinance.

**Section 2. Transfer of Appropriation.** It is hereby ordered by the Assembly of the City and Borough of Juneau, Alaska, that \$489,478 be transferred:

From: CIP

D12-070      Open Space Waterfront Land Acquisition      (\$ 489,478)

To: CIP

H51-113      Waterfront Seawalk      \$ 489,478

**Section 3. Source of Funds.**

Marine Passenger Fees      \$ 485,517  
Port Development Fees      \$ 3,961

**Section 4. Effective Date.** This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Beth A. Weldon, Mayor

Attest:

\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk



Presented by: The Manager  
Introduced: April 1, 2024  
Drafted by: Finance

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Serial No. 2024-02

**An Ordinance Appropriating Funds from the Treasury  
for FY25 School District Operations**

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

Section 2. Estimated Funding Sources. The following amounts are the estimated funding sources for the City and Borough of Juneau School District, for the fiscal year beginning July 1, 2024, and ending June 30, 2025. It is anticipated that these estimated funding sources will meet the appropriations set forth in Section 3 of this ordinance.

|  |                                 |
|--|---------------------------------|
| <b>ESTIMATED REVENUE:</b>                          |                                 |
| State Support                                      | 37,390,200                      |
| Federal Support                                    | 6,978,100                       |
| User Fees, Permits, and Donations                  | 2,907,100                       |
| Student Activities Fundraising                     | 1,650,000                       |
| <b>Total Revenue</b>                               | <u><u>48,925,400</u></u>        |
| <br><b>TRANSFERS IN:</b>                           |                                 |
| General Governmental Fund School District Support: |                                 |
| Operations   | 34,432,000                      |
| Special Revenue                                    | 3,690,400                       |
| <b>Total Transfers In</b>                          | <u><u>38,122,400</u></u>        |
| <br>Less: Fund Balance Increase                    | <br><u><u>1,650,400</u></u>     |
| <br><b>Total Estimated Funding Sources</b>         | <br><u><u>\$ 85,397,400</u></u> |

Section 3. Appropriation. The following amounts are hereby appropriated for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

|                                 |                                 |
|---------------------------------|---------------------------------|
| <b>APPROPRIATION:</b>           |                                 |
| General Operations              | 67,827,400                      |
| Special Revenue                 | 17,570,000                      |
| <br><b>Total Appropriations</b> | <br><u><u>\$ 85,397,400</u></u> |

Section 4. Effective Date. This ordinance shall be effective immediately upon adoption.

Adopted this \_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Beth A. Weldon, Mayor

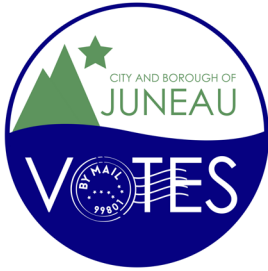
Attest:

\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

2024 1<sup>st</sup> Late File Exemption List to the Assembly

Late File Senior & Disabled Veteran Exemptions:

| <b>Name</b>    | <b>Parcel Number</b> | <b>Property Address</b> |
|----------------|----------------------|-------------------------|
| Paul Demmert   | 5B2401560050         | 8484B Thunder Mtn Rd    |
| Vernon Fiehler | 8B3601020010         | 18780 Trails End Dr     |
| Vivian Louie   | 4B2301080060         | 3610 Spartan St         |
| Mark Stroede   | 4B2801103020         | 11909 Glacier Hwy #302  |
| Micheal Boone  | 5B2501040062         | 3621 Killewich Dr       |
| Brenda Weaver  | 4B230106402A         | 12175 Glacier Hwy A402  |
| Bryan Olson    | 4B1801000100         | 2710 Fritz Cover Rd     |
| Mario Morales  | 1C030J050240         | 127 Behrends Ave        |



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

City and Borough of Juneau (CBJ)  
155 Heritage Way, Juneau, Alaska 99801  
Phone: (907)586-5278 x4175 Fax: (907)586-4552  
email: [Beth.McEwen@juneau.gov](mailto:Beth.McEwen@juneau.gov)

TO: Mayor Weldon and Assemblymembers  
DATE: May 9, 2024  
FROM: Beth McEwen, Municipal Clerk/Election Official  
RE: 2024 Municipal Elections Update

The Clerk’s office has been busy this spring with citizen petitions. This memo is to give an update to the Assembly on the various types and timelines for each petition currently in process. All dates listed are 2024, unless specified otherwise. Full details and copies of the petition documents are available on the Clerk/Election webpage at <https://juneau.org/clerk/elections>. The following timing was established for items to appear on the October 1, 2024 ballot.

