



# ASSEMBLY REORGANIZATION MEETING 2023-24 AGENDA

October 23, 2023 at 7:00 PM

Assembly Chambers/Zoom Webinar/YouTube

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<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. FLAG SALUTE**

**B. LAND ACKNOWLEDGEMENT**

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

**C. SPECIAL ORDER OF BUSINESS**

**1. Assembly Reorganization**

Recognition of Outgoing Assemblymembers

Swearing in of New Assemblymembers

**ROLL CALL**

Election of Deputy Mayor

Seat Reorganization

**2. 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. 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).

**D. APPROVAL OF MINUTES**

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

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

**G. CONSENT AGENDA**

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

**Assembly Request for Consent Agenda Changes**

**Assembly Action**

**H. Ordinances for Introduction**

**3. Ordinance 2023-14(b)(N) An Ordinance Appropriating \$50,000 to the Manager for Cruise Ship Scheduling Services; Funding Provided by Marine Passenger Fees.**

This ordinance would appropriate \$50,000 of Marine Passenger Fees for cruise ship scheduling and port agent services at two CBJ-owned cruise ship docks and one lightering facility. Cruise ship services would reduce scheduling conflicts between cruise lines and ships to improve integration, provide greater efficiency, and enhance operations for the arrival and departure of cruise ships visiting the Port of Juneau. Port agent services would include activities such as longshoring, stevedoring, and other generalized services to vessels docked at the facilities. These services would enhance visitor experiences, economic activity, vessel services, and the well-being and quality of life for Juneau residents.

The Committee of the Whole reviewed this request at the August 7, 2023 meeting.

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

**4. Ordinance 2023-14(b)(O) An Ordinance Appropriating \$300,000 to the Manager for the Trail Improvement Capital Improvement Project; Grant Funding Provided by the Alaska Department of Natural Resources.**

This ordinance would appropriate \$300,000 for the Trail Improvement Capital Improvement Project for the construction of phase 1 of Juneau's first Off-Road Vehicle (ORV) riding park. Phase 1 would construct five miles of trails through a 175-acre site contained within a larger 565-acre tract owned by the CBJ. It will likely take multiple years to build this phase, and subsequent phases will be mapped, planned, and permitted in the field. A parking lot and secure gated entry will be funded by existing funding in the CIP. The local match requirement will be met through previously appropriated funds in the CIP.

The Planning Commission reviewed this request at the January 17, 2023 meeting. The Parks and Recreation Advisory Committee reviewed this request at the April 4, 2023 meeting. The Lands, Housing and Economic Development Committee reviewed this request at the June 12, 2023 meeting.

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

**5. Ordinance 2023-14(b)(P) An Ordinance Appropriating \$28,000 to the Manager for Increased Monitoring Services at Suicide Basin; Funding Provided by General Funds.**

This ordinance would appropriate \$28,000 for increased United States Geological Survey (USGS) monitoring services at Suicide Basin. The August 2023 flood event substantiated the need for advanced monitoring at Suicide Basin. This request would increase annual USGS flood monitoring from \$7,000 to \$35,000. This additional funding would contribute toward the installation of additional cameras and a laser stage sensor at Suicide Basin, helicopter time to access the equipment, and USGS staff time collecting and interpreting data.

The Committee of the Whole reviewed this request at the August 28, 2023 meeting. The Public Works and Facilities Committee reviewed and recommended this request at the September 18, 2023 meeting.

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

**6. Ordinance 2023-35 An Ordinance Amending the Animal Control and Protection Code Related to Service Animals.**

The CBJ animal control code was revised in 2009 and included a definition for service animals. Since then, the definition of service animals under the Americans with Disabilities Act has been clarified by federal regulation. This ordinance amends the CBJ animal control code to be consistent with the amendments to federal law.

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

**7. Ordinance 2023-38 An Ordinance Amending the Traffic Code Relating to Impounds of Vehicles.**

This ordinance would amend Titles 72 and 36 to allow departments charged with oversight of public property to impound-in-place. Docks and Harbors has utilized this process with much success. This change lessens the burden on JPD officers and allows the City to respond to abandoned and junked vehicles in a more efficient and timely manner.

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

**8. Ordinance 2023-39 A Noncode Ordinance Authorizing a Cold Weather Emergency Shelter at 1325 Eastaugh Way.**

This ordinance exempts the use of 1325 Eastaugh Way as the Cold Weather Emergency Shelter from all requirements and prohibitions of the land use code for five years. CBJ has been operating a cold weather emergency shelter during the winter months since 2017, in partnership with various community organizations. The work of emergency sheltering presents numerous challenges that most communities only partially succeed at meeting. Ideally, proactive work and support services exist in sufficient quality and quantity to prevent the need for a true emergency shelter; however, like most communities, we are not yet there. Funding for these services has already been appropriated in the FY24 budget.

**The City Manager recommends the Assembly (1) waive Planning Commission review, (2) introduce this ordinance and (3) set it for public hearing at the next regular Assembly meeting.**

**I. Resolutions**

**9. Resolution 3040 A Resolution Regarding the Allocation of the Hotel-Bed Tax.**

This resolution would change the current 9% Hotel-Bed Tax (HBT) allocation method and repeal all prior resolutions. The HBT current resolution allocates revenue 4% to tourism promotion, 3% to Centennial Hall operations, and 2% to Centennial Hall improvements. This resolution moves away from the formulaic split of the HBT and directs the Assembly to provide funding priorities for use of the tax to the City Manager at the beginning of each budget year, which should include allocation of the 2% temporary tax to Centennial Hall improvements. The Manager will present the budget recommendations based on HBT revenues and the needs of the community and visitors. This affords the greatest flexibility for the Assembly to meet community needs, address the volatility in the revenue stream, and provide greater budgeting stability for Centennial Hall operations and Travel Juneau's tourism promotion.

The Assembly Finance Committee reviewed this request at the August 2, 2023 and September 6, 2023 meetings and passed a motion directing staff to prepare this resolution.

**The City Manager recommends the Assembly adopt Resolution 3040.**

**10. Resolution 3041 A Resolution Authorizing the Manager to Submit a State of Alaska Land and Water Conservation Fund Grant Application to Assist with Improvements at Sigoowu Ye Park.**

The Land and Water Conservation Fund is a federal grant program administered by the State of Alaska. As funds are available, it can provide for up to 50% of the costs for public outdoor recreation projects. This resolution authorizes a grant application seeking \$125,000 of LWCF funds to match previously appropriated CBJ general funds of \$650,000 to complete Sigoowu Ye Park improvements.

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

**11. Resolution 3042 A Resolution Recognizing Sherri Layne’s Excellent Performance as Interim Municipal Attorney.**

This resolution formally recognizes Attorney Sherri Layne for immediately filling the Municipal Attorney role upon an unexpected health condition causing Robert Palmer to be out of the office from February through September. Attorney Layne admirably performed the duties of Municipal Attorney. The following are some of her accomplishments: Attorney Layne provided guidance to the Assembly Finance Committee through the entire budget process, managed a large litigation load, provided guidance to the Planning Commission, drafted legislation for the Assembly, timely responded to client requests, helped the CBJ through multiple employment transitions, and did an excellent job managing the CBJ Law Department. In recognition of Attorney Layne’s excellent performance, Attorney Layne deserves this formal recognition and a time off award.

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

**12. Resolution 3045 A Resolution of the City and Borough of Juneau Supporting Full Funding (\$7,644,677) for the State of Alaska Harbor Facility Grant Program in the FY2025 State Capital Budget.**

This resolution recommends full funding for the State of Alaska Department of Transportation’s Harbor Facility Grant Program. CBJ has been a beneficiary of approximately \$15 million in harbor grant funding since the program’s inception, including a \$2M grant for Phase III rebuild of Aurora Harbor which is scheduled for completion in May 2024.

For the current legislative session, Docks & Harbors has applied for a \$5M matching grant for Phase IV rebuild of Aurora Harbor. Statewide, only two communities - Sitka and Juneau, have committed to contribute \$7,644,677 in local match funding for FY2025 towards projects of significant importance. The Docks & Harbors Board reviewed this resolution at its Operations-Planning Committee meeting on October 19, and recommended forwarding it to the full Assembly for approval.

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

**13. Resolution 3046 A Resolution of the City and Borough of Juneau in Support of Raising the Maximum Available Alaska Department of Transportation Harbor Facility Grant to \$7,500,000 for Eligible Projects on an Annual Basis.**

This resolution recommends increasing the maximum grant award eligibility under the State of Alaska Department of Transportation’s Harbor Facility Grant Program from \$5M to \$7.5M. This would not affect CBJ’s current application but may impact grant strategies in the future, should the Legislature take action to amend AS 29.60.800.

The proposed resolution was drafted and adopted by the Alaska Association of Harbormasters and Port Administrators (AAHPA) at its annual conference on September 26. AAHPA encourages its member municipalities to also provide local support for this change.

The Docks & Harbors Board reviewed this resolution at its Operations-Planning Committee meeting on October 19, and recommended forwarding it to the full Assembly for approval.

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

**J. Bid Awards**

**14. Bid No. 24-044 Charging Equipment for Battery Electric Bus(es)**

Bids were opened on this project on September 13, 2023. The following bids were received:

Bidder	Total Bid
North Coast Electric	\$1,748,443.85

The protest period ended September 13, 2023.

Staff recommends award to North Coast Electric on the basis of having the lowest responsive and responsible bid price in the amount of \$1,748,443.85 based on total bid.

**The City Manager recommends award of this project to North Coast Electric.**

**K. Liquor/Marijuana Licenses**

**15. 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: BPO Elks Lodge #420 d/b/a Juneau Elks Club No. 420**

*License Type: Club, License: #5414 Location: 9321 Glacier Hwy., Juneau*

**Licensee: Midnight Ninja Venture Inc. d/b/a Lupo**

*License Type: Restaurant Eating Place, License :#2175 Location: 120 Second St. Suite B, Juneau*

**Liquor License - Transfer of Location**

**Licensee: Genuine Ventures LLC. d/b/a Tracy's King Crab Shack**

*License Type: Restaurant Eating Place, License: #4584*

*Transfer From: Location: Genuine Ventures LLC (Tracys Crab Shack **Support Location**), Juneau*

*Transfer To Location: Genuine Ventures LLC (Tracys Crab Shack - **No Premises**)*

**Marijuana License - Renewals**

**Licensee: Green Elephant LLC d/b/a Green Elephant LLC.**

*License Type: Standard Marijuana Cultivation, License: #10315 Location: 101 Mill St. Suite A, Juneau*

**Licensee: Green Elephant LLC d/b/a Green Elephant LLC.**

*License Type: Retail Marijuana Store, License: #10844 Location: 101 Mill St. Suite B, Juneau*

**Licensee: Taku Horticulture Company LLC. d/b/a Taku Horticulture Company LLC.**

*License Type: Standard Marijuana Cultivation License: #12176 Location: 1758 Anka St. Bldg. B Suite A1, Juneau*

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

*License Type: Standard Marijuana Cultivation, License: #10270 Location: 2315 Industrial Blvd. Suite A, Juneau*

**Licensee: Alaskan Kush Company LLC. d/b/a Alaskan Kush Company**

*License Type: Retail Marijuana Store, License: #16213 Location: 159 S. Franklin 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.**

**L. PUBLIC HEARING**

**16. 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 adopt this ordinance.**

**17. 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 adopt this ordinance.**

**18. 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 adopt this ordinance.**

**19. 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 adopt this ordinance.**

**20. 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 adopt this ordinance.**

**M. NEW BUSINESS**

**21. Docks and Harbors Regulations Omnibus - Rate Increase (9%)**

After the fiscal uncertainties caused by the pandemic, the Docks & Harbors Board (Board) hired a consultant to conduct a rate study, which was completed in September 2022. The rate study recommended a 9% increase to Docks & Harbors fees. The Board then engaged in a broad public process that included open house events, notices in local media, notices at CBJ facilities, notices in social media, and fliers. The Board held a public hearing on October 4, 2023, to avoid conflicting with the summer boating season, which also enabled companies involved with tourism to participate. Docks & Harbors received public comments. After considering the public comments and evaluating the consultant's recommendation, the Board approved raising most fees 9% effective January 2024. Notably, the Board recommended raising the monthly moorage fee over three years to 9% instead of at one time because

the moorage fee affects nearly all harbor users. In addition to the 9% increase, various fee provisions also give the Board authority to adjust the fees in 2024 based on changes to the Consumer Price Index.

**The City Manager recommends the Assembly approve the regulations. If the Assembly wants to do something else, CBJC 01.60.260 provides other options.**

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

There are 12 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.**

**N. STAFF REPORTS**

**23. Cold Weather Shelter Update**

**24. October 3, 2023 CBJ Municipal Election Report to the Assembly with attachments**

**25. Assembly 2024 Meeting Calendar - Draft for Assembly Review/Approval**

**O. ASSEMBLY REPORTS**

**Mayor's Report**

**Committee Reports**

**Presiding Officer Reports**

**26. Appeal 2022-AA07 Bayhouse Properties LLC vs. CBJ Planning Commission - Order re: Withdrawal of Appeal**

On September 28, 2023, a status hearing was held with CDD Director Maclean and Mr. Falk. The parties discussed potential resolution of this appeal via another permit application. At the conclusion of the hearing, Mr. Falk requested his appeal be withdrawn with the understanding that he is free to file a subsequent permit application and, if necessary, file an appeal on that subsequent permit application. The Presiding Officer issued such an order, and this appeal is closed.

**No further action is needed.**

**27. Appeal 2023-AA01 Karla Hart v. PC (Huna Totem dock appeal) re: Motion for Hearing Officer Disqualification**

In the summer of 2023, the Planning Commission issued a conditional use permit for a new cruise ship dock at the Juneau Subport. Ms. Hart filed a timely appeal. The Assembly accepted the appeal, and a hearing officer was appointed. Ms. Hart filed a motion with the hearing officer asking him to withdraw. The hearing officer responded to the motion with an order describing that he did not have a conflict of interest and could be fair and impartial. Ms. Hart now asks the Assembly to disqualify the hearing officer. Huna Totem Corporation has filed an opposition pleading.



Because this is a quasi-judicial matter, the Assembly may recess into executive session to discuss and make a decision on Ms. Hart's disqualification request. AS 44.62.310(d)(1). The Assembly's decision would need to be issued in writing and provided to all the parties to the appeal.

**The City Attorney recommends the Assembly recess into executive session to address the motion to disqualify the hearing officer.**

**P. ASSEMBLY LIASON REPORTS, COMMENTS, & QUESTIONS**

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

**R. EXECUTIVE SESSION**

28. *Placeholder in case the Assembly wishes to go into Executive Session for Appeal 2023-AA01 Karla Hart v. PC (Huna Totem dock appeal) re: Motion for Hearing Officer Disqualification*

**S. SUPPLEMENTAL MATERIALS**

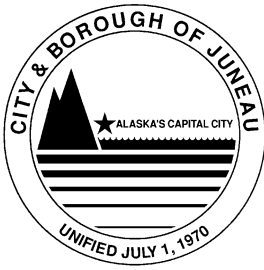
Cover Memo for Docks and Harbors' regulation changes

[29.](#) **Cover Memo for Docks and Harbors' Regulation Changes**

[30.](#) **Appeal 2023-AA01 Karla Hart v. PC (Appellant's Reply to Intervenor's Opposition to Motion)**

**T. ADJOURNMENT**

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



# OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202  
Phone: (907)586-5278 Fax: (907)586-4552  
e-mail: [City.Clerk@juneau.gov](mailto:City.Clerk@juneau.gov)

## Memorandum

**To:** Mayor & Assembly  
**From:** Beth McEwen, Municipal Clerk  
**cc:** Katie Koester, City Manager  
Robert Barr, Deputy City Manager  
Robert Palmer, City Attorney  
**Re:** Assembly Seniority List  
**Date:** October 19, 2023

The following represents the seniority\* of the 2023-2024 CBJ Assembly as of the October 23, 2023 reorganizational meeting just prior to the election of the new Deputy Mayor:

- Mayor Beth Weldon
- Deputy Mayor \_\_\_\_\_
- Michelle Hale
- Wade Bryson
- Alicia Hughes-Skandijs
- Greg Smith
- Christine Woll
- 'Wáahlaal Gíidaak (Barbara Blake)
- Paul R. Kelly (three-year term)
- Ella Adkison (two-year term)

\* CBJ Charter Section 3.5. Organization.  
The assembly shall meet immediately following certification of the election. At such meeting, or within seven days thereafter, the assembly shall elect from its membership a deputy mayor and do such other acts as may be required for its organization and for the conduct of its business. The assembly shall provide by ordinance for the interim order of succession of its members to the office of deputy mayor.

CBJ Code Section 11.15.015 Interim Succession to Office of Deputy Mayor. During the absence from the municipality or an assembly meeting of the mayor and the deputy mayor, the assembly member present with the longest period of current consecutive service on the assembly shall succeed to the office of deputy mayor. Where two or more members shall have the same length of current service, the member who received the most votes at the most recent election at which all such members stood for election shall be the member with the longest length of service for the purpose of this section.

Presented by: The Manager  
Introduced: October 23, 2023  
Drafted by: Finance

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

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

**An Ordinance Appropriating \$50,000 to the Manager for Cruise Ship Scheduling Services; Funding Provided by Marine Passenger Fees.**

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 \$50,000 as funding for cruise ship scheduling services.

**Section 3. Source of Funds**

Marine Passenger Fees	\$50,000
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**Section 4. Effective Date.** This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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

Presented by: The Manager  
Introduced: October 23, 2023  
Drafted by: Finance

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

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

**An Ordinance Appropriating \$300,000 to the Manager for the Trail Improvement Capital Improvement Project; Grant Funding Provided by the Alaska Department of Natural Resources.**

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 \$300,000 as funding for the Trail Improvement Capital Improvement Project (P46-112).

**Section 3. Source of Funds**

Alaska Department of Natural Resources \$300,000

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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

Presented by: The Manager  
Introduced: October 23, 2023  
Drafted by: Finance

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

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

**An Ordinance Appropriating \$28,000 to the Manager for Increased Monitoring Services at Suicide Basin; 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 \$28,000 as funding for increased monitoring services at Suicide Basin.

**Section 3. Source of Funds**

General Funds \$28,000

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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

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Presented by: The Manager  
Presented: 10/23/2023  
Drafted by: C. Mitchell

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

**Serial No. 2023-35**

**An Ordinance Amending the Animal Control and Protection Code Related to Service Animals.**

WHEREAS, since 2011, service animals are defined as dogs, and qualified miniature horses, that are individually trained to do work or perform tasks for people with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability (28 C.F.R. § 36.104 (dogs), 28 CFR 36.302(c)(9) (miniature horses)), but an animal whose sole function is to provide comfort or emotional support does not qualify as a service animal under the Americans with Disabilities Act; and

WHEREAS, a service animal is not a pet; and

WHEREAS, the Americans with Disabilities Act’s definition of “service animal” does not affect or limit the broader definition of “assistance animal” under the Fair Housing Act or the broader definition of “service animal” under the Air Carrier Access Act; and

WHEREAS, under the Americans with Disabilities Act governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is allowed to go; and

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WHEREAS, when it is not obvious what service an animal provides, only limited inquiries are allowed such as: (1) Is the dog a service animal required because of a disability? and (2) What work or task has the dog been trained to perform?; and

WHEREAS, staff at a facility open to the public cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task; and

WHEREAS, the certification and alteration requirements of CBJC 08.05.010 were codified in 2011 and should be amended to be more consistent with the current service animal requirements of the Americans with Disabilities Act.

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

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

**Section 2. Amendment of Section.** CBJC 08.05.010 Definitions, is amended to read:  
**08.05.010 Definitions.**

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

...

*Service animal* means:

- (1) An animal specifically trained and certified to assist in search and rescue operations and which is utilized to assist in search and rescue operations;

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- (2) Any animal recognized by the Americans with Disabilities Act that is individually trained to do work or perform tasks for the benefit of an individual with a disability;  
~~or A spayed or neutered animal specifically trained and certified to assist persons with disabilities and which is utilized to assist a person with disabilities; or~~
- (3) An animal specifically trained and certified to assist in law enforcement activities and which is utilized to assist in law enforcement activities, also referred to in this title as a “police dog.”

...

**Section 3. Effective Date.** This ordinance shall be effective 30 days after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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



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Presented by: The Manager  
Presented: 10/23/2023  
Drafted by: Emily Wright

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

**Serial No. 2023-38**

**An Ordinance Amending the Traffic Code Relating to Impounds of Vehicles.**

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

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

**Section 2. Amendment of Section.** CBJC 72.02.345 Officers authorized to remove vehicles, is amended to read:

**72.02.345 Officers authorized to remove vehicles.**

...

(d) When a vehicle is impounded, it may be impounded in place or ~~and~~ removed from a highway or elsewhere at the discretion of a police officer, ~~the vehicle.~~ A vehicle removed shall be removed to a place of safety. The owner or driver may claim the vehicle by securing a written release for it from the police officer or agency ordering its impound or removal. A vehicle legally removed or impounded may not be released to the owner, nor may the owner secure its use until the release for it is certified by the officer or agency directing its removal. The expense for the removal and storage must be paid by the owner or driver of the vehicle.

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**Section 3. Amendment of Section.** CBJC 72.22.060 Authority to impound vehicles; redemption or sale; presumption of abandonment, is amended to read:

**72.22.060 Authority to impound vehicles; redemption or sale; presumption of abandonment.**

...

(h) If a vehicle qualifies for impound, the manager, the manager’s designee, or an employee of the Juneau Police Department may impound a vehicle in place and proceed with the notice and disposal process.

**Section 4. Amendment of Section.** CBJC 36.30.230 Abandoned and junked vehicles, is amended to read:

**36.30.230 Abandoned and junked vehicles.**

...

(f) If a vehicle qualifies for impound, the manager or the manager’s designee may impound a vehicle in place and proceed with the notice and disposal process.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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

Presented by: The Manager  
Presented: 10/23/2023  
Drafted by: R. Palmer III

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

**Serial No. 2023-39**

**A Noncode Ordinance Authorizing a Cold Weather Emergency Shelter at 1325 Eastaugh Way.**

WHEREAS, the Assembly Taskforce on Homelessness recommended the creation of a Cold Weather Emergency Shelter (CWES) in 2017, and the CBJ has operated one since in partnership with local community non-profit organizations; and

WHEREAS, in June of 2023, a request for bids was issued for a CWES operator, and no bids were received; and

WHEREAS, staff and community organizations began considering alternative options that met criteria: large open space with good sight lines, enclosed, heated, restrooms, and transportation options; and

WHEREAS, after considering numerous alternatives, the Thane Warehouse at 1325 Eastaugh Way became the best option for the CWES because it could meet criteria, it was not adjacent to a residential neighborhood, it was not adjacent to an elementary school, and the St. Vincent de Paul offered to staff the CWES; and

WHEREAS, according to CBJC 49.25.300.7.200, assisted living uses—like the CWES—are normally prohibited in an industrial zone—like at 1325 Eastaugh Way; and

WHEREAS, it is reasonable and necessary to temporarily waive the Title 49 use prohibition for the CWES to be located at 1325 Eastaugh Way upon balancing the public health, safety, and welfare.

THEREFORE, 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. Exempting the CWES from Title 49 requirements.** The provision of a Cold Weather Emergency Shelter at 1325 Eastaugh Way is an essential public facility/service and is exempt from any and all requirements and prohibitions of Title 49.

**Section 3. Five-year Sunset Clause.** This ordinance automatically expires and shall have no further effect on and after June 30, 2028.

**Section 4. Effective Date.** This ordinance shall be effective 30 days after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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

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Presented by: AFC  
Presented: 10/23/2023  
Drafted by: Emily Wright

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

**Serial No. 3040**

**A Resolution Regarding the Allocation of the Hotel-Bed Tax.**

WHEREAS, the Hotel-Motel Room Tax, also known as Hotel-Bed Tax (HBT), was established by the voters via ratification of Ordinance 80-36 with the intent of the Assembly to utilize collected funds for activities promoting the community and its attractions and providing for the needs of visitors in, but not limited to, the following ways: provide matching funds for state and federal grants which are or may become available to support a convention center; fund activities which advertise the area; support good-will travel; fund publicity to include movies, film clips, slide shows, exhibits, books, brochures, speaker kits, media advertising; and provide funds for other projects deemed to enhance or improve the image of the community (Resolution 687, adopted 9/2/1980); and

WHEREAS, the Assembly, upon voter approval for a 3% to 5% tax increase, expanded the intended use of the HBT to include funding the Juneau Convention and Visitors Bureau (now Travel Juneau) and established a budget for that purpose in 1984 (Resolution 1036, adopted 6/4/1984); and

WHEREAS, since voter approval of a 5% to 7% tax increase in 1988, the HBT revenues varied with time to meet the needs of the intended purposes (Resolution 1319, adopted 7/25/1988); and

WHEREAS, the voters ratified Ordinance 2019-36 creating an additional temporary 2% HBT for 15 years with the intent to fund improvements to Centennial Hall to address the significant improvements required at Centennial Hall; and

WHEREAS, the current allocation of the 9% HBT is: 4% to Tourism Promotion; 3% to Centennial Hall Operations; and 2% to Centennial Hall Improvements; and

WHEREAS, the Assembly desires the ability to provide stable budgeting and meet the needs of Travel Juneau (tourism promotion) and Centennial Hall Operations, and other needs of the community.

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

41  
42 **Section 1. Repeal of Prior Resolutions.** The City and Borough of Juneau  
43 Assembly repeals all prior resolutions regarding HBT, specifically: Resolution 687,  
44 Resolution 1036, and Resolution 1319.  
45

46 **Section 2. Intended Allocation of 9% Hotel-Bed Tax.** The City and Borough of  
47 Juneau Assembly will provide funding priorities for use of the nine percent (9%) HBT to the  
48 Manager at the beginning of each budget year, which should include allocating the 2%  
49 temporary tax to Centennial Hall Improvements as expressed by the voters in 2019. The  
50 Manager shall then be responsible for presenting budget recommendations based on HBT  
51 revenues and the needs of the community and visitors to our community.  
52

53 **Section 3. Effective Date.** This resolution shall be effective immediately after  
54 its adoption.  
55

56 Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.  
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59 Beth A. Weldon, Mayor

60 Attest:  
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64 Elizabeth J. McEwen, Municipal Clerk  
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Presented by: The Manager  
Presented: 10/23/2023  
Drafted by: R. Palmer III

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

**Serial No. 3041**

**A Resolution Authorizing the Manager to Submit a State of Alaska Land and Water Conservation Fund Grant Application to Assist with Improvements at Sigoowu Ye Park.**

WHEREAS, the Land and Water Conservation Fund (LWCF) is a federal grant program administered by the Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation (DNR DPOR); and

WHEREAS, since the program’s inception in 1965, over \$40 million in LWCF grants have supported 350 state, regional, and local government projects in Alaska, serving as an integral source of funding for communities in Alaska to acquire and develop outdoor recreation facilities like parks, trails, athletic fields, and more; and

WHEREAS, the LWCF provides up to 50% matching funds for public outdoor recreation projects; and

WHEREAS, the playground at Sigoowu Ye Park was installed in 1998 and has reached the end of its useful life and must be replaced; and

WHEREAS, the City and Borough of Juneau (CBJ) is a qualified applicant for LWCF grant assistance, and Sigoowu Ye Park has been identified in the Juneau Parks & Recreation Master Plan as a high priority for necessary upgrades; and

WHEREAS, the CBJ proposes to use \$125,000 in LWCF grant funds to assist with upgrades in Sigoowu Ye Park; and

WHEREAS, the CBJ has identified \$650,000 in previously appropriated general funds for park and playground improvements to use as matching funds.

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

**Section 1.** That the Assembly of the City and Borough of Juneau supports submission of a Land and Water Conservation Fund grant application and authorizes the Manager to negotiate, execute, and administer all documents required for the application and acceptance of an LWCF grant, and to manage those funds on behalf of the CBJ.

44 **Section 2. Effective Date.** This resolution shall be effective immediately after its  
45 adoption.

46  
47 Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.  
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49 \_\_\_\_\_  
50 Beth A. Weldon, Mayor

51 Attest:

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55 Elizabeth J. McEwen, Municipal Clerk  
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Presented by: The Mayor  
Presented: 10/23/2023  
Drafted by: The Mayor

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

**Serial No. 3042**

**A Resolution Recognizing Sherri Layne’s Excellent Performance as Interim Municipal Attorney.**

WHEREAS, Attorney Sherri Layne immediately offered to be the Interim Municipal Attorney upon an unexpected health condition causing Robert Palmer to be out of the office for an extended period of time; and

WHEREAS, Attorney Layne was appointed by the Assembly in March and admirably performed the duties of Municipal Attorney through September; and

WHEREAS, in addition to other accomplishments, Attorney Layne provided guidance to the Assembly Finance Committee through the entire budget process, managed a large litigation load, provided guidance to the Planning Commission, drafted legislation for the Assembly, timely responded to client requests, helped the City and Borough of Juneau (CBJ) through multiple employment transitions, and did an excellent job managing the CBJ Law Department; and

WHEREAS, in recognition of Attorney Layne’s excellent performance, Attorney Layne deserves recognition and a time off award.

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

**Section 1. Recognition.** The Assembly of the City and Borough of Juneau appreciates Attorney Layne’s willingness to be the Interim Municipal Attorney for 2023, appreciates her excellent performance in that role, and appreciates her dedication to the citizens of the City and Borough of Juneau.

**Section 2. Time Off Award.** In recognition of Attorney Layne’s performance, and as one of two of the Assembly’s exempt employees, Attorney Layne shall be given a leave award of 80 hours.

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

41

42       Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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Beth A. Weldon, Mayor

47 Attest:

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Elizabeth J. McEwen, Municipal Clerk

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Presented by: The Manager  
Presented: 10/23/2023  
Drafted by: R. Palmer III

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

**Serial No. 3045**

**A Resolution of the City and Borough of Juneau Supporting Full Funding (\$7,644,677) for the State of Alaska Harbor Facility Grant Program in the Fiscal Year 2025 State Capital Budget.**

WHEREAS, the majority of the public boat harbors in Alaska were constructed by the State in the early years of Statehood in the 1960s and 1970s; and

WHEREAS, Alaska’s harbor facilities represent critical transportation links, are vital public infrastructure, and are essential hubs for waterfront commerce that supports beneficial economic activity in Alaskan coastal communities; and

WHEREAS, the harbor facilities in Alaskan coastal communities are ports of refuge for ocean-going vessels, and serve as the gateway for supplies, trade in goods and services, and connections to national and global markets for Alaskan exports and imports; and

WHEREAS, over the course of the past 30 years, the State of Alaska has transferred ownership of formerly State-owned harbors to local governments, allowing local control, but also significantly increasing the operational and maintenance costs that must be borne by local governments; and

WHEREAS, the majority of former State harbor facilities transferred to municipalities were at the time of transfer at or near the end of their serviceable lives; and

WHEREAS, Alaska’s municipalities have strived to allocate the resources necessary to maintain and, when possible, improve harbor facilities transferred to them by the State of Alaska, but have faced increasing challenges in managing the significant financial burdens attendant on the harbor facilities formerly owned and maintained by the State; and

WHEREAS, the Governor and the Alaska Legislature recognized the magnitude of the problem with the fiscal burden placed on local governments by the transfer of State harbor facilities to local governments, and created the Harbor Facility Grant Program in 2006 with the passage of Senate Bill 291; and

WHEREAS, the Department of Transportation and Public Facilities utilizes a beneficial administrative process to review, score, and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

44 WHEREAS, for each harbor facility grant application, these municipalities have  
45 committed to invest 100% of the design and permitting costs and 50% of the construction  
46 cost; and

47  
48 WHEREAS, the municipalities of the Sitka and Juneau have committed to contribute half  
49 of their project cost in local match funding for Fiscal Year 2025 towards harbor projects of  
50 significant importance locally as required in the Harbor Facility Grant Program; and

51  
52 WHEREAS, completion of these harbor facility projects is dependent on the 50% match  
53 from the State of Alaska’s Municipal Harbor Facility Grant Program; and

54  
55 WHEREAS, during the last 15 years the Municipal Harbor Facility Grant Program has  
56 only been fully funded twice; and

57  
58 WHEREAS, a survey done by the Alaska Municipal League of Alaska’s ports and harbors  
59 found that from the respondents, the backlog of projects necessary to repair and replace  
60 former State-owned harbors has increased to at least \$500,000,000; and

61  
62 WHEREAS, given that Alaska is a maritime state and that our harbors are foundational  
63 to both our way of life and the economy of this great State it is in the public’s best interest to  
64 maintain this critical infrastructure by using State, Local and Federal funds to recapitalize  
65 the crucial harbor moorage infrastructure statewide.

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

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70 **Section 1.** The Governor of Alaska and the Alaska Legislature are respectfully urged  
71 to fund the State of Alaska Harbor Facility Grant Program in the Fiscal Year 2025 State  
72 Capital Budget in the amount of \$7,644,677 to enhance and elevate the safety, well-being,  
73 and economic prosperity of Alaskan coastal communities.

74  
75 **Section 2. Effective Date.** This resolution shall be effective immediately after its  
76 adoption.

77  
78 Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

82 Attest:

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85 Elizabeth J. McEwen, Municipal Clerk  
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Presented by: The Manager  
Presented: 10/23/2023  
Drafted by: R. Palmer III

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

**Serial No. 3046**

**A Resolution of the City and Borough of Juneau in Support of Raising the Maximum Available Alaska Department of Transportation Harbor Facility Grant to \$7,500,000 for Eligible Projects on an Annual Basis.**

WHEREAS, Senate Bill 291 established the Municipal Harbor Facility Grant Program on July 1, 2006, in which the total amount of grant money made available to a municipality was limited to not exceed \$5,000,000 in a fiscal year; and

WHEREAS, the Municipal Harbor Facility Grant is the single most significant funding tool available to Alaskan Harbormasters to plan, maintain, and recapitalize port and harbor infrastructure; and

WHEREAS, testimony from a legislator advocate stated “SB 291 would establish the municipal harbor facility grant fund to which the Legislature would make an annual appropriation from the watercraft fuel tax account and from the state portion of the fisheries business tax. Both sources come from the marine industry so harbor users would generate the revenue for the program”; and

WHEREAS, Senate Bill 291 was envisioned to cap the funds that can be used per community per year at \$5,000,000 so that a large community couldn't take all the available funds in any given year. The expectation is that communities would establish, maintain, and run an enterprise fund in perpetuity; and

WHEREAS, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

WHEREAS, these harbor facilities continue to require substantial municipal financial investment to maintain and for capital improvement projects; and

WHEREAS, construction, shipping, and mobilization costs to remote portions of Alaska have outpaced the national consumer price index since the pandemic; and

WHEREAS, the United States Bureau of Labor Statistics CPI calculator indicates that \$5,000,000 in July 2006 when the Senate Bill 291 was enacted would be inflated to \$7,511,000 as of July 2023.

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

46  
47 **Section 1.** That the City and Borough of Juneau respectfully urges the Governor  
48 and the Alaska Legislature to amend AS 29.60.800 raising the maximum Harbor  
49 Facility Grant Fund award to \$7,500,000 per eligible project.

50  
51 **Section 2. Effective Date.** This resolution shall be effective immediately after its  
52 adoption.

53  
54 Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.  
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57 \_\_\_\_\_  
Beth A. Weldon, Mayor

58 Attest:  
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62 Elizabeth J. McEwen, Municipal Clerk  
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# MEMORANDUM

CITY/BOROUGH OF JUNEAU  
155 SOUTH SEWARD STREET, JUNEAU ALASKA 99801

DATE: 10/23/2023  
TO: Katie Koester  
City Manager  
FROM: Renee Loree *Renee Loree*  
Purchasing Officer

SUBJECT: **Recommendation to Award Bid No. 24-044  
Charging Equipment for Battery Electric Bus(es) (BEB)**

Bids were opened on the subject project on September 13, 2023. The following bids were received:

<b>Bidder</b>	<b>Total Bid</b>
<b>North Coast Electric</b>	<b>\$1,748,443.85</b>

Buyer: Shelly Klawonn, Senior Buyer  
Funding Source: 404900101-710910350-5510 – Capital Transit CIP D71-091,  
Equipment  
Commitment: \$1,748,443.85

The Protest period ended September 13, 2023.

With the concurrence of Rich Ross, Capital Transit Superintendent, the Purchasing Division recommends award to North Coast Electric on the basis of having the lowest responsive and responsible bid price in the amount of \$1,748,443.85 based on Total Bid.

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

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





THE STATE  
of ALASKA  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

August 29, 2023

City and Borough of Juneau,  
Via Email: [di.cathcart@juneau.gov](mailto:di.cathcart@juneau.gov); [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov)

**Re: Notice of 2023/2024 Liquor License Renewal Application**

<b>License Type:</b>	Club	<b>License</b>	5414
<b>Licensee:</b>	BPO Elks Lodge #420		
<b>Doing Business As:</b>	Juneau Elks Club No. 420		

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

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

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

Sincerely,

Joan Wilson, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)





THE STATE  
of ALASKA  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development  
ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

September 15, 2023

City and Borough of Juneau

Via Email: [di.cathcart@juneau.gov](mailto:di.cathcart@juneau.gov); [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov); [mcb\\_notice@juneau.org](mailto:mcb_notice@juneau.org)

**Re: Notice of 2023/2024 Liquor License Renewal Application**

<b>License Type:</b>	Restaurant/Eating Place	<b>License Number:</b>	2175
<b>Licensee:</b>	Midnight Ninja Ventures Incorporated		
<b>Doing Business As:</b>	Lupo		

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

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

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

Sincerely,

Joan Wilson, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



September 19, 2023

City and Borough of Juneau  
Via: Email multiple

<b>License Type:</b>	Restaurant Eating Place	<b>License Number:</b>	4584
<b>Licensee:</b>	Genuine Ventures LLC		
<b>Doing Business As:</b>	Tracy's King Crab Shack		
<b>Premises Address:</b>	200 Whittier St Lot C1 Juneau Support, Section 23 Township 41, Juneau AK 99801		

**Transfer to No Premises**

- New Application
- Transfer of Location Application
- Transfer of Ownership Application
- Transfer of Controlling Interest Application

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

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

AS 04.11.491 – AS 04.11.509 provides that the board will deny a license application if the board finds that the license is prohibited as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are in a place within the local government where a local zoning ordinance prohibits the alcohol establishment unless the local government has approved a variance from the local ordinance.

Sincerely,  
Joan Wilson Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

August 30, 2023

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: Green Elephant, LLC

DBA: GREEN ELEPHANT, LLC.

VIA email: greenelephantalaska@gmail.com

CC: n/a

Local Government: City and Borough of Juneau

Via Email: di.cathcart@juneau.gov ; city.clerk@juneau.gov ; mcb\_notice@juneau.org

Community Council: n/a

Via Email:

CC: n/a

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store #10315 Combined Renewal Notice

Table with 2 columns: Field Name and Value. Fields include License Number, License Type, Licensee, Doing Business As, Physical Address, Designated Licensee, Phone Number, and Email Address.

[X] License Renewal Application

[ ] Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the

date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov).

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive, flowing style.

Joan M. Wilson, Director  
907-269-0350



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

August 29, 2023

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: Green Elephant, LLC DBA: GREEN ELEPHANT, LLC. VIA email: greenelephantalaska@gmail.com CC: n/a Local Government: City and Borough of Juneau Via Email: di.cathcart@juneau.gov ; city.clerk@juneau.gov ; mcb\_notice@juneau.org

Community Council: n/a

Via Email:

CC: n/a

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store #10844 Combined Renewal Notice

Table with 2 columns: Field Name and Value. Fields include License Number, License Type, Licensee, Doing Business As, Physical Address, Designated Licensee, Phone Number, and Email Address.

- License Renewal Application (checked) Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the

date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov).

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive, flowing style.

Joan M. Wilson, Director  
907-269-0350





THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

August 30, 2023

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: Taku Horticulture Company, LLC

DBA: TAKU HORTICULTURE COMPANY, LLC

VIA email: dtturner907@yahoo.com

CC: n/a

Local Government: City and Borough of Juneau

Via Email: di.cathcart@juneau.gov ; city.clerk@juneau.gov ; mcb\_notice@juneau.org

Community Council: n/a

Via Email:

CC: n/a

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store #12176 Combined Renewal Notice

Table with 2 columns: Field Name, Value. Fields include License Number, License Type, Licensee, Doing Business As, Physical Address, Designated Licensee, Phone Number, and Email Address.

[X] License Renewal Application [ ] Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the

date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov).

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive, flowing style.

Joan M. Wilson, Director  
907-269-0350



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

August 21, 2023

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: Top Hat, LLC

DBA: TOP HAT, LLC

VIA email: john@thcalaska.com

CC: n/a

Local Government: City and Borough of Juneau

Via Email: di.cathcart@juneau.gov ; city.clerk@juneau.gov ; mcb\_notice@juneau.org

Community Council: n/a

Via Email:

CC: n/a

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store #10270 Combined Renewal Notice

Table with 2 columns: Field Name and Value. Fields include License Number, License Type, Licensee, Doing Business As, Physical Address, Designated Licensee, Phone Number, and Email Address.

[X] License Renewal Application [ ] Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the

date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov).

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive, flowing style.

Joan M. Wilson, Director  
907-269-0350



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

August 25, 2023

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: Alaskan Kush Company LLC.

DBA: ALASKAN KUSH COMPANY

VIA email: joe@alaskankushcompany.com

CC: n/a

Local Government: City and Borough of Juneau

Via Email: di.cathcart@juneau.gov ; city.clerk@juneau.gov ; mcb\_notice@juneau.org

Community Council: n/a

Via Email:

CC: n/a

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store #16213 Combined Renewal Notice

Table with 2 columns: Field Name, Value. Fields include License Number, License Type, Licensee, Doing Business As, Physical Address, Designated Licensee, Phone Number, and Email Address.

[X] License Renewal Application

[ ] Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any

non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.



At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov).

Sincerely,



Joan M. Wilson, Director  
907-269-0350

Presented by: The Manager  
Introduced: September 11, 2023  
Drafted by: Finance

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

**Serial No. 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.**

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 \$2,478,745 to fund the City and Borough of Juneau and Bartlett Regional Hospital's fiscal year 2023 Public Employees' Retirement System contribution, distributed as follows:

**Bartlett Regional Hospital**

**Bartlett Regional Hospital** **\$ 1,250,692**

**City & Borough of Juneau**

**General Fund:**

Finance	\$ 84,870
Community Development	48,715
General Engineering	46,351
Libraries	42,276
Law	30,458
Information Technology	30,119
Manager's Office	28,429
Parks and Landscape	22,011
Human Resources	14,816
Clerk's Office	7,128
RecycleWorks	2,706
Arboretum	2,520
Mayor & Assembly	<u>7</u>
<b>Total General Fund</b>	<b><u>\$ 360,406</u></b>

**Special Revenue Funds:**

Police	\$ 244,702
Capital City Fire	157,173
Capital Transit	72,683

Parks and Recreation	61,259
Streets	44,257
Eaglecrest Ski Area	20,275
Lands & Resources	<u>5,064</u>
<b>Total Special Revenue Funds</b>	<b><u>\$ 605,413</u></b>
<b>Enterprise Funds:</b>	
Wastewater	\$ 65,032
Airport	62,509
Harbors	30,896
Water	29,995
Docks	<u>22,470</u>
<b>Total Enterprise Funds</b>	<b><u>\$ 210,902</u></b>
<b>Internal Service Funds:</b>	
Facilities Maintenance	\$ 26,082
Public Works Fleet	14,675
Self-Insurance	<u>10,575</u>
<b>Total Internal Service Funds</b>	<b><u>\$ 51,332</u></b>
<b>Total City &amp; Borough of Juneau</b>	<b><u>\$ 1,228,053</u></b>
<b><u>Total Appropriation</u></b>	<b><u>\$ 2,478,745</u></b>

**Section 3. Source of Funds**

Alaska Department of Administration \$ 2,478,745

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

Adopted this \_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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



DATE: August 28, 2023

TO: Wade Bryson, Chair  
Public Works and Facilities Committee

THROUGH: Katie Koester, Engineering and Public Works Director

FROM: John Bohan, Chief Engineer

SUBJECT: Capital Improvement Project (CIP) Closeouts and Transfers

Staff requests the transfers of funds as listed on the attached sheet, totaling \$1.694 million. These transfers are a collection of CIP Closeouts from projects that are complete. The funds are requested to be moved to new, like projects in need of additional funding.

**Roads CIPs**

This transfer request would move \$1.155 million of Road CIP funds and \$264k of Water CIP funds, closing eleven completed Roads CIPs and two completed Water CIPs. The funds would be transferred into the next Streets CIP priority project, reconstruction of the streets and infrastructure around the Downtown Fire Station, W 8<sup>th</sup>, F and 10<sup>th</sup> Streets between Glacier Ave and Egan. Drainage improvements and utility replacements are badly needed as well as road base and surfacing improvements. This CIP, R72-169, was only allocated \$200k in the FY24 CIP due to limited FY24 CIP funds and substantial construction cost increases (doubling in the last 5 years). The Water funds would begin to cover the costs of the replacement of the aged water system. The proposed transfer of funding would supplement the initial funding allocated and ideally allow for an initial phase of construction to occur during the summer of 2024.

**Water CIPs**

This transfer request would close four completed Water CIPs and transfer the remaining \$275k into the Water System SCADA Upgrades CIP, W75-078. This transfer and closeout request is also a housekeeping measure to consolidate and simplify the funding location for these similar projects. The work in each CIP requesting to be closed has been completed.

**Action Requested**

Staff requests the CIP transfers listed on the attached document be forwarded to the full Assembly for approval.

Presented by: The Manager  
Introduced: August 21, 2023  
Drafted by: Finance

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

**Serial No. 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.**

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 \$264,110 be transferred:

From: CIP

W75-048	Back Loop Rd. Auke Bay Waterlines	(\$ 173,728)
W75-054	Douglas Highway Water Replacement	(\$ 90,382)

To: CIP

R72-169	10 <sup>th</sup> , F, W 8 <sup>th</sup> Streets Reconstruction	\$ 264,110
---------	--	------------

**Section 3. Source of Funds.**

General Sales Tax	\$ 173,728
Temporary 1% Sales Tax	\$ 90,382

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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



DATE: August 28, 2023

TO: Wade Bryson, Chair  
Public Works and Facilities Committee

THROUGH: Katie Koester, Engineering and Public Works Director

FROM: Jeanne Rynne, Chief Architect

SUBJECT: Funds Transfer to Juneau Police Department (JPD) Roof Replacement CIP F22-027

Staff requests a transfer of \$1,853,000 from Capital Improvement Project (CIP) P44-090 – CBJ Deferred Building Maintenance to CIP F22-027 – JPD Roof Replacement.

Background:

CIP F22-027 was initiated in FY22 for \$100,000 to conduct a roof assessment of the JPD Roof and to begin design. We were able to get to 95% complete design with this funding. Based on the construction estimate prepared by JYW (Jensen Yorba Wall) in November 2022, we included \$1.853M in the FY24 Deferred Maintenance CIP request for JPD Roof. This funding was approved and allocated to CIP P44-090.

As there is financial activity accrued to this project in F22-027, we request that the funds required to complete the construction of the project be transferred to F22-027 to facilitate clear financial accounting for the project.

The project is scheduled to advertise for bids in mid-November 2023 to queue up for the spring/summer construction season of 2024. Given the PWFC and Assembly calendar between now and November, this request needs to move forward at this time.

**Action Requested**

Staff requests the \$1,853,000 transfer, as described above be forwarded to the full Assembly for approval.

Presented by: The Manager  
Introduced: September 11, 2023  
Drafted by: Finance

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

**Serial No. 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.**

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 \$ 1,853,000 be transferred:

From: CIP

P44-090          Deferred Building Maintenance          (\$ 1,853,000)

To: CIP

F22-027          Juneau Police Department Roof Replacement          \$ 1,853,000

**Section 3. Source of Funds.**

Temporary 1% Sales Tax          \$ 1,853,000

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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

Presented by: The Manager  
Introduced: September 11, 2023  
Drafted by: Finance

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

**Serial No. 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.**

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 \$312,500 as funding for the Ramp Improvement Capital Improvement Project (A50-104).

**Section 3. Source of Funds**

Airport CARES Act Funding \$312,500

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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



Presented by: The Manager  
Introduced: September 11, 2023  
Drafted by: Finance

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

**Serial No. 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.**

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 \$213,506 as funding for the Terminal Construction Capital Improvement Project (A50-102).

**Section 3. Source of Funds**

Airport CARES Act Funding \$213,506

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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

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

**Amendment of Title 05, Chapters 15, 20, 30 and 40**

**FEES AND CHARGES – APPLICATION OF CONSUMER PRICE INDEX**

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, THE DOCKS AND HARBORS BOARD PROPOSES TO ADOPT THE FOLLOWING AMENDMENT TO REGULATIONS EFFECTIVE JANUARY 1, 2024:

**Section 1. Authority.** These regulations are adopted pursuant to CBJ Ordinance 01.60, 85.02.060, and 85.02.100.

**Section 2. Amendment of Section.** 05 CBJAC 15.030 Dockage charges, is amended to read:

**05 CBJAC 15.030 Dockage charges.**

...

(e) From May 1 to September 30, dockage for all vessels, except those vessels paying dockage fees set out in 05 CBJAC 15.030(f) and (h), will be assessed for each 24-hour period or portion thereof as follows:

- (1) ~~\$3.00~~ 3.53 per foot for vessels less than 65 feet in length overall;
- (2) ~~\$5.00~~ 5.89 per foot for vessels with a length overall from 65 feet up to 200 feet; and
- (3) ~~\$3.00~~ 3.53 per foot for vessels greater than or equal to 200 feet in length overall.

(f) From May 1 to September 30, fishing vessels will be assessed dockage at ~~\$1.50~~ 1.77 per foot of length overall for each 24-hour period or portion thereof, except there will be no charge to vessels staging to offload at Taku Dock, provided the duration of staging is less than four hours.

...

**Section 3. Amendment of Section. 05 CBJAC 15.040** Port maintenance fee, is amended to read:

**05 CBJAC 15.040 Port maintenance fee.**

...

(e) *Port maintenance fees assessment:*

Time Period	Charge
Each 24-hour period or portion thereof	<del>\$0.055</del> <u>0.064</u> for each net registered ton of vessel displacement

...

**Section 4. Amendment of Section. 05 CBJAC 15.060** Vessel lightering fee, is amended to read:

**05 CBJAC 15.060 Vessel lightering fee.**

...

(e) *Vessel lightering fee assessment:*

Unit	Charge
Each 24-hour period or portion thereof.	<del>\$1,700.00</del> <u>2003.09</u>

...

**Section 5. Amendment of Section. 05 CBJAC 15.080** Loading permit fee, is amended to read:

**05 CBJAC 15.080 Loading permit fee.**

...

(c) *Loading permit fees assessment:*

Permit Type	Fee
"A" or "B" Permit	<del>2017: \$300 per company plus \$7 per passenger seat 2018: \$350 per company plus \$8 per passenger seat 2019: Calendar year permit: \$400</del> <u>494.41</u> per company plus \$9 <u>11.12</u> per passenger seat <del>Starting 2025: Adjust this fee every 5 years based on the CPI adjustment</del>
Limited Loading Permit	<del>\$15</del> <u>18.54</u> per vehicle for each permit day; or <del>\$250</del> <u>309.00</u> per year, whichever is less.

- (d) *CPI adjustment.* For each calendar year after 2022, the fee assessed in this section will be equal to the previous fiscal year's fee, adjusted by the Consumer Price Index - Urban Alaska (CPI) as reported by the Alaska Department of Labor & Workforce Development for the calendar year preceding the start of the seasonal cruise vessel year (April 1 through November 1). The Docks and Harbors Board may, by motion, take action to keep the fee the same as the previous year, or increase the fee in an amount less than the CPI adjustment.

**Section 6. Amendment of Section.** 05 CBJAC 15.110 Boom truck usage fee, is amended to read:

**05 CBJAC 15.110 Boom truck usage fee.**

...

- (b) *Basis for charge.* The charge assessed will be at the rate of ~~\$120.00~~ 148.33 per hour for the first hour, and ~~\$60.00~~ 74.16 per 30 minutes thereafter.

...

**Section 7. Amendment of Section.** 05 CBJAC 20.020 Special annual moorage fee for skiffs, is amended to read:

**05 CBJAC 20.020 Special annual moorage fee for skiffs.**

...

- (b) The annual moorage fee shall be ~~\$300.00~~ 370.81 per calendar year (January 1 through December 31).

...

**Section 8. Amendment of Section.** 05 CBJAC 20.030 Daily moorage fees, is amended to read:

**05 CBJAC 20.030 Daily moorage fees.**

...

- (d) *Daily moorage fees.* Except as provided for reserved daily moorage, daily moorage fees will be assessed for each 24-hour period or portion thereof as follows:

- (1) From July 1, ~~2021~~ through June 30, ~~2022~~, ~~\$0.58~~ 0.72 per foot; and
- (2) CPI adjustment. The fees assessed in this section will be equal to the previous fiscal year's fee and adjusted by the Consumer Price Index - Urban Alaska (CPI) as reported by the Alaska Department of Labor & Workforce Development for the calendar year preceding the start of the fiscal year. The Docks and Harbors Board may, by motion, take action to keep the fee the

same as the previous year, or increase the fee in an amount less than the CPI adjustment.

**Section 9. Amendment of Section. 05 CBJAC 20.035** Monthly moorage fees, is amended to read:

**05 CBJAC 20.035 Monthly moorage fees.**

...

(d) *Monthly moorage fee.* Monthly moorage fees will be assessed for each calendar month or portion thereof as follows:

- (1) *Downtown harbors.* ~~From July 1, 2021 to June 30, 2022: \$4.40~~ In addition to the CPI adjustment specified in (e) affecting the moorage agreement from July 1 to June 30, annually, the following rates will apply. There will be a 3% increase beginning January 1, 2024, bringing the per foot rate to \$5.12; there will be another 3% increase on January 1, 2025; and there will be a final 2.8% increase on January 1, 2026.
- (2) *Statter Harbor.* ~~From July 1, 2021 to June 30, 2022: \$7.30~~ In addition to the CPI adjustment specified in (e) affecting the moorage agreement from July 1 to June 30, annually, the following rates will apply. There will be a 3% increase beginning January 1, 2024, bringing the per foot rate to \$8.53; there will be another 3% increase on January 1, 2025; and there will be a final 2.8% increase on January 1, 2026.

...

**Section 10. Amendment of Section. 05 CBJAC 20.045** Fee for tenders, is amended to read:

**05 CBJAC 20.045 Fee for tenders.**

...

(c) *Moorage fee.* There is no moorage fee for a tender in cases where the primary vessel is shorter than the designated stall length, the owner pays moorage fees based on the designated stall length, and the tender can fit within the stall without causing the tender or primary vessel to protrude beyond the designated stall length. In all other cases, the owner of the tender shall pay fees as follows:

- (1) Annual fee of ~~\$150.00~~ 176.74 per tender paid in advance;
- (2) Monthly fee of ~~\$50.00~~ 58.91 per tender paid in advance; or
- (3) Daily fee in accordance with Section [05 CBJAC 20.030] 30 of this regulation.

...

**Section 11. Amendment of Section. 05 CBJAC 20.050 Residence surcharge, is amended to read:**

**05 CBJAC 20.050 Residence surcharge.**

...

- (d) *Residence surcharge.* The owner shall pay a residence surcharge of ~~\$69.00~~ 85.28 per calendar month, or portion thereof, for each vessel used as a residence. For a vessel with more than four residents, the owner shall pay an additional surcharge of ~~\$23.00~~ 28.43 per calendar month, or portion thereof, for each additional resident.

...

**Section 12. Amendment of Section. 05 CBJAC 20.060 Recreational boat launch fees, is amended to read:**

**05 CBJAC 20.060 Recreational boat launch fees.**

...

- (h) *Recreational launch ramp permit fees.* Recreational launch ramp permit fees, including administrative fees, will be assessed as follows:

Calendar year permit Annual (January 1—December 31): \$90.00 111.25 (Recreational); \$309.00 (Commercial)

Daily: \$15.00 18.53 (Recreational); \$37.08 (Commercial)

Administrative fee for additional permit(s) or lost decal(s): \$5.00 each

...

**Section 13. Amendment of Section. 05 CBJAC 20.070 Fees for commercial use of boat launches, is amended to read:**

**05 CBJAC 20.070 Fees for commercial use of boat launches.**

...

- (d) *Inspected vessel fees.* The harbormaster shall assess permit fees to the owner of a vessel engaged in passenger-for-hire activities that is regulated under Subchapters T and S of 40 CFR 33 as follows:
  - (1) Calendar year ~~2022~~ permit: ~~\$569.80~~ 671.39 per vessel plus ~~\$1.65~~ 1.94 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity.

...

(e) *Uninspected vessel fees.* The Harbormaster shall assess permit fees to the owner of a vessel engaged in passenger-for-hire activities that is not regulated under Subchapter T and S of 40 CFR 33 (OUPV - operator of uninspected passenger vessels) as follows:

- (1) Calendar year ~~2022~~ permit: ~~\$171.60~~ 202.20 per vessel plus ~~\$1.65~~ 1.94 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity.

...

**Section 14. Amendment of Section. 05 CBJAC 20.080 Passenger-for-hire fee,** is amended to read:

**05 CBJAC 20.080 Passenger-for-hire fee.**

...

(d) *Inspected vessel fees.* The Harbormaster shall assess permit fees to the owner of a vessel engaged in passenger-for-hire activities that is regulated under Subchapters T and S of 40 CFR 33 as follows:

- (1) Calendar year ~~2022~~ permit: ~~\$569.80~~ 671.39 per vessel plus ~~\$1.65~~ 1.94 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity.

...

(e) *Uninspected vessel fees.* The Harbormaster shall assess permit fees to the owner of a vessel engaged in passenger-for-hire activities that is not regulated under Subchapters T and S of 40 CFR 33 (OUPV - operator of uninspected passenger vessels) as follows:

- (1) Calendar year ~~2022~~ permit: ~~\$171.60~~ 202.20 per vessel plus ~~\$1.65~~ 1.94 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity.

...

**Section 15. Amendment of Section.** 05 CBJAC 20.090 Statter Harbor Bus Lot permit fee, is amended to read:

**05 CBJAC 20.090 Statter Boat Harbor Bus Lot permit fee.**

...

(c) *Fees.* The Harbormaster shall assess permit fees to the owner of a vehicle using the Statter Harbor Bus Lot to pick-up and discharge passengers for passenger-for-hire activities as follows:

- (1) Calendar year permit: ~~\$300.00~~ 370.81 per company plus ~~\$15.00~~ 18.54 per passenger seat; or
- (2) Once per week permit: \$25.00 per vehicle per calendar day for companies that use the lot to drop-off passengers for passenger-for-hire activities no more than once per week; or
- (3) No charge for non-profit use when approved by the Harbormaster on a case-by-case basis.

...

**Section 16. Amendment of Section.** 05 CBJAC 20.100 Grid usage fees, is amended to read:

**05 CBJAC 20.100 Grid usage fees.**

...

(d) *Grid usage fees.* Grid usage fees shall be assessed as follows:

\$ per foot per day	<del>\$1.00</del> <u>1.24</u>
---------------------	-------------------------------

...

**Section 17. Amendment of Section.** 05 CBJAC 20.110 Crane use fees, is amended to read:

**05 CBJAC 20.110 Crane use fees.**

...

(c) *Crane use fees.* Crane use fees will be assessed at the rate of ~~\$5.00~~ 6.17 per each 15 minutes of use.

...



**Section 18. Amendment of Section.** 05 CBJAC 20.130 Storage fees, is amended to read:

**05 CBJAC 20.130 Storage fees.**

- (a) A person may apply to the Harbormaster for use of long-term storage space in designated areas. Except as provided herein, the fee for use of this space is ~~\$0.50~~ 0.61 per square foot per calendar month, or portion thereof. The Harbormaster is authorized to issue permits and develop written procedures to implement this section.
- (b) Vessel storage. When available, Docks and Harbors will allow vessels to be hauled out and temporarily stored at the Auke Bay Loading Facility. The following rates apply:
  - (1) May through September: ~~\$1.00~~ 1.18 per linear foot per day for up to five days.
  - (2) May through September: ~~\$3.00~~ 3.53 per linear foot per day after five days.
  - (3) October through April: ~~\$8.00~~ 9.43 per linear foot per calendar month.
  - (4) No storage fee will be assessed for the day the vessel is hauled out.
- (c) Boat stand rental. When a vessel is brought to available uplands for storage by an individual or contractor, Docks and Harbors shall assess one hour of prevailing labor rate for blocking and ~~\$100.00~~ 117.83 per calendar month for use of boat stands. The Harbormaster or their representative shall approve the blocking of all vessels.

...

**Section 19. Amendment of Section.** 05 CBJAC 20.140 Staff labor fees, is amended to read:

**05 CBJAC 20.140 Staff labor fees.**

When required in the furtherance of duties set out in CBJ Ordinance Title 85, harbor regulations and rules, fees for services of Docks and Harbors Department staff will be assessed as follows:

- (1) ~~\$75.00~~ 92.69 per hour for each staff person with a one-hour minimum charge per staff person;
- (2) ~~\$125.00~~ 142.93 boat charge per hour, one-hour minimum, and increments each 30 minutes prorated; and

...

**Section 20. Amendment of Section.** 05 CBJAC 20.150 Reserved moorage waitlist fee, is amended to read:

**05 CBJAC 20.150 Reserved moorage waitlist fee.**

- (a) A person applying for placement on the reserved moorage waitlist shall pay an initial sign-up fee of ~~\$50.00~~ 61.80 and an annual fee of ~~\$10.00~~ 12.36 payable by March 1 of each year that the person wishes to remain on the waitlist.

...

**Section 21. Amendment of Section.** 05 CBJAC 20.170 Private boathouse surcharge, is amended to read:

**05 CBJAC 20.170 Private boathouse surcharge.**

...

- (d) *Fair market rent.* The fair market rent used to compute the annual fee is ~~\$0.13~~ .14 per square foot.

**Section 22. Amendment of Section.** 05 CBJAC 20.175 Fee for delivery and sale of fuel at the Auke Bay Loading Facility, is amended to read:

**05 CBJAC 20.175 Fee for delivery and sale of fuel at the Auke Bay Loading Facility.**

...

- (b) A fee of ~~\$0.05~~ .055 per gallon of fuel will be assessed to all retailers selling fuel to a vessel at the Auke Bay Loading Facility.

...

**Section 23. Amendment of Section.** 05 CBJAC 20.210 Auke Bay Loading Facility – Float Moorage, is amended to read:

**05 CBJAC 20.210 Auke Bay Loading Facility—Float Moorage.**

- (a) The fee to use the Auke Bay Loading Facility Float shall be as follows:
  - (1) No cost for the first two hours using the float.
  - (2) ~~\$0.75~~ .93 per linear foot per calendar day for using the float for more than two hours and up to three calendar days.
  - (3) ~~\$1.50~~ 1.85 per linear foot per calendar day for using the float for more than three calendar days and up to seven calendar days.

- (4) ~~\$3.00~~ 3.70 per linear foot per calendar day for using the float for seven calendar days or more.

...

**Section 24. Amendment of Section. 05 CBJAC 20.220 Auke Bay Loading Facility Float – Mechanical Work Zone,** is amended to read:

**05 CBJAC 20.220 Auke Bay Loading Facility Float—Mechanical Work Zone.**

- (a) The rate for the Docks and Harbors Auke Bay Loading Facility Float Mechanical Work Zone shall be as follows:
  - (1) ~~\$0.75~~ .93 per linear foot per calendar day for the first three days.
  - (2) ~~\$1.50~~ 1.85 per linear foot per calendar day for days four through seven.
  - (3) ~~\$3.00~~ 3.70 per linear foot per calendar day in excess of seven days.

...

**Section 25. Amendment of Section. 05 CBJAC 30.010 Shorepower access fees,** is amended to read:

**05 CBJAC 30.010 Shorepower access fees.**

...

- (e) *Daily shorepower access fees.* Fees to access shorepower on a daily basis are as follows:

Connection Type	Fee
20 amp (120V, 1 phase)	<del>\$6.00</del> <u>7.41</u>
30 amp (120V, 1 phase)	<del>9.00</del> <u>11.29</u>
50 amp (208V, 1 phase)	<del>25.00</del> <u>30.90</u>
<del>50 amp (208V, 3 phase)</del>	<del>52.00</del>
100 amp (208V, 3 phase)	<del>86.00</del> <u>106.30</u>
100 amp (480V, 3 phase)	<del>198.00</del> <u>244.73</u>

(f) *Summer monthly shorepower access fees.* Fees to access shorepower on a monthly basis during the months of May, June, July, August, and September are as follows:

Connection Type	Liveaboard Fee	Non-Liveaboard Fee
20 and 30 amp	<del>\$90.00</del> <u>112.25</u>	<del>\$54.00</del> <u>66.75</u>
50 amp	<del>180.00</del> <u>244.73</u>	<del>108.00</del> <u>133.49</u>
100 amp/208 volt	<del>420.00</del> <u>519.13</u>	<del>252.00</del> <u>311.48</u>
100 amp/480 volt	<del>990.00</del> <u>1,223.67</u>	<del>588.00</del> <u>726.78</u>

(g) *Winter monthly shorepower access fees.* Fees to access shorepower on a monthly basis during the months of October, November, December, January, February, March, and April are as follows:

Connection Type	Liveaboard Fee	Non-Liveaboard Fee
20 amp	<del>\$120.00</del> <u>148.33</u>	<del>\$72.00</del> <u>89.00</u>
30 amp	<del>162.00</del> <u>199.88</u>	<del>96.00</del> <u>118.66</u>
50 amp	<del>300.00</del> <u>370.81</u>	<del>180.00</del> <u>222.48</u>
100 amp/208 volt	<del>720.00</del> <u>889.94</u>	<del>420.00</del> <u>519.13</u>
100 amp/480 volt	<del>1,680.00</del> <u>2,076.53</u>	<del>972.00</del> <u>1,201.42</u>

...

**Section 26. Amendment of Section.** 05 CBJAC 40.010 General moorage management policy, is amended to read:

**05 CBJAC 40.010 General moorage management policy.**

...

(g) *Vessel salvage and disposal.*

(1) Prior to obtaining a moorage assignment pursuant to 05 CBJAC 40.035, 050, 055, or 065, the owner of a vessel must

...

(ii) pay a non-refundable moorage surcharge ~~\$0.25~~ .31 per foot per month.

...

**Section 27. Amendment of Section. 05 CBJAC 40.065 Vessel anchoring requirements, is amended to read:**

**05 CBJAC 40.065 Vessel anchoring requirements.**

...

(d) *Permits.* The owner, operator, master, or managing agent of a vessel must submit an application for an anchoring permit on a form provided by the Port Director.

...

(2) *Long-term permit.* The Port Director may issue a long-term permit for a vessel anchoring out for 14 to 90 days. No vessel may receive a long-term permit or a combination of permits for anchorage of more than 90 days in any 12-month period.

(A) A ~~\$100.00~~ 109.00 non-refundable application fee is required to apply for a long-term permit. In addition, the daily fee for anchorage is ~~\$0.25~~ 0.27 per foot.

...

**Section 28. Notice of Proposed Adoption of a Regulation.**

The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on September 2, 2023, which is not less than 21 days before the date of adoption of these regulations as set forth below.

**Adoption by Agency**

After considering all relevant matter presented to it, the agency hereby amends these regulations as set forth above. The agency will next seek Assembly review and approval.

Date: \_\_\_\_\_

\_\_\_\_\_  
Carl Uchytel  
Port Director

**Legal Review**

These regulations have been reviewed and approved in accordance with the following standards set forth in CBJ 01.60.250:

- (1) Its consistency with federal and state law and with the charter, code, and other municipal regulations;
- (2) The existence of code authority and the correctness of the required citation of code authority following each section; and
- (3) Its clarity, simplicity of expression, and absence of possibility of misapplication.

Date: \_\_\_\_\_

\_\_\_\_\_  
Emily L. Wright  
Assistant Municipal Attorney

**Assembly Review**

These regulations were presented to the Assembly at its meeting of \_\_\_\_\_. They were adopted by the Assembly.

Date: \_\_\_\_\_

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

**Filing with Clerk**

I certify, as the Clerk of the City and Borough of Juneau, that the following statements are true:

- (1) These regulations were accepted for filing by the office of the clerk at \_\_\_:\_\_\_ a.m./p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
- (2) After signing, I will immediately deliver or cause to be delivered copies of this regulation to the attorney and the director of libraries.
- (3) A permanent file of the signed originals of these regulations will be maintained in this office for public inspection.
- (4) Effective date: \_\_\_\_\_.

Date: \_\_\_\_\_

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

**2023 6th Late File List to Assembly - 10/23 Meeting**Hardship List:

<b>Name</b>	<b>Parcel Number</b>	<b>Property Address</b>
IOANNA MANOLAKAKI	5B2501280021	3636 MCGINNIS DR
JOHN SWEENEY	5B2401420140	8175 THREADNEEDLE ST
MICHAEL AUDAP	5B2401300090	8314 GLADSTONE ST
PAUL SIMPSON	4B1701030010	10103 JENSINE ST
PAULA TERREL	1B0301000043	4970 THANE RD
ROY CARTE	5B1601060200	2391 KA-SEE-AN DR
VERDI BROGDON	5B2401200100	8116 POPLAR AVE
MONICA RITTER	1C070A100030	328 GOLD ST
NANCY BARNES	1D050L100140	2713 DAVID ST

Late File Senior & Disabled Veteran Exemption List:

<b>Name</b>	<b>Parcel Number</b>	<b>Property Address</b>
MARK RIEDERER	8B3301030010	16240 GLACIER HWY
SANA EFIRD	1D050L520020	2551 VISTA DR UNIT A102
STEPHEN IHA	7B1001110220	1413 MARY ELLEN WAY

OCT 17 2023

CBJ-Assessors Office

To whom it may concern!

The reason I missed the deadline for the 2023 Senior Citizen Hardship Exemption is I was not aware about the deadline. Thank you in advance for your understanding.

Sincerely,  
Ioanna Mandakaki



Received

SEP 14 2023

CBJ-Assessors Office

Sept 14 2023

Section M, Item 22.

Dear Ladies & gentlemen of the Finance

Assembly, sorry I was late with this hardship application. My bookkeeper was busy and took a couple of months to do the 2021 & 2022 taxes. My wife has been in hospitals for over two years and has been in my care most of this year. She had a 3 1/2 inch tumor in her right breast & a small one under that when first diagnosed with large cell aggressive breast cancer & under chemotherapy for about six months. She just had a mastectomy in Anchorage & had left breast removed. She's doing good now and is recovering at home & is able to walk up & down our stairs. Thanks for your understanding.

Sincerely yours  
John J. Sweeney

CBJ-Assessor's Office

SEP 26 2023

To the Assembly -

I've just become aware of hardship exemption after 9 years of it applying to me, but I just found out about it.

Sincerely yours -

Michael Louis Andap  
Michael Louis Andap

9-24-23

Received

Section M, Item 22.

SEP 14 2023

CBJ-Assessors Office

I would like to apply for  
Hardship Discount. I just found out  
about it that is why I am applying  
late

Thanks Paul Simpson

SEP 08 2023

To: Assembly Members

From: Paula Terrel

Re: CBS tax

Date: 9-9-2023

I respectfully request your consideration of my request for a "hardship exemption" relating to my property tax exemption.

Our family has no income except social security and we have had high medical & surgery expenses this year. I was not aware of the deadline for filing.

Paula Terrel

SEP 11 2023

Section M, Item 22.

Name: <i>ROY CARTE</i>	Parcel Number: <i>5B1601060200</i>
Date: <i>9-11-23</i>	Assessment Year: <i>2023</i>

The following shows the reason(s) I was unable to submit the exemption application by the established deadline:

*UNAWARE OF THIS OPPORTUNITY  
IN THE PAST DID NOT QUALIFY BECAUSE OF INCOME  
NOW RETIRED AND WAS REMINDED BY RELATIVES OF THIS  
OPPORTUNITY. LATE AS IT IS.*



*CBJ-Assessor's Office  
SEP 11 2023*

*CBJ-Assessor's Office  
SEP 11 2023*

Name: Verdi L. Brogdon	Parcel Number:
Date: 09/18/2023	Assessment Year: 2023

The following shows the reason(s) I was unable to submit the exemption application by the established deadline:

Dear Assenbly Members;

I wasn't aware of the hardship application until just recently.

SEP 13 <sup>LEVEL</sup> 2023

SEP 13 2023

Name: <i>Monica Ritter</i>	Parcel Number: <i>1C070A100030</i>
Date: <i>9/13/23</i>	Assessment Year: <i>2023</i>

The following shows the reason(s) I was unable to submit the exemption application by the established deadline:

*I have been overwhelmed by paperwork & life changes because of my husband's death,*

*Sincerely,*

*Monica Ritter*

SEP 15 2023

Name: <i>Nancy Barnes</i>	Parcel Number: <i>10050200140</i>
Date: <i>9.15.23</i>	Assessment Year: <i>2023</i>

The following shows the reason(s) I was unable to submit the exemption application by the established deadline:

*I wasn't aware of the March deadline or that there was a senior exemption - until this month turning 68 on 9.17.23*



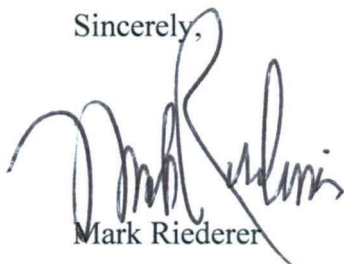
September 28, 2023

Dear Sirs:

I am requesting late filing of CBJ Senior Citizen Real Property Tax Exemption Application for my primary residence at 16240 Glacier Highway.

I was not aware of the March 31 deadline of the process for exemption. At the time, I was preoccupied with the care and duties as P.O.A. for my mother who passed away in June.

Sincerely,



Mark Riederer

To: Juneau Assembly

CBJ-Assessor's Office


Sept. 21, 2023

From: Sana Efird

SEP 22 2023

My husband and I have recently started exploring the senior citizens tax exemptions offered by the city. While we are well over 65, we have been employed and did not see the need to avoid paying the sales taxes that the city needed to provide the services it does to our community. However, now that my husband has retired and our incomes are going to be less, we thought it would be the time now to take advantage of the programs the city offers. Upon researching the programs we became aware of the real estate exclusion. We were unaware of this program and that it had a deadline of March 31<sup>st</sup> of this year. We are asking that we be grandfathered in to this program and allowed to take this exemption.

Thank you for your consideration of this matter,

  
Sana Efird

OCT 02 2023

Juneau Assembly.

10/2/2023

Please consider our application  
for CBJ Senior Citizen Real Property  
Tax Exemption for 2023 taxes.  
We were not aware of the deadline  
of the application and have  
been out of town.

Thank you,

Ursula and Steve Oha

1413 Mary Ellen Way,  
Juneau AK 99801

907-723-9161



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

TO: CBJ Assembly  
DATE: October 23, 2023  
FROM: Robert Barr, Deputy City Manager  
RE: Cold Weather Emergency Shelter (CWES)

**Background**

In October of 2017, the Assembly Taskforce on Homelessness concluded its work and recommended<sup>1</sup>, among other things, the creation of the CWES. Starting the winter of 2017, CBJ has been operating a CWES in partnership with local community non-profit organizations.

In 2017 and 2018, the shelter was operated out of the old public safety building located at 450 Whittier St and operated under a shared services model comprised of CBJ staff and staff from AWARE, the Glory Hall, and St. Vincent de Paul (SVDP). The shelter served up to 30 individuals during cold weather nights (lows below 32F). In these first two years, the shelter was open for about 75 nights per winter and served about 170 unique individuals. In 2017 a total of 715 bed nights were provided and in 2018 a total of 1,612 bed nights.

In 2019 the service model for the CWES was changed from shared-lead to single-organization lead and began operating every night. St. Vincent de Paul was the lead organization and began providing services out of their Teal St. location. In March of 2020, with the onset of the pandemic, the CWES was moved to the JACC to decompress the smaller Teal St location. Throughout the winters of 2019 and 2020, a total of 21,000 bed nights of service were provided.

In July through September of 2020, CBJ sought proposals to purchase a facility to be used for a cold weather shelter in the future. Eight locations were considered, and none selected.

For the winters that began in 2021 and 2022, CWES services were provided by Resurrection Lutheran Church (RL) at their downtown location. In 2021, 3,535 bed nights of service were provided.

**Discussion**

In June of 2023, a request for bids was issued for a CWES operator for the winter season. Despite a well-attended pre-proposal meeting, no bids were received. Potential operators mostly indicated inability to find an appropriate space to house the shelter and RL indicated they did not bid due to congregational vote.

<sup>1</sup> [https://juneau.org/wp-content/uploads/2018/03/2017-10-22-COW\\_HomelessTaskforcerecommendations\\_final.pdf](https://juneau.org/wp-content/uploads/2018/03/2017-10-22-COW_HomelessTaskforcerecommendations_final.pdf)

After the failed bid, staff met with RL to determine if enough changes could be made to the documents to enable re-consideration and a second vote by the congregation. RL staff determined that was possible; however, a second vote failed. At this point, staff began considering alternative options for this winter’s operations. Nearly all CBJ owned facilities and many private facilities were considered. The major criteria for a CWES facility include:

- Large<sup>2</sup> open space with good sight lines
- Heated, covered
- Restrooms that are designed and/or controllable in a manner to disincentivize drug/alcohol use
- Potable water available and staff electricity/connectivity
- Transportation plans – PM and AM

Facilities meeting these criteria that are also available (e.g. no or limited disruption to current use) are rare. Facilities outside of downtown were initially ruled out due to the added transportation complexity and cost; however, once it became clear that no appropriate facilities existed downtown, we began exploring those options. Mt. Jumbo gym and Thane warehouse were the two CBJ owned facilities that rose to the top that could be modified to suit the needs of the CWES. Thane warehouse has an advantage over Mt. Jumbo gym as well as RL in that it is not adjacent to a residential neighborhood or an elementary school, neither of which should ideally be sited near an emergency shelter.

During this process, RL held a third vote which passed by a single vote. With input from community providers and involved CBJ departments, staff decided to proceed with the Thane option in partnership with SVDP.

It is worth noting that the CWES is a shelter of last resort and the lowest barrier shelter option in Juneau. It is not a no barrier shelter. We have an obligation to ensure a safe environment for staff, clients, and surrounding neighbors. Making enforcement decisions is challenging and is done using a safety-focused lens. Refusing services for behavioral reasons (threatened or actual violence, active drug use, extreme/persistent disruption) means that individual may be left with no other warming option on a cold night. On the other hand, failing to trespass an individual when all other options have been exhausted can result in an unmanageable/unsafe situation for others in and around the facility. SVDP staff are trained in de-escalation techniques, supported by partner agencies including CBJ emergency services, and seek to minimize refusing service to the greatest extent possible. In extreme and/or specific circumstances, other options may exist (e.g. CARES sobering center, BRH, and LCCC).

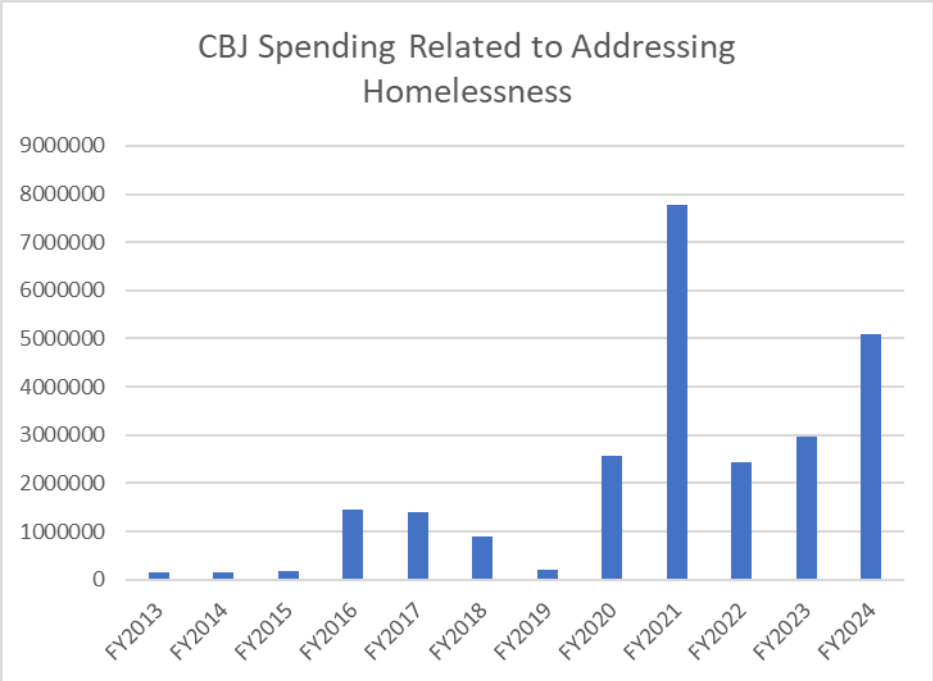
**Recommendation:**

Adopt Ordinance 2023-39 after public hearing or provide alternative direction.

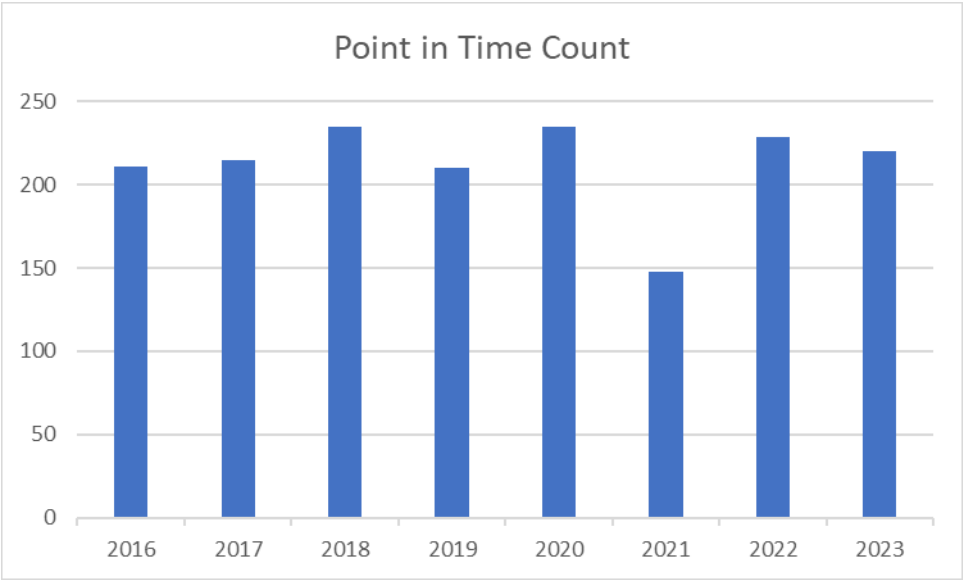
**Addenda:**

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<sup>2</sup> The FEMA/Red Cross Shelter Field Guide recommends 40 square feet per person with additional allowances for people requiring assistive aid and staff. 60 square feet per person is ideal and improves safety.



This graph tracks CBJ spending related to addressing homelessness since FY13. Included are grants to providers<sup>3</sup> that address homelessness and/or low income housing as part of their mission, social service grants to organizations that provide wrap-around services to people experiencing homelessness, contractual and personnel costs associated with the CWES, the Shéiyi X̄aat Hít youth shelter, CARES services, medical respite, and COVID-19 spending directly related to housing and vulnerable population support. The majority of COVID-19 expenses occurred in FY21 which is why it appears as an outlier.

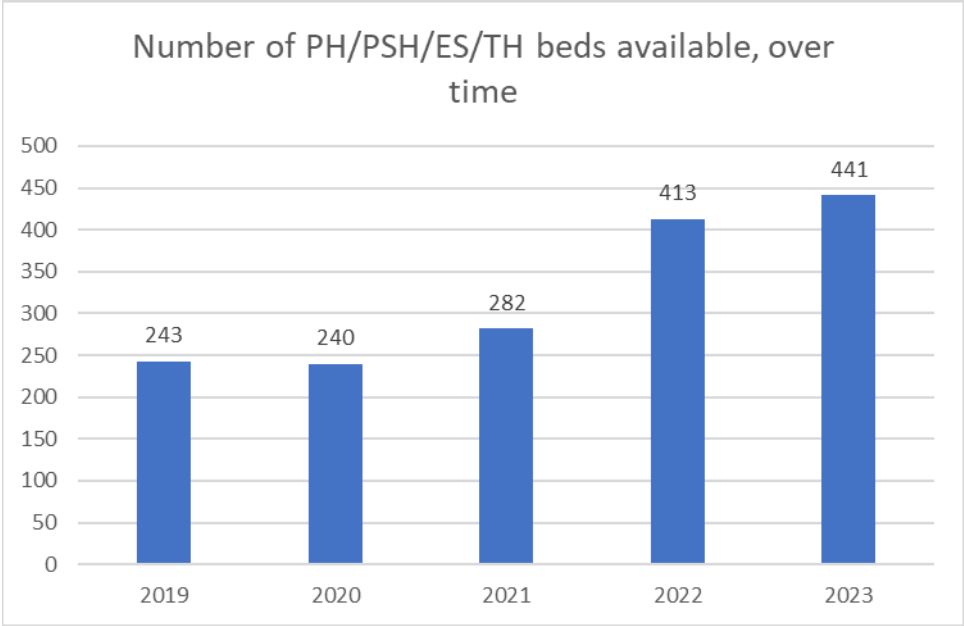


This graph reflects the “point in time” count<sup>4</sup>, which is an annual counting of people experiencing homelessness across a handful of different categories, generally occurring in January of each year. The categories included in this graph include individuals staying in emergency sheltering,

<sup>3</sup> The Glory Hall, AWARE, St. Vincent de Paul, Housing First, THRHA, Family Promise

<sup>4</sup> Data available here: <https://icalliances.org/alaska-data-and-reports>

transitional housing, and those who are unsheltered. Due to the pandemic, unsheltered numbers were not recorded in 2021.



This graph shows the total number of Permanent Housing, Permanent Supportive Housing, Emergency Sheltering, and Transitional Housing beds available in the community, over time. The growth from 2020 to 2021 reflects the expansion of Housing First. The growth from 2021 to 2022 is largely driven by a new allocation of housing vouchers from the Alaska Housing Finance Corporation which are intended to be temporary in nature, providing up to 12 months of rental stabilization assistance.



**CBJ – Regular Municipal Election, October 3, 2023  
October 20, 2023 Election Report to CBJ Assembly**

**Beth McEwen, MMC  
Municipal Clerk/Election Official**

Below is a brief recap of the numbers associated with CBJ’s October 3, 2023 By-Mail Election.

**Looking at the Numbers**

<b>Total number of CBJ Registered Voters as of Sept. 3, 2023</b>	<b>27,767</b>
<b>Total number of ballots mailed to voters from ballot printer<sup>1</sup></b>	<b>26,425</b>
<b>Total number of ballots mailed to a temporary address<sup>2</sup></b>	<b>50</b>
<b>Total number of fax/e-ballots issued</b>	<b>80</b>
<b>Total number of challenged ballots (sent cure letters)</b>	<b>193</b>
<b>Total number of challenged ballots cured/approved for counting</b>	<b>101</b>
<b>Total number of rejected ballots*</b>	<b>168</b>
<b>Total number of accepted/counted ballots</b>	<b>9,435</b>

Ballots were mailed out by K&H Printing from Seattle, WA on Thursday, September 14. Ballot drop boxes were installed and opened to receive ballots 24/7 starting on September 14 through Election Day, October 3 at 8:00 p.m. The two Vote Centers, located in the Assembly Chambers at City Hall and the Mendenhall Library, were open beginning on September 18 through Election Day October 3, 2023.

The election ‘signature cure’ process was followed for those voted ballots that were received but were challenged for one of the following issues:

**<sup>1</sup> 29.07.100 Voting procedure.**

- (a) When the election official conducts an election by mail, the election official shall mail a ballot to each person whose name appears on the voter registration list prepared under AS 15.07.125 for that election. The ballot shall be sent to the address stated on the official registration list unless the voter has notified the election official in writing of a different address to which the ballot should be sent. The election official is not required to mail a ballot to any voter who does not have a valid residence address, or is in the condition of purge notice (PN), undeliverable (UN), or list maintenance undeliverable (LU), as described in AS 15.07.130. Any qualified voter not mailed a ballot will not later be refused a ballot when requested, but may be required to vote a questioned ballot. The election official shall send ballots by first class, non-forwardable mail, on or before the 19th day before the election.

<sup>2</sup> Ballots issued by the Ballot Processing Center included ballots sent to voters who applied for a fax/e-ballot or those applications for ballots to be mailed to a temporary address.



- Lack of signature on the return ballot envelope,
- The signature on the return ballot envelope didn't match the signature on file with CBJ or State Division of Elections,
- There was no reference signature on file with CBJ or the State of Alaska Division of Elections,
- Lack of personal identifier (must have been one of the following: Date of Birth, last four digits of Social Security Number, Alaska Driver's License number or Voter ID number)
- The personal identifier didn't match that on file with CBJ or the State of Alaska Division of Election.

Voters whose ballots were challenged via the 'signature cure' process were sent signature cure letters instructing them on how to cure the challenged issue with the deadline to submit their cures no later than Monday, October 16 at 4:30p.m. for additional review by the Canvass Review Board.

Based on past by-mail elections, it is likely we will continue to receive a small number of ballots after certification via USPS that may or may not have been postmarked before or on Election Day.

**\*Rejected Ballots**

The following is a breakdown of the numbers for those ballots that were rejected following the signature cure process and additional review by the Canvass Review Board.

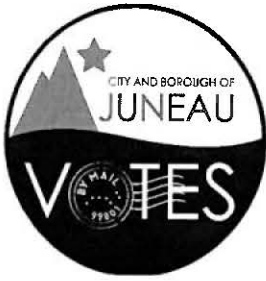
• Ballots received without any return envelope/voter information	4
• Voter registered in another Alaskan community	5
• Voter not registered or registered after 9/3/2023 deadline	9
• Ballots not cured after being sent a cure notice	90
• Ballots signed by Power of Attorney only and not cured prior to certification	2
• Ballots received via USPS after Election Day with no or illegible postmark	9
• Ballots postmarked after election day but received before certification	49
<b>TOTAL Rejected Ballots</b>	<b>168</b>

**Returned Un-voted (Original) Ballot Packets**

• Returned ballot packet returned with notification that the voter was deceased	2
• Returned ballot packets undeliverable as addressed – no new address	691
• Returned ballot packets undeliverable with temporary or new address	943
<b>TOTAL un-voted returned ballots packets</b>	<b>1636</b>

Following certification of the election, CBJ staff transmits a list of all voters who voted along with all the questioned and special needs ballot envelopes and any ballot mail returned as "undeliverable" or "other reasons" to the State Division of Elections. The State Division of Elections then updates the voter history accordingly and follows up with its list maintenance protocols for any address changes and/or mail received as undeliverable.

***Attachment: October 17, 2023 Election Certification & Official Results***



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

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

Phone: (907)586-5278 Fax: (907)586-4552  
email: [Beth.McEwen@juneau.gov](mailto:Beth.McEwen@juneau.gov)

**CERTIFICATION OF OCTOBER 3, 2023 CBJ REGULAR MUNICIPAL ELECTION**

I, Elizabeth J. McEwen, Municipal Clerk and Election Official for the City & Borough of Juneau, do hereby certify that the undersigned members of the Canvass Review Board conducted the canvass of the October 3, 2023, Regular Municipal Election on October 17, 2023 and that the attached report reflects the number of persons voting, all votes cast at the election including the votes for Areawide Assemblymembers (1 seat for a three-year term and 1 seat for a two-year term), District 1 Assemblymember (1 seat for a three-year term), District 2 Assemblymember (1 seat for a three-year term), Board of Education Members (2 seats each for three-year terms) and for Proposition 1 which appeared on the ballot as found on page 2.

**Areawide Assemblymember**

<b>Paul R. Kelly</b>	<b>3393</b>	<b>votes: Elected to a three-year term</b>
<b>Ella Adkison</b>	<b>2940</b>	<b>votes: Elected to a two-year term</b>
Nathaniel (Nano) Brooks	2826	votes
Laura Martinson McDonnell	2458	votes
JoAnn Wallace	2457	votes
Dorene Lorenz	863	votes
Jeff Jones	757	votes
Michele Stuart-Morgan	732	votes
Emily Mesch	595	votes
Ivan Nance	222	votes
<b>Total Areawide Votes Cast</b>	<b>17,248</b>	

**District 1 Assemblymember**

<b>Alicia Hughes-Skandijs</b>	<b>5167</b>	<b>votes: Elected to a three-year term</b>
Joe Geldhof	3705	votes
<b>Total District 1 Assembly Votes Cast</b>	<b>8,877</b>	

**District 2 Assemblymember**

<b>Christine Woll</b>	<b>5579</b>	<b>votes: Elected to a three-year term</b>
David L. Morris	3104	votes
<b>Total District 2 Assembly Votes Cast</b>	<b>8,688</b>	

**Board of Education members**

David H. Noon	5739 votes: Elected to a three-year term
Brittney Cioni-Haywood	5377 votes: Elected to a three-year term
Paige Sipniewski	3061 votes
<b>Total Board of Education Votes Cast 14,180</b>	

**PROPOSITION NO. 1  
GENERAL OBLIGATION BONDS \$27,000,000**

**Explanation**

The proposition will authorize the issuance of \$27,000,000 in general obligation bond debt for paying the cost of construction and equipping of a new City Hall, including below ground parking. The total annual debt service costs, assuming an interest rate of 4.77%, will be approximately \$1,870,000. The estimated annual levy rate of \$28.03 per \$100,000 of assessed value is within the current debt service levy rate capacity of the City and Borough, and as such, the property tax mill rate is not currently expected to increase with the issuance of this bond. This example of a property tax levy is provided for illustrative purposes only.

**PROPOSITION NO. 1  
GENERAL OBLIGATION BONDS  
\$27,000,000**

For the purpose of constructing and equipping a new City Hall, including below ground parking within the City and Borough, shall the City and Borough of Juneau, Alaska, issue and sell its general obligation bonds, maturing within 25 years of their date of issue, in the aggregate principal amount of not to exceed \$27,000,000?

- YES, BONDS
- NO, BONDS

**Proposition 1 – Failed to Pass with 4263 YES Votes and 4896 NO Votes**

Robert Laurie  
Robert Laurie, Canvass Board Member

Deborah Behr  
Deborah Behr, Canvass Board Member

Bruce P. Simonson  
Bruce Simonson, Canvass Board Member

Kelda Denton  
Kelda Denton, Canvass Board Member

Barbara Murray  
Barbara Murray, Canvass Board Member

Stuart Sliter  
Stuart Sliter, Canvass Board Member

Dated: October 17, 2023

Elizabeth J. McEwen  
Elizabeth J. McEwen, MMC  
Municipal Clerk & Election Official

Subscribed and sworn to before me on this 17<sup>th</sup> day of October, 2023.



[Signature]  
Notary Public for the State of Alaska  
My commission expires: 2/24/27

**CBJ October 3, 2023 Regular Municipal Election  
 Official Results - Certified by Canvass Review Board  
 Tuesday, October 17, 2023**

Registered Voters: 9,435 of 27,767 (33.98%)

Ballots Cast: 9,435

**Areawide Assembly (Vote for 2)**

		Total
Times Cast	9,435 / 27,767	33.98%
Candidate	Total	
Ella Adkison	2,940	
JoAnn Wallace	2,457	
Paul R. Kelly	3,393	
Emily Mesch	595	
Laura Martinson McDonnell	2,458	
Michele Stuart-Morgan	732	
Ivan Nance	222	
Dorene Lorenz	863	
Nathaniel (Nano) Brooks	2,826	
Jeff Jones	757	
Total Votes	17,248	
		Total

*Robert Laurie  
 Kelda Denton  
 Bruce P. Fineman  
 Barbara Almuway  
 Deborah Behe  
 Stuart Skita  
 Crystal M. Jones*

**Assembly District 1 (Vote for 1)**

		Total
Times Cast	9,435 / 27,767	33.98%
Candidate	Total	
Joe Geldhof	3,705	
Alicia Hughes-Skandjics	5,167	
Total Votes	8,877	
		Total

**Assembly District 2 (Vote for 1)**

		Total
Times Cast	9,435 / 27,767	33.98%
Candidate	Total	
David L. Morris	3,104	
Christine Woll	5,579	
Total Votes	8,688	
		Total

**Board of Education (Vote for 2)**

	Total	
Times Cast	9,435 / 27,767	33.98%
Candidate	Total	
Brittney Cioni-Haywood	5,377	
Paige Sipniewski	3,061	
David H. Noon	5,739	
Total Votes	14,180	
	Total	

**Proposition No. 1 (Vote for 1)**

	Total	
Times Cast	9,435 / 27,767	33.98%
Candidate	Total	
Bonds, Yes	4,263	
Bonds, No	4,896	
Total Votes	9,159	
	Total	

*Lobal Laurie*  
*Kelda Dent*  
*Bruce P. Simon*  
*Barbara Almunay*  
*Debra Behr*  
*Stuart Lister*  
*Elizabeth M. Lee*

**CBJ 2023 Regular Municipal Election, October 3, 2023**  
**Statement of Votes Cast**  
**Official Results - Certified by Canvass Review Board**  
**Tuesday, October 17, 2023**

Precinct	Registered Voters	Cards Cast	Voters Cast	% Turnout
<b>Municipal</b>				
<b>City &amp; Borough of Juneau</b>				
03-300 Auke Bay	2,032	853	853	41.98%
03-305 Lynn Canal	1,394	721	721	51.72%
03-310 Melvin Park	2,290	767	767	33.49%
03-315 Mendenhall Glacier	3,290	1,072	1072	32.58%
03-320 Thunder Mountain	3,494	1,027	1027	29.39%
04-100 Douglas	1,762	633	633	35.93%
04-105 Juneau Airport Area	1,542	366	366	23.74%
04-110 Juneau No. 1	2,366	792	792	33.47%
04-115 Juneau No. 2	2,371	1,046	1046	44.12%
04-120 Juneau No. 3	1,111	417	417	37.53%
04-125 Lemon Creek	2,446	424	424	17.33%
04-130 Glacier Valley Area	2,182	520	520	23.83%
04-135 North Douglas	1,487	660	660	44.38%
99-999 Questioned Ballot	0	137	137	N/A
City & Borough of Juneau - Total	27,767	9,435	9,435	33.98%
<b>Cumulative</b>				
Cumulative	0	0	0	N/A
Cumulative - Total	0	0	0	N/A
Municipal - Total	27,767	9,435	9,435	33.98%

*Robert Lewis*  
*Keele Dantz*  
*Bruce P. Simmons*  
*Barbara Murray*  
*Deborah Behr*  
*Stuart Sliter*  
*Elizabeth J. Ever*

## Areawide Assembly (Vote for 2)

Precinct	Times Cast	Registered Voters
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	853	2,032
03-305 Lynn Canal	721	1,394
03-310 Melvin Park	767	2,290
03-315 Mendenhall Glacier	1,072	3,290
03-320 Thunder Mountain	1,027	3,494
04-100 Douglas	633	1,762
04-105 Juneau Airport Area	366	1,542
04-110 Juneau No. 1	792	2,366
04-115 Juneau No. 2	1,046	2,371
04-120 Juneau No. 3	417	1,111
04-125 Lemon Creek	424	2,446
04-130 Glacier Valley Area	520	2,182
04-135 North Douglas	660	1,487
99-999 Questioned Ballot	137	0
City & Borough of Juneau - Total	9,435	27,767
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	9,435	27,767

Precinct	Ella Adkison	JoAnn Wallace
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	260	275
03-305 Lynn Canal	213	218
03-310 Melvin Park	183	241
03-315 Mendenhall Glacier	239	374
03-320 Thunder Mountain	236	362
04-100 Douglas	218	96
04-105 Juneau Airport Area	77	122
04-110 Juneau No. 1	270	153
04-115 Juneau No. 2	587	86
04-120 Juneau No. 3	135	101
04-125 Lemon Creek	75	122
04-130 Glacier Valley Area	115	152
04-135 North Douglas	274	124
99-999 Questioned Ballot	58	31
City & Borough of Juneau - Total	2,940	2,457
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	2,940	2,457

Precinct	Paul R. Kelly	Emily Mesch	Laura Martinson McDonnell	Michele Stuart- Morgan	Ivan Nance	Dorene Lorenz	Nathaniel (Nano) Brooks
<b>Municipal</b>							
<b>City &amp; Borough of Juneau</b>							
03-300 Auke Bay	272	48	169	45	16	82	332
03-305 Lynn Canal	254	42	159	63	10	64	257
03-310 Melvin Park	239	48	181	50	13	75	285
03-315 Mendenhall Glacier	310	45	279	64	15	101	390
03-320 Thunder Mountain	305	43	243	79	29	111	355
04-100 Douglas	232	59	218	71	21	56	127
04-105 Juneau Airport Area	113	24	81	29	14	24	135
04-110 Juneau No. 1	312	50	260	66	25	76	189
04-115 Juneau No. 2	536	99	308	88	22	56	142
04-120 Juneau No. 3	186	36	116	20	7	40	96
04-125 Lemon Creek	152	24	98	53	12	55	139
04-130 Glacier Valley Area	164	25	120	38	20	58	185
04-135 North Douglas	258	42	192	59	18	54	151
99-999 Questioned Ballot	60	10	34	7	0	11	43
City & Borough of Juneau - Total	3,393	595	2,458	732	222	863	2,826
<b>Cumulative</b>							
Cumulative	0	0	0	0	0	0	0
Cumulative - Total	0	0	0	0	0	0	0
Municipal - Total	3,393	595	2,458	732	222	863	2,826



Precinct	Jeff Jones	Total Votes
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	58	1,557
03-305 Lynn Canal	57	1,337
03-310 Melvin Park	84	1,399
03-315 Mendenhall Glacier	130	1,948
03-320 Thunder Mountain	97	1,860
04-100 Douglas	47	1,145
04-105 Juneau Airport Area	37	656
04-110 Juneau No. 1	50	1,452
04-115 Juneau No. 2	34	1,958
04-120 Juneau No. 3	37	774
04-125 Lemon Creek	45	775
04-130 Glacier Valley Area	42	922
04-135 North Douglas	35	1,207
99-999 Questioned Ballot	4	258
City & Borough of Juneau - Total	757	17,248
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	757	17,248

## Assembly District 1 (Vote for 1)

Precinct	Times Cast	Registered Voters
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	853	2,032
03-305 Lynn Canal	721	1,394
03-310 Melvin Park	767	2,290
03-315 Mendenhall Glacier	1,072	3,290
03-320 Thunder Mountain	1,027	3,494
04-100 Douglas	633	1,762
04-105 Juneau Airport Area	366	1,542
04-110 Juneau No. 1	792	2,366
04-115 Juneau No. 2	1,046	2,371
04-120 Juneau No. 3	417	1,111
04-125 Lemon Creek	424	2,446
04-130 Glacier Valley Area	520	2,182
04-135 North Douglas	660	1,487
99-999 Questioned Ballot	137	0
City & Borough of Juneau - Total	9,435	27,767
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	9,435	27,767

Precinct	Joe Geldhof	Alicia Hughes-Skandjics	Total Votes
<b>Municipal</b>			
<b>City &amp; Borough of Juneau</b>			
03-300 Auke Bay	397	406	804
03-305 Lynn Canal	290	375	665
03-310 Melvin Park	351	371	722
03-315 Mendenhall Glacier	526	468	996
03-320 Thunder Mountain	458	493	951
04-100 Douglas	189	414	603
04-105 Juneau Airport Area	176	165	341
04-110 Juneau No. 1	281	465	747
04-115 Juneau No. 2	231	784	1,015
04-120 Juneau No. 3	149	249	398
04-125 Lemon Creek	184	206	390
04-130 Glacier Valley Area	226	260	487
04-135 North Douglas	201	426	627
99-999 Questioned Ballot	46	85	131
City & Borough of Juneau - Total	3,705	5,167	8,877
<b>Cumulative</b>			
Cumulative	0	0	0
Cumulative - Total	0	0	0
Municipal - Total	3,705	5,167	8,877

## Assembly District 2 (Vote for 1)

Precinct	Times Cast	Registered Voters
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	853	2,032
03-305 Lynn Canal	721	1,394
03-310 Melvin Park	767	2,290
03-315 Mendenhall Glacier	1,072	3,290
03-320 Thunder Mountain	1,027	3,494
04-100 Douglas	633	1,762
04-105 Juneau Airport Area	366	1,542
04-110 Juneau No. 1	792	2,366
04-115 Juneau No. 2	1,046	2,371
04-120 Juneau No. 3	417	1,111
04-125 Lemon Creek	424	2,446
04-130 Glacier Valley Area	520	2,182
04-135 North Douglas	660	1,487
99-999 Questioned Ballot	137	0
City & Borough of Juneau - Total	9,435	27,767
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	9,435	27,767

Precinct	David L. Morris	Christine Woll	Total Votes
<b>Municipal</b>			
<b>City &amp; Borough of Juneau</b>			
03-300 Auke Bay	326	460	786
03-305 Lynn Canal	261	399	660
03-310 Melvin Park	307	409	716
03-315 Mendenhall Glacier	478	508	988
03-320 Thunder Mountain	420	509	929
04-100 Douglas	134	431	565
04-105 Juneau Airport Area	162	174	336
04-110 Juneau No. 1	208	522	731
04-115 Juneau No. 2	155	837	992
04-120 Juneau No. 3	113	279	392
04-125 Lemon Creek	165	218	383
04-130 Glacier Valley Area	192	278	472
04-135 North Douglas	150	457	607
99-999 Questioned Ballot	33	98	131
City & Borough of Juneau - Total	3,104	5,579	8,688
<b>Cumulative</b>			
Cumulative	0	0	0
Cumulative - Total	0	0	0
Municipal - Total	3,104	5,579	8,688

## Board of Education (Vote for 2)

Precinct	Times Cast	Registered Voters
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	853	2,032
03-305 Lynn Canal	721	1,394
03-310 Melvin Park	767	2,290
03-315 Mendenhall Glacier	1,072	3,290
03-320 Thunder Mountain	1,027	3,494
04-100 Douglas	633	1,762
04-105 Juneau Airport Area	366	1,542
04-110 Juneau No. 1	792	2,366
04-115 Juneau No. 2	1,046	2,371
04-120 Juneau No. 3	417	1,111
04-125 Lemon Creek	424	2,446
04-130 Glacier Valley Area	520	2,182
04-135 North Douglas	660	1,487
99-999 Questioned Ballot	137	0
City & Borough of Juneau - Total	9,435	27,767
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	9,435	27,767

Precinct	Brittney Cioni-Haywood	Paige Sipniewski
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	451	272
03-305 Lynn Canal	412	219
03-310 Melvin Park	401	301
03-315 Mendenhall Glacier	519	450
03-320 Thunder Mountain	513	424
04-100 Douglas	400	148
04-105 Juneau Airport Area	191	153
04-110 Juneau No. 1	459	216
04-115 Juneau No. 2	781	133
04-120 Juneau No. 3	255	122
04-125 Lemon Creek	225	210
04-130 Glacier Valley Area	253	227
04-135 North Douglas	419	150
99-999 Questioned Ballot	98	36
City & Borough of Juneau - Total	5,377	3,061
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	5,377	3,061

Precinct	David H. Noon	Total Votes
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	507	1,230
03-305 Lynn Canal	437	1,068
03-310 Melvin Park	415	1,117
03-315 Mendenhall Glacier	567	1,537
03-320 Thunder Mountain	533	1,470
04-100 Douglas	413	961
04-105 Juneau Airport Area	191	535
04-110 Juneau No. 1	496	1,172
04-115 Juneau No. 2	858	1,772
04-120 Juneau No. 3	277	654
04-125 Lemon Creek	229	664
04-130 Glacier Valley Area	284	765
04-135 North Douglas	444	1,013
99-999 Questioned Ballot	88	222
City & Borough of Juneau - Total	5,739	14,180
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	5,739	14,180

### Proposition No. 1 (Vote for 1)

Precinct	Times Cast	Registered Voters
<b>Municipal</b>		
<b>City &amp; Borough of Juneau</b>		
03-300 Auke Bay	853	2,032
03-305 Lynn Canal	721	1,394
03-310 Melvin Park	767	2,290
03-315 Mendenhall Glacier	1,072	3,290
03-320 Thunder Mountain	1,027	3,494
04-100 Douglas	633	1,762
04-105 Juneau Airport Area	366	1,542
04-110 Juneau No. 1	792	2,366
04-115 Juneau No. 2	1,046	2,371
04-120 Juneau No. 3	417	1,111
04-125 Lemon Creek	424	2,446
04-130 Glacier Valley Area	520	2,182
04-135 North Douglas	660	1,487
99-999 Questioned Ballot	137	0
City & Borough of Juneau - Total	9,435	27,767
<b>Cumulative</b>		
Cumulative	0	0
Cumulative - Total	0	0
Municipal - Total	9,435	27,767

Precinct	Bonds, Yes	Bonds, No	Total Votes
<b>Municipal</b>			
<b>City &amp; Borough of Juneau</b>			
03-300 Auke Bay	337	497	834
03-305 Lynn Canal	297	401	698
03-310 Melvin Park	285	459	744
03-315 Mendenhall Glacier	388	659	1,047
03-320 Thunder Mountain	370	622	992
04-100 Douglas	326	291	617
04-105 Juneau Airport Area	132	219	351
04-110 Juneau No. 1	418	342	760
04-115 Juneau No. 2	724	292	1,016
04-120 Juneau No. 3	220	184	404
04-125 Lemon Creek	143	266	409
04-130 Glacier Valley Area	192	317	509
04-135 North Douglas	348	296	644
99-999 Questioned Ballot	83	51	134
City & Borough of Juneau - Total	4,263	4,896	9,159
<b>Cumulative</b>			
Cumulative	0	0	0
Cumulative - Total	0	0	0
Municipal - Total	4,263	4,896	9,159

# DRAFT - 2024 ASSEMBLY MEETING CALENDAR - DRAFT

Section N, Item 25.

## 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1			

# DRAFT - 2024 ASSEMBLY MEETING CALENDAR - DRAFT

## Regular Assembly & HRC Meetings

[10/21/24 Assembly Reorganization Meeting (No HRC)]

Possible Assembly retreat dates 11/16 or 12/7.]

## PWFC/LHED/COW Meetings

## Assembly Finance Committee Meetings

## Holidays

## Charter/Code Required Meeting/Event Dates

6/12 Spec Assem if needed to adopt final budget before 6/15 deadline

7/29 Last Regular Assembly Meeting to adopt ballot propositions for 10/1 Election

9/12 Ballots Mailed to Voters for 10/1/24 Reg Municipal Election

10/1 CBJ Regular Municipal Election Day

No Assembly or ASC Meetings between Election Day and 10/21 Assem Reorg Meeting

10/15 Certification of Reg Municipal Election

## Dates for Special Events and/or Conferences

12/25/23-1/5/24 JSD Winter Break

1/16/24 1st Day of Legislative Session (Legislative Reception at Centennial Hall)

2/6-2/8/24 SE Conference Mid-Session Summit

2/20-2/22/24 AML Mid-Session Leg. Summit

3/18-3/22/24 JSD Spring Break

5/11/24 *What it Takes to Run for Public Office Workshop*

5/23 - Last Day of Instruction JSD; 5/26 JSD Graduation Ceremonies

6/19/24 - Juneteenth

8/13-8/15/24 AML Summer Legislative Conference, Kodiak

8/15/24 JSD First Day of School

9/17-9/20/24 (?) SE Conference Annual Meeting

12/8-13 Assembly & Admin staff attending AML Annual Conference & Affiliate Association Meetings (Dena'ina Center, Anchorage)

12/23/2024-1/3/2025 JSD Winter Break

\*Clerk staff traveling for training 5/16-24 and 6/9-14

## Reg. Meeting Start Times for Assembly Committees

Human Resources Committee (HRC) – 6pm

Regular Assembly Meetings – 7pm

Special Assembly Meetings – 5:30 or 6pm

Public Works & Facilities Comm. (PWFC) – 12:10pm

Lands, Housing & Economic Dev. (LHED) – 5pm

Committee of the Whole (COW) – 6pm

Assembly Finance Committee (AFC):

~During budget season – 5:30pm

~Non-budget season – 6pm

*(All Meeting Times Subject to Change as Needed)*

[AML = Alaska Municipal League]



**BEFORE THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU**

BAYHOUSE PROPERTIES LLC,  
 Appellant,  
 v.  
 CBJ PLANNING COMMISSION,  
 Appellee,

Appeal Case No. 2022-AA07  
 Appeal of:  
 PC Case No. USE2022 0011  
 Decision dated November 22, 2022

**ORDER RE WITHDRAWAL OF APPEAL**

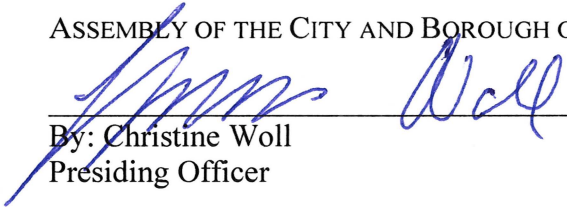
On September 28, 2023, a status hearing was held with Director Maclean and Mr. Falk. The parties discussed potential resolution of this appeal via another permit application and Director Maclean’s options for withdrawal on behalf of the Planning Commission, if desired. At the conclusion of the hearing, Mr. Falk requested his appeal be withdrawn with the understanding that he is free to file a subsequent permit application and, if necessary, file an appeal on that subsequent permit application.

Appeal 2022-AA07 is withdrawn. Mr. Faulk is free to file a subsequent permit application and, if necessary, file an appeal on that subsequent permit application/decision.

IT IS SO ORDERED.

DATED this 28st day of September, 2023.

ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU



By: Christine Woll  
 Presiding Officer

**BEFORE HEARING OFFICER FOR THE ASSEMBLY OF THE  
CITY AND BOROUGH OF JUNEAU**

KARLA HART,

Appellant,

vs.

CITY AND BOROUGH OF JUNEAU  
PLANNING COMMISSION

Appellee.

Notice of Decision: July 20, 2023  
Appeal Case No. APL 2023-AA01

**ORDER DENYING REQUEST FOR VOLUNTARY WITHDRAWAL OF HEARING  
OFFICER**

A scheduling conference on the above captioned matter was held on September 22, 2023, via Zoom. On September 22, 2023, appellant Karla Hart filed with the Clerk a Motion for Hearing Officer to Recuse. As discussed at the scheduling conference, this Motion was a request that the hearing officer voluntarily withdraw from the case under CBJ Code 1.50.100(b). This section provides:

(b) A hearing officer or appeal agency member shall voluntarily withdraw from a case in which the hearing officer or appeal agency member cannot accord a fair and impartial hearing. A party may request the disqualification of a hearing officer or appeal agency member by filing an affidavit, before the taking of evidence at the hearing, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be accorded. If the request concerns an appeal agency member, the issue shall be determined by the other members of the appeal agency. If the request concerns the hearing officer, the issue shall be determined by the appeal agency.

The appellant indicated that the request for voluntary withdrawal to be decided by the hearing officer, under the first sentence of CBJ 1.50.100(b), not a request for disqualification to be

1 determined by the appeal agency (the Assembly sitting as the Board of Adjustment). Appellant  
2 submitted the Motion and accompanying materials indicating that the firm of Keene & Currall,  
3 PPC,<sup>1</sup> has represented tourism industry clients. The appellant requests an independent hearing  
4 officer with no association with the cruise industry or Huna Totem Corporation in any capacity.  
5 The appellant submitted an affidavit and supporting documents relating to Keene & Currall, a  
6 professional corporation, Keene & Currall, PPC, and deceased former partners of Keene & Currall.

7 The documents submitted included firm web page advertisements, a letter to the City and  
8 Borough of Skagway from H. Clay Keene on behalf of the White Pass and Yukon Route, corporate  
9 records from the State of Alaska web site for various entities, a copy of a list of steering committee  
10 members of the Alaska Alliance for Cruise Travel, Inc. board members of and a copy of the articles  
11 of incorporation of the Alaska Alliance for Cruise Travel, Inc. prepared by Geoff Currall, then a  
12 partner with Keene and Currall, but who since left the firm and died approximately 8 years ago.

13 As indicated at the status hearing, the Keene and Currall firm does not represent any party to  
14 the case, and has not previously represented the parties in other matters. H. Clay Keene regularly  
15 represents businesses active in the tourism industry. Scott Brandt-Erichsen’s clients are primarily  
16 municipalities and private parties, some of whom may conduct sales to tourists. With no present  
17 or former clients of either attorney or the firm involved in this matter, service as a hearing officer  
18 in this matter does not implicate Alaska Rules of professional Conduct 1.9, duties to former clients,  
19 or 1.10, Imputation of Conflicts of interest. There are no applicable conflict of interest rules  
20 which would preclude service as the hearing officer in this matter.

21 Additionally, the hearing officer is not aware of any reason why he cannot be a fair and  
22 impartial hearing officer in this matter. With 35 years’ experience advising municipalities and  
23 having served as a hearing officer for multiple municipalities in zoning and planning matters, the

24 \_\_\_\_\_  
25 <sup>1</sup> Keene & Currall, PPC, is a partnership of professional corporations, Brandt-Erichsen LLC, solely owned by Scott  
Brandt-Erichsen, and Keene & Currall a professional Corporation, solely owned by H. Clay Keene.

1 hearing officer has relevant experience with the subject matter, but is not pre-disposed either for  
2 or against any party or the subject matter. Accordingly, the appellant's request for voluntary  
3 recusal is denied.

4 If the appellant, appellee, or intervenor desires to file an affidavit and request for the  
5 disqualification of the hearing officer by the appeal agency such a request should be filed by  
6 October 6, 2023. If a request is filed for consideration by the agency, the intervenors and appellee  
7 shall have the opportunity to file a response by October 16, 2023, and any reply by October 23,  
8 2023, so that the agency may consider any such request prior to briefing in the case.

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DATED this 25th day of September, 2023.

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HEARING OFFICER

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By: Scott A. Brandt-Erichsen

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BEFORE HEARING OFFICER FOR THE ASSEMBLY OF THE  
CITY AND BOROUGH OF JUNEAU

KARLA HART )  
 )  
 Appellant )  
 )  
 vs. )  
 )  
 CITY AND BOROUGH OF JUNEAU )  
 PLANNING COMMISSION )  
 )  
 Appellee )  
 )  
 \_\_\_\_\_ )

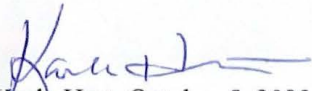
Notice of Decision: July 20, 2023  
Appeal Case No. APL 2023-AA01

MOTION FOR HEARING OFFICER DISQUALIFICATION

**Application for Relief.** Appellant Karla Hart requests the City and Borough of Juneau Assembly disqualify Scott Brandt-Erichsen, of Keene & Curial, P.P.C. at 540 Water Street, Suite 302, Ketchikan, Alaska 99901 from the role of Hearing Officer for Appeal Case No.APL 2023-AA01 based on a reasonable, good faith belief that Mr. Brandt-Erichsen’s objectivity and fairness might be subject to underlying bias based on the facts outlined in the accompanying affidavit.

**Relief Sought.** Appellant Karla Hart requests than an independent hearing officer from outside of Southeast Alaska, and with no association with the cruise industry, nor with Huna Totem Corporation, nor Norwegian Cruise Lines, be appointed.

**Accompanying Document.** An affidavit from Plaintiff Karla Hart, dated October 5, 2023, accompanies this motion.

  
Karla Hart, October 5, 2023

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BEFORE HEARING OFFICER FOR THE ASSEMBLY OF THE  
CITY AND BOROUGH OF JUNEAU

KARLA HART )  
 )  
Appellant )  
 )  
vs. )  
 )  
CITY AND BOROUGH OF JUNEAU )  
PLANNING COMMISSION )  
 )  
Appellee )

Notice of Decision: July 20, 2023  
Appeal Case No. APL 2023-AA01

AFFIDAVIT OF KARLA HART  
REGARDING MOTION FOR THE CITY AND BOROUGH OF JUNEAU  
ASSEMBLY TO DISQUALIFY THE HEARING OFFICER

I, Karla Hart (Appellant), state upon oath or affirmation that the following facts are true to the best of my knowledge:

1           1.       Scott Brandt-Erichsen (Hearing Officer), owns the law office Keene & Currall,  
2       PPC, located in Ketchikan, in partnership with H. Clay Keene.<sup>1</sup>

3           2.       State of Alaska Business Licensing records accessed on August 31, 2023, show  
4       Keene & Currall, a Professional Corporation, to be the active registered agent for Alaska  
5       Alliance for Cruise Travel, Inc., entity #126529.<sup>2</sup>

6           3.       “Alaska Alliance for Cruise Travel (AlaskaACT) is a statewide, non-profit,  
7       membership-funded organization made up of businesses and individuals benefiting [sic] from  
8       cruise travel. Through AlaskaACT, these stakeholders will work together to promote accurate  
9       information and support responsible development and growth of Alaska tourism and the cruise  
10      industry.”<sup>3</sup>

11          4.       Russell Dick, Huna Totem Corporation, Juneau; Tyler Hickman, Icy Strait Point,  
12      Hoonah (a Huna Totem subsidiary); and Dennis McDonnell, Alaska Coach Tours, Anchorage (a  
13      Huna Totem subsidiary that operates in Juneau) are on the steering committee of AlaskaACT.<sup>4</sup>

14 \_\_\_\_\_  
15 <sup>1</sup>In footnote 1 of the attached Order Denying Request for Voluntary Withdrawal of Hearing Officer, Dated,  
16 September 25, 2023 (Attachment A), Mr. Brandt-Erichsen states that “Keene & Curall, PPC, is a  
17 partnership of professional corporations, Brandt-Erichsen LLC, solely owned by Scott Brandt-Erichsen,  
18 and Keene & Currall a professional corporation, solely owned by H. Clay Keene.”

19 “Whether two or more lawyers constitute a firm within paragraph (c) can depend on the specific facts. For  
20 example, two practitioners who share office space and occasionally consult or assist each other ordinarily  
21 would not be regarded as constituting a firm. However, if they present themselves to the public in a way  
22 that suggests that they are a firm or conduct themselves as a firm, they should be regarded as a firm for  
23 purposes of the Rules. The terms of any formal agreement between associated lawyers are relevant in  
24 determining whether they are a firm, as is the fact that they have mutual access to information concerning  
25 the clients they serve. Furthermore, it is relevant in doubtful cases to consider the underlying purpose of  
26 the Rule that is involved. A group of lawyers could be regarded as a firm for purposes of the Rule that the  
27 same lawyer should not represent opposing parties in litigation, while it might not be so regarded for  
28 purposes of the Rule that information acquired by one lawyer is attributed to another.” From the Alaska  
Rules of Court, Alaska Rules of Professional Conduct, <https://courts.alaska.gov/rules/docs/prof.pdf> page  
69, accessed October 3, 2023.

<sup>2</sup> Attachment B,

<sup>3</sup> Attachment C, Alaska Alliance for Cruise Travel, Inc.'s website ([alaskaact.com](http://alaskaact.com)), accessed August 31,  
2023.

<sup>4</sup> Attachment D, Steering Committee list from [alaskaact.com](http://alaskaact.com), accessed August 31, 2023.

1           5.       The Hearing Officer’s response to Appellant’s Request for Voluntary Withdrawal  
 2 of Hearing Officer<sup>5</sup> acknowledges Appellant submitted an affidavit on line 5, page 2, and then  
 3 characterizes the supporting documents Appellant provided with no further acknowledgement or  
 4 reference to the affidavit, including the link from Huna Totem (Intervenor in this appeal) as  
 5 steering committee members of Alaska Alliance for Cruise Travel, Inc. to the Hearing Officer’s  
 6 law firm or the case presented that the name Keene and Currall is inherently linked with cruise  
 7 industry boosterism and representation. To Appellant, the way this information was filtered by  
 8 the Hearing Officer, and the link to Huna Totem was ignored, is a red-flag of bias.

10           6.       The Hearing Officer states that “the Keene and Currall firm does not represent  
 11 any party to the case, and has not previously represented the parties in other matters. ... With no  
 12 present or former clients of either attorney or firm involved in this matter, serving as a hearing  
 13 officer in this matter does not implicate Alaska Rules of professional Conduct 1.9, duties to  
 14 former clients, or 1.10, Imputation of Conflicts of Interest. There are no conflict of interest rules  
 15 which would preclude service as the hearing officer in this matter.”

18           7.       “The hearing officer is not aware of any reason why he cannot be a fair and  
 19 impartial hearing officer in this matter. ... the hearing officer has relevant experience with the  
 20 subject matter, but is not pre-disposed either for or against any party or the subject matter.”<sup>6</sup>

22           8.       The hearing officer does not define what he sees to be the “subject matter.”<sup>7</sup>  
 23 Appellant sees the subject matter to include the cruise industry, because approval of a dock for  
 24 cruise ships is inherently linked with the cruise industry, and the cruise industry is a web of

26 <sup>5</sup> Attachment A, page 2, lines 5 to 20.

27 <sup>6</sup> Attachment A, page 2, line 21 to page 3, line 2.

28 <sup>7</sup> Black’s Law Dictionary, “The thing in controversy, or the matter spoken or written about.”



1 business and geographical connections within Alaska. A new cruise dock constructed, or not, in  
 2 Juneau has regional and business impacts in Ketchikan. Given the significant cruise industry  
 3 presence (encompassing not just cruise ships and passengers, but also the businesses reliant  
 4 upon) has on Ketchikan, and that the hearing officer is effectively a partner in a firm<sup>8</sup> that is the  
 5 registered agent for a non-profit whose stated purpose is to “support responsible development  
 6 and growth of Alaska tourism and the cruise industry,”<sup>9</sup> and whose president is Robert (Bob)  
 7 Berto.  
 8

9 9. Understanding connections relating to the cruise industry in Alaska requires  
 10 digging into corporate records, present and past, but is relevant in Appellant expressing concerns  
 11 about hearing officer bias with respect to this appeal that is about a dock in Juneau; however, has  
 12 implications and connections far beyond the dock. Nesting legal entities fog the picture. Robert  
 13 Berto, of Ketchikan, is a prominent figure and has direct ties to Huna Totem. One example is  
 14 “Cruise Line Agencies of Alaska [CLAA] has offices in: Ketchikan, Anchorage, Dutch Harbor,  
 15 Haines, Homer, Icy Strait, Juneau, Petersburg, Seattle, Seward, Sitka, Skagway, Valdez, Whittier,  
 16 and Wrangell.”<sup>10</sup> Berto is presently registered agent for CLAA and has provided stevedoring  
 17 services to the cruise industry in Southeast Alaska at least since 1988 when Appellant first met  
 18 him representing Southeast Stevedoring and the cruise industry in the office of then  
 19 Representative Bill Hudson.  
 20  
 21

22  
 23 10. From Appellant perspective, given a 35+ year history of following the cruise  
 24 industry in Southeast Alaska, even if the Hearing Officer believes that he is not pre-disposed on  
 25

26 <sup>8</sup> Effectively is stated because, technically, an LLC, solely owned by the hearing officer, is the partner.

27 <sup>9</sup> <https://www.alaskaact.com/>, accessed October 3, 2023

28 <sup>10</sup> [https://claalaska.com/?page\\_id=1853](https://claalaska.com/?page_id=1853), accessed October 3, 2023

1 the "subject matter" under appeal, his association with a firm that has the Alaska Alliance for  
2 Cruise Travel as an active client, even if just in the status of registered agent, inherent underlying  
3 bias seems plausible and reasonably questioned.<sup>11</sup>

4 11. The appeal proceedings are being conducted via Zoom and email, so there are no  
5 geographical constraints on where in Alaska a hearing officer is located. There are many  
6 attorneys in Alaska. Appellant does not know why the Juneau City Attorney selected for this  
7 cruise-related appeal a hearing officer who is in Ketchikan, where cruise industry-related biases  
8 are more likely to exist, including the connections of his legal firm outlined above, than  
9 elsewhere in Alaska. The questions on appeal relate to what Appellant asserts was an incomplete,  
10 sloppy, and biased project review, and inadequate public outreach before the Planning  
11 Commission hearing for a project of this community impact and controversy. These items do not  
12 require cruise industry knowledge to assess and inherent, even unconscious, bias of a hearing  
13 officer relating to the cruise industry could result in an unfair decision.  
14  
15

16   
17 \_\_\_\_\_

18 Karla Hart, Signature

19  
20 Subscribed and sworn to or affirmed before me at Juneau, Alaska on OCTOBER 5, 2023.

21 Date

22  
23 \_\_\_\_\_ 

24 **Notary Public**  
**MARIA LUCIANO**  
**State of Alaska**  
25 My Commission Expires 12/09/2026

26 Notary Public or other person authorized to administer oaths.

27 My commission expires on: 12/09/2026

28 <sup>11</sup> "Generally, disqualification is appropriate if the hearing officer's impartiality can reasonably be questioned, such as when the hearing officer has a personal bias or prejudice concerning a party..." Alaska Department of Law, Hearing Officers Manual, 2002, page 11. [https://law.alaska.gov/pdf/manuals/hearing\\_officer.pdf](https://law.alaska.gov/pdf/manuals/hearing_officer.pdf), accessed October 5, 2023.

Attachment A

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**BEFORE HEARING OFFICER FOR THE ASSEMBLY OF THE  
CITY AND BOROUGH OF JUNEAU**

KARLA HART,  
Appellant,

vs.

CITY AND BOROUGH OF JUNEAU  
PLANNING COMMISSION  
Appellee.

Notice of Decision: July 20, 2023  
Appeal Case No. APL 2023-AA01

**ORDER DENYING REQUEST FOR VOLUNTARY WITHDRAWAL OF HEARING  
OFFICER**

A scheduling conference on the above captioned matter was held on September 22, 2023, via Zoom. On September 22, 2023, appellant Karla Hart filed with the Clerk a Motion for Hearing Officer to Recuse. As discussed at the scheduling conference, this Motion was a request that the hearing officer voluntarily withdraw from the case under CBJ Code 1.50.100(b). This section provides:

(b) A hearing officer or appeal agency member shall voluntarily withdraw from a case in which the hearing officer or appeal agency member cannot accord a fair and impartial hearing. A party may request the disqualification of a hearing officer or appeal agency member by filing an affidavit, before the taking of evidence at the hearing, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be accorded. If the request concerns an appeal agency member, the issue shall be determined by the other members of the appeal agency. If the request concerns the hearing officer, the issue shall be determined by the appeal agency.

The appellant indicated that the request for voluntary withdrawal to be decided by the hearing officer, under the first sentence of CBJ 1.50.100(b), not a request for disqualification to be

1 determined by the appeal agency (the Assembly sitting as the Board of Adjustment). Appellant  
2 submitted the Motion and accompanying materials indicating that the firm of Keene & Currall,  
3 PPC,<sup>1</sup> has represented tourism industry clients. The appellant requests an independent hearing  
4 officer with no association with the cruise industry or Huna Totem Corporation in any capacity.  
5 The appellant submitted an affidavit and supporting documents relating to Keene & Currall, a  
6 professional corporation, Keene & Currall, PPC, and deceased former partners of Keene & Currall.

7 The documents submitted included firm web page advertisements, a letter to the City and  
8 Borough of Skagway from H. Clay Keene on behalf of the White Pass and Yukon Route, corporate  
9 records from the State of Alaska web site for various entities, a copy of a list of steering committee  
10 members of the Alaska Alliance for Cruise Travel, Inc. board members of and a copy of the articles  
11 of incorporation of the Alaska Alliance for Cruise Travel, Inc. prepared by Geoff Currall, then a  
12 partner with Keene and Currall, but who since left the firm and died approximately 8 years ago.

13 As indicated at the status hearing, the Keene and Currall firm does not represent any party to  
14 the case, and has not previously represented the parties in other matters. H. Clay Keene regularly  
15 represents businesses active in the tourism industry. Scott Brandt-Erichsen’s clients are primarily  
16 municipalities and private parties, some of whom may conduct sales to tourists. With no present  
17 or former clients of either attorney or the firm involved in this matter, service as a hearing officer  
18 in this matter does not implicate Alaska Rules of professional Conduct 1.9, duties to former clients,  
19 or 1.10, Imputation of Conflicts of interest. There are no applicable conflict of interest rules  
20 which would preclude service as the hearing officer in this matter.

21 Additionally, the hearing officer is not aware of any reason why he cannot be a fair and  
22 impartial hearing officer in this matter. With 35 years’ experience advising municipalities and  
23 having served as a hearing officer for multiple municipalities in zoning and planning matters, the

24 <sup>1</sup> Keene & Currall, PPC, is a partnership of professional corporations, Brandt-Erichsen LLC, solely owned by Scott  
25 Brandt-Erichsen, and Keene & Currall a professional Corporation, solely owned by H. Clay Keene.

1 hearing officer has relevant experience with the subject matter, but is not pre-disposed either for  
2 or against any party or the subject matter. Accordingly, the appellant's request for voluntary  
3 recusal is denied.

4 If the appellant, appellee, or intervenor desires to file an affidavit and request for the  
5 disqualification of the hearing officer by the appeal agency such a request should be filed by  
6 October 6, 2023. If a request is filed for consideration by the agency, the intervenors and appellee  
7 shall have the opportunity to file a response by October 16, 2023, and any reply by October 23,  
8 2023, so that the agency may consider any such request prior to briefing in the case.

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DATED this 25th day of September, 2023.

HEARING OFFICER

  
By: Scott A. Brandt-Erichsen



# THE STATE of ALASKA

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806  
(907) 465-2550 • Email: corporations@alaska.gov  
Website: corporations.alaska.gov

FOR DIVISION USE ONLY

WEB-6/30/2023 2:12:06 PM

## Domestic Nonprofit Corporation

2023 Biennial Report  
For the period ending June 30, 2023

Attachment B

**Due Date:** This report along with its fees are due by July 2, 2023

**Fees:** If postmarked before August 2, 2023, the fee is \$25.00.  
If postmarked on or after August 2, 2023 then this report is delinquent and the fee is \$30.00.

**Entity Name:** Alaska Alliance for Cruise Travel, Inc.  
**Entity Number:** 126529  
**Home Country:** UNITED STATES  
**Home State/Prov.:** ALASKA  
**Physical Address:** 415 Tower Road, Ketchikan, AK 99901  
**Mailing Address:** 121 W FIREWEED LN STE 250,  
ANCHORAGE, AK 99503

**Registered Agent** information cannot be changed on this form. Per Alaska Statutes, to update or change the Registered Agent information this entity must submit the Statement of Change form for this entity type along with its filing fee.

**Name:** KEENE & CURRALL, A PROFESSIONAL CORPORATION

**Physical Address:** 540 Water St #302, Ketchikan, AK 99901  
**Mailing Address:** 540 Water St #302, Ketchikan, AK 99901

**Officials:** The following is a complete list of officials who will be on record as a result of this filing.

- Provide all officials and required information. Use only the titles provided.
- Four (4) Mandatory Officers, who must be individuals: this entity must have a President, Vice-President, Secretary, and Treasurer. Two or more offices may be held by the same individual, except the offices of President and Secretary cannot be the same individual.
- Three (3) Mandatory Directors, who must be individuals. The number of directors must be at least three (3).

Full Legal Name	Complete Mailing Address	Assistant Secretary	Assistant Treasurer	Director	President	Secretary	Treasurer	Vice President
Bob Dindinger	9085 GLACIER HWY STE 301, JUNEAU, AK 99801			X				X
Bob Berto	PO BOX 8080, KETCHIKAN, AK 99901			X	X			
Ken Dole	320 DOCK STREET, KETCHIKAN, AK 99901			X			X	
Carol Fraser	4800 SPENARD RD, ANCHORAGE, AK 99517			X		X		

If necessary, attach a list of additional officers on a separate 8.5 X 11 sheet of paper.

**Purpose:** encourage cruise and tourism industries in Alaska

**NAICS Code:** 813910 - BUSINESS ASSOCIATIONS

**New NAICS Code (optional):**

# Steering Committee

## Attachment C

# Who We Are

Alaska Alliance for Cruise Travel (AlaskaACT) is a statewide, non-profit, membership-funded organization made up of businesses and individuals benefiting from cruise travel. Through AlaskaACT, these stakeholders will work together to promote accurate information and support responsible development and growth of Alaska tourism and the cruise industry.

LEARN MORE

Attachment D

# Steering Committee

To contact a member of our steering committee, click their name below:

Bob Berto, TEMSCO Helicopters/North Star Terminal, Ketchikan

Scott Habberstad, Alaska Airlines, Anchorage

Ethan Berto, Cruise Line Agencies of Alaska, Ketchikan

Karen Hess, Chilkat River Adventures, Haines

Ryan Binkley, Riverboat Discovery, Fairbanks

Tyler Hickman, Icy Strait Point, Hoonah

Steve Hites, Skagway Street Car, Skagway

Tanja Cadigan, Caribou Crossings, Juneau

Holly Johnson, Wings Airways/Taku Glacier Lodge, Juneau

Tim Cerny, Fountainhead Development Corporation, Fairbanks

Laura Martinson, Caribou Crossings, Juneau

Russell Dick, Huna Totem Corporation, Juneau

Dennis McDonnell, Alaska Coach Tours, Anchorage

Bob Dindinger, Alaska Travel Adventures, Juneau

Vickey Moy, White Pass/Yukon Route

Ken Dole, Promech Air/Waterfall Resort, Ketchikan

Fred Reeder, Cruise Lines Agencies of Alaska, Sitka

Carol Fraser, Aspen Hotels of Alaska  
(AlaskaACT President)



SCHLEMLEIN FICK & FRANKLIN, PLLC  
66 S. Hanford Street, Suite 300  
Seattle, WA 98134  
Phone: (206) 448-8100 Fax: (206) 448-8514

1 Garth A. Schlemlein, ASBA No. 8602011  
Schlemlein Fick & Franklin, PLLC  
2 66 South Hanford Street, Suite 300  
Seattle, Washington 98134  
3 Phone: (206) 448-8100  
Fax: (206) 448-8514  
4 Email: gas@soslaw.com  
Attorneys for Intervenor  
5  
6  
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9 BEFORE HEARING OFFICER FOR THE ASSEMBLY OF THE  
CITY AND VOROUGH OF JUNEAU

10 KARLA HART,  
11 Appellant,  
12  
13 v.  
14 CITY AND BOROUGH OF JUNEAU  
PLANNING COMMISSION,  
15 Appellee.  
16

Appeal Case No. APL 2023-AA01

17 **INTERVENOR’S OPPOSITION TO MOTION FOR HEARING OFFICER**  
18 **DISQUALIFICATION**

19 Intervenor Huna Totem Corporation (“HTC”) responds to Appellant Karla Hart’s  
20 (“Appellant”) *Motion for Hearing Officer Disqualification* (“Motion”). Scott Brandt-Erichsen was  
21 appointed as the hearing officer in this matter.  
22

23 **I. ARGUMENT AND AUTHORITY**

24 Each municipal officer holds office as a public trust, and any effort to benefit a substantial  
25 personal interest or a substantial financial interest through official action is a violation of that trust.  
26 CBJ Code 01.50.005. The public does not prohibit an officer from following independent pursuits,  
27 so long as those pursuits do not interfere with the full and faithful discharge of an officer's public

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1 duties. CBJ Code 01.50.005. A party may request the disqualification of a hearing officer or appeal  
2 agency member by filing an affidavit, before the taking of evidence at the hearing, stating with  
3 particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be  
4 accorded. CBJ 01.50.100(b). The functions of hearing officers and those appeal agency members  
5 participating in decisions shall be conducted in an impartial manner with due regard for the rights  
6 of all parties, the facts, and the law, and consistent with the orderly and prompt dispatch of  
7 proceedings. CBJ Code 01.50.230.

8 Appellant’s brief is rife with accusations based on Hearing Officer’s independent pursuits,  
9 to which he has inherent rights to, and fails to show with any particularity how any of those  
10 independent pursuits violate the public trust or create a true conflict of interest.

11 Standards of ethical conduct for municipal officers need to distinguish between those  
12 inconsequential conflicts which are unavoidable in a free society, and those which are substantial  
13 and material. CBJ Code 01.45.008(a)(3). City of Juneau Code reiterates, “there is no violation of  
14 this code if as to a specific matter, a municipal officer’s (1) [p]ersonal or financial interest in the  
15 matter is insignificant; or of a type that is possessed generally by the public or a large class of  
16 persons to which the municipal officer belongs; (2) [a]ction or influence would have an  
17 insignificant or conjectural effect on the matter; or (3) [a]ction consists of voting in favor of  
18 introduction of an ordinance. CBJ Code 01.45.008(b). The Hearing Officer’s independent pursuits  
19 related to the cruise ship industry are simply insignificant and conjectural as it applies to his ability  
20 to be unbiased and impartial.

21 Contrary to Appellant’s wish that a Hearing Officer with no experience be appointed, CBJ  
22 01.50.040 specifies that a *qualified*, unbiased, and impartial hearing officer may be assigned. The  
23 Hearing Officer’s experience and proximity to the subject matter *qualifies* him to be the Hearing  
24 Officer in this case. The fact that the Hearing Officer resides in Ketchikan instead of Juneau aides  
25 in keeping with impartiality. The hearing Officer is not presiding over a matter in his geographical  
26 area of interest or practice and yet he has subject matter exposure that can only aid him in  
27 understanding the language in the submitted permit under review.

1 There are no former clients of the Hearing Officer involved in this appeal.<sup>1</sup> The Hearing  
2 Officer’s general exposure and experience in the cruise industry does not rise to the level of a  
3 conflict of interest under Alaska Rules of Professional Conduct in any capacity. Appellant is simply  
4 attempting to delay the proceedings and forum shop. No evidence has been presented to suggest  
5 the Hearing Officer has made any decision in the past that would be indicative of bias. The  
6 assertions made are untenable in any real and practical way. Removing the current Hearing Officer  
7 would only sever to delay the proceedings prejudicing the City and HTC.

8  
9 **II. CONCLUSION**

10 The facts cited by Appellant do not meet the standard to disqualify the hearing officer.  
11 For the foregoing reasons, HTC respectfully requests the assembly deny the Appellant’s Motion  
12 for Hearing Officer Disqualification.

13 DATED this 16th day of October, 2023.

14 SCHLEMLEIN FICK & FRANKLIN PLLC

15  
16 *s/ Garth A. Schlemlein*  
17 Garth A. Schlemlein, ASBA No. 8602011  
18 66 South Hanford Street, Suite 300  
19 Seattle, Washington 98134  
20 Phone: (206) 448-8100  
21 Fax: (206) 448-8514  
22 Email: [gas@soslaw.com](mailto:gas@soslaw.com)  
23 *Attorneys for Intervenor*

24  
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---

<sup>1</sup> See Order Denying Request For Voluntary Withdrawal of Hearing Officer

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Phone: (206) 448-8100 Fax: (206) 448-8514

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**CERTIFICATE OF SERVICE**

I hereby certify that on this 16th day of October, 2023, the document to which this certificate is attached was served upon the following via the method indicated:

**City Clerk:**  
[City.Clerk@juneau.org](mailto:City.Clerk@juneau.org)  
 Hand Delivery  
 Legal Messenger  
 U.S. Mail  
 Facsimile  
 E-mail

**Appellant:**  
Karla Hart  
[karlahart@gmail.com](mailto:karlahart@gmail.com)  
 Hand Delivery  
 Legal Messenger  
 U.S. Mail  
 Facsimile  
 E-mail

**Appellee:**  
CBJ PC  
Attn. Sherry Layne  
Assistant Municipal Attorney  
[sherri.layne@juneau.gov](mailto:sherri.layne@juneau.gov)  
 Hand Delivery  
 Legal Messenger  
 U.S. Mail  
 Facsimile  
 E-mail

**Counsel for Advisors for the Assembly:**  
Emily Wright  
Robert Palmer  
[Emily.wright@juneau.gov](mailto:Emily.wright@juneau.gov);  
[robert.palmer@juneau.org](mailto:robert.palmer@juneau.org)  
 Hand Delivery  
 Legal Messenger  
 U.S. Mail  
 Facsimile  
 E-mail

*s/ Lacey Georgeson*  
\_\_\_\_\_  
Lacey Georgeson, Legal Assistant

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Seattle, WA 98134  
Phone: (206) 448-8100 Fax: (206) 448-8514



# Port of Juneau

155 S. Seward Street • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

**From:** *Carl Uchytel*  
Port Director

**To:** City Manager

**Via:** CBJ Attorney

**Date:** October 16<sup>th</sup>, 2023

**Re:** Manager’s Report – 9% Fee Increase

During the pandemic, Docks & Harbors took deliberate steps to evaluate the long-term fiscal health of the enterprises. Uncertainty with diminishing revenue, pending rental renewal costs for the UAS leased property and unanticipated new increased insurance rates led to Board action to closely review future budgetary needs. From April through September 2021, the Board (and sub-committees) debated the value of hiring an outside consultant. In January 2022, a contract was awarded to [HDR-Alaska to conduct a rate study](#) which was completed in September 2022. The report recommended a 9% increase to all fees across both Harbors and Docks Enterprises. In February 2023, the Board affirmed this position and directed staff to commence a process to raise fees pertaining to 26 separate regulations. In April and May, Docks & Harbors held “[open house](#)” at [Mendenhall Valley Library and Yacht Club](#) to engage on the public process. At the May 2023 regular Board meeting, a motion to increase rates 9% effective January 2024 was approved. Over the summer, Docks & Harbors provided outreach to maritime users advertising the proposed changes via our website, posting at harbor bulletin boards and harbors offices, all CBJ Libraries, Docks & Harbors monthly newsletter ([TIDE LINE](#)), Facebook, Juneau EMPIRE, KINY Action Line, CBJ press release, an [informational tri-fold pamphlet](#) and a [white paper](#). The specified “public hearing” date of October 4<sup>th</sup> was selected to avoid conflict with summer boating season but allowing for companies involved with tourism to participate. Docks & Harbors received [eight emails against the proposed fee increase](#) and three members of the public testified at the public hearing. One public member testified in support of the increase. After hearing testimony, reviewing comments and evaluating all facts, the Board approved raising 25 of the proposed regulations [9% effective January 2024](#).

The Board is recommending the Monthly Moorage Fee to be feathered in over three years, beginning January 2024. The Board’s reasoning was that the Monthly Moorage Fee broadly affects nearly all harbor users and that spreading the fee over this period provides equity. For a 35-foot vessel moored downtown, an increase of 3% would yield a \$5.25 per month increase in 2024. The same vessel moored at Statter Harbor would pay an additional \$8.75 per month. Similar increases for the Monthly Moorage Fee can be expected in January 2025 and again in January 2026.

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BEFORE HEARING OFFICER FOR THE ASSEMBLY OF THE  
CITY AND BOROUGH OF JUNEAU

KARLA HART	)	
	)	
Appellant	)	
	)	
vs.	)	
	)	
CITY AND BOROUGH OF JUNEAU	)	
PLANNING COMMISSION	)	
	)	
Appellee	)	Notice of Decision: July 20, 2023
	)	Appeal Case No. APL 2023-AA01
<hr/>		

APPELLANT REPLY TO INTERVENOR’S OPPOSITION TO MOTION FOR  
HEARING OFFICER DISQUALIFICATION

Appellant Karla Hart (Appellant), responding to Intervenor Hoonah Totem Corporation’s  
(HTC) response to Appellant’s *Motion for Hearing Officer Disqualification* (Motion).

REITERATION OF FACTS PRESENTED IN MOTION

- Hearing Officer Scott Brandt-Erichsen is one of two partners, in the law firm of Keene & Currall, PPC, as it presently exists.<sup>1</sup>

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<sup>1</sup>Keene & Currall, P.P.C. at [keenecurrallaw.com](http://keenecurrallaw.com) states they have provided legal services since 1980, thus representing that the existing legal iteration of Keene & Currall is a continuation of prior legal iterations and partnerships.

- 1 2. Alaska Rules of Court, Alaska Rules of Professional Conduct, clearly state that if lawyers
- 2 “present themselves to the public in a way that suggests that they are a firm or conduct
- 3 themselves as a firm, they should be regarded as a firm for purposes of the Rules