*Initiative Petition Filing Period March 26 – April 9  
Referendum Petition Filing Period April 9 – April 24  
Charter Amendment Petition Filing Period March 29-May 13*

Petitions submitted outside these timelines are still processed but may be placed on the October 7, 2025 Regular Municipal Election ballot, unless a special election is called. Anytime a special election is required by charter or code the Assembly’s role is to make a motion to call for a special election. Below is a brief explanation of the types of petitions and the role that the Assembly does or does not have in the petition process:

**Recall Petitions** (Governed by AS [29.26.310-320](#))

Recall petitions were filed on 4/3/24 for School Board President Deedie Sorensen and Vice President Emil Mackey. The petitioner’s committee has 60 days (due by 6/10/24) to collect 2,359 signatures and turn them into the Clerk’s office for review. If one or both recall petitions are successful, we will probably have to hold a special election, anticipated sometime between late July and September. **The Assembly’s only involvement in this process is to pass a motion calling for a special election once the Clerk certifies the petition.**

**Initiative Petitions** (Governed by CBJ [Charter § 7](#) and CBJ [Code § 29.10](#))

An initiative petition is how citizens enact a new law. If an initiative petition is successful, the Clerk will forward the initiative to the Assembly. **The Assembly then has 45 days to enact substantially similar legislation or take no action.** If no action is taken by the Assembly, the initiative question is placed on the next regular election ballot, if possible. Alternatively, the Assembly may choose to call a special election. The Clerk’s office has received the following Initiative Petition applications and below is a brief status of each of those:

**Initiative Petition Short Title: Ship Free Saturdays**

The petition application, received 4/9/24, was approved in part and the petitioner

committee was issued books for which they are currently gathering signatures. The petition is due back to the Clerk's office by 5/30 and if certified will go to the Assembly for action or be placed on the 10/1/24 ballot.

**Initiative Petition Short Title: Method of Elections**

The petition application, received 4/9/24, was denied during the legal review process. The denial letter is available on the Clerk's election website.

**Initiative Petition Short Title: Preserve Precinct Voting & Hand-Counting**

The petition application, received 5/2/24, is currently undergoing legal review. Clerk staff has 15 business days, until 5/23/24, for legal review. If this is approved, depending on the timing, it may be on the 10/1/24 election or the 10/7/25 election.

**Referendum Petition** (Governed by CBJ [Charter § 7](#) and CBJ [Code § 29.10](#))

A referendum petition is how citizens repeal an existing law. If a referendum petition is successful, the Clerk will forward the referendum to the Assembly. **The Assembly then has 30 days in which to repeal the legislation which is the subject of the petition or take no action.** If no action is taken by the Assembly, the referendum question is placed on the next regular election ballot.

**Referendum Petition Short Title: Repeal Ordinance 2023-24**

The petition application, received 4/9/24, was approved and the petitioner committee was issued books for which they are currently gathering signatures. The petition is due back to the Clerk's office by 5/30/24 and if certified will go to the Assembly for action or be placed on the 10/1/24 ballot.

**Charter Amendment** (Governed by CBJ [Charter § 14](#) and [Charter § 7.2-7.9](#))

A Charter Amendment petition is how citizens amend the CBJ Charter, either by enacting a new section or repealing a Charter provision. If a Charter amendment petition is approved and certified by the Clerk it is placed before the voters. The Clerk's set the charter amendment timeframes on page one of the memo so that any petitions can appear on the regular municipal election ballot. Any petitions certified outside that timeframe require the Assembly to call a special election.

**Charter Amendment Short Title: Ship-Free Saturdays**

The petition application was received 4/29/24 and withdrawn on 4/30/24.

The attached Quick Reference Dates document is a handy tool when trying to determine the timing necessary for Assembly action in advance of the 10/1/24 Regular Election.

**Attachment:**

*Quick Reference Dates for October 1, 2024 CBJ Regular Election*

# Quick Reference Dates for October 1, 2024 CBJ Regular Election

*WORKING DRAFT-Updated April 23, 2024* All dates are 2024  
See <https://juneau.org/clerk/elections> for full details.

*\*Dates of Regular Assembly meetings at which Assembly action may occur are highlighted below.*

- March 26      Initiative Petition Filing Period opens (to make a new law)
- March 29      First day for the public to file for a Charter Amendment change (to change the CBJ Charter)
- April 9        Initiative Petition filing period closes. Referendum Petition Filing Period opens (to get rid of an existing law)
- April 24      Referendum Petition Filing Period closes
- May 11        **What It Takes to Run for Public Office**, a free workshop by the Juneau League of Women Voters, CBJ Clerk’s Office, Juneau School District, and Juneau Public Libraries.
- May 13**      **Earliest Regular Assembly meeting for the Assembly to introduce a Charter Amendment Ordinance**
- May 13        Last Day for the public to file for a Charter Amendment change
- June 3**        **[120 days prior to Election Day]**  
Earliest day for the clerk to certify a petition for a Charter amendment
- June 17**      **First Regular Assembly Meeting for the Assembly to adopt any Charter Amendment Ordinance**
- June 14**      Deadline for the Clerk to certify an Initiative Petition and submit it to the Assembly for Action.
- June 22**      **[100 Days until Election Day]**
- June 28**      Deadline for the Clerk to certify a Referendum Petition and submit it to the Assembly for action.
- July 1**        **Last Regular Assembly Meeting to Introduce all Ballot ordinances, including any Charter amendments.**
- July 3**        **[90 days prior to Election Day]**
- July 12**      **[81 days prior to Election Day]**  
Filing for Assembly and School Board Candidacy Opens at 8:00 a.m.
- July 22**      **[71 days prior to Election Day]**  
Filing for Assembly and School Board Candidacy Closes at 4:30 p.m.
- July 26**      Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m.  
First day a write-in candidate can file a letter of intent to run a write-in campaign.
- July 29**      **Last Regular Assembly Meeting to Adopt all ballot ordinances, including any Charter amendments or to make a motion placing an advisory question on the ballot.**
- Aug. 2**        **[60 days prior to Election Day]**  
**Last day for Assembly to adopt or the Clerk to certify a petition for a Charter amendment proposition (This is a Friday and would require a Special Assembly meeting.)**
- Aug. 7**        Clerk finalized ballot layout & submits ballot text for design, voice recording, and testing.

# Quick Reference Dates for October 1, 2024 CBJ Regular Election

*WORKING DRAFT-Updated April 23, 2024* All dates are 2024  
See <https://juneau.org/clerk/elections> for full details.

- Aug. 12** [50 days prior to Election Day]  
Optional Candidate Profiles due to Clerk
- Aug. 16** Final ballot approval with printer
- Aug. 31** Notice of Election Published in Newspaper of General Circulation (Juneau Empire)
- Sept. 1** [30 days prior to Election Day]  
Last day for residents to register to vote in this election; Deadline for Candidate Profiles to be published on CBJ Elections website
- Sept. 2** Labor Day Holiday Observed
- Sept. 3-6** Election Equipment Logic and Accuracy Testing occurs week of Sept. 3
- Sept. 12** Ballots mailed out from printer/contractor (in WA) to all qualified registered voters
- Sept. 13** Ballot Drop Boxes unlocked to begin receiving ballots
- Sept. 16-10/1** Vote Centers open in Assembly Chambers and Mendenhall Valley Library Large Meeting Room for in-person voting, special needs voting, ADA accessible voting equipment, or to drop off by-mail ballots.
- Sept. 24** [7 days prior to Election Day]  
Last day for Clerk's to receive applications for a ballot to be mailed to a temporary address  
Last day to file "write-in" candidacy letter of intent and candidacy packet.
- Sept. 30** 5:00pm Deadline to submit application for a fax/e-ballot (by electronic transmission).
- Oct. 1** Election Day: Vote Centers open 7 a.m. - 8 p.m. Ballot Drop Boxes available until 8 p.m.  
*[Ballots received and reviewed prior to Election Day will begin tabulation after 8p.m. and preliminary unofficial results will be published later that evening with periodic updates published throughout the review period.]*
- Oct. 14** Deadline for ballot cures to be submitted to the Election Center for consideration by the Canvass Review Board.
- Oct. 14 - 15** Final ballot review and tabulation by the Canvass Review Board held at the Ballot Processing Center with up to three additional days, as may be needed.
- Oct. 15** FINAL RESULTS will be published online upon certification by the Canvass Review Board and the Election Official.
- Oct. 17** (Within 2 days after certification) Any request for a recount of election returns (CBJ Code 29.07.300) must be filed with the Clerk. Within 5 days of recount application being deemed sufficient, the Clerk conducts a recount of election returns to be completed within 2 days and certifies final results.
- Oct. 21** Swearing in & first meeting with newly elected Assemblymembers, Election of Deputy Mayor
- Oct. 22** Swearing in & first meeting with newly elected School Board Members
- Oct. 25** Last Day to file for Judicial Review of Election in Superior Court (Within 10 days of certification)

Please check the CBJ Elections Website at <https://juneau.org/clerk/elections> for periodic updates or contact the Municipal Clerk's office at 907-586-5278 or via email at [CBJ.Elections@juneau.gov](mailto:CBJ.Elections@juneau.gov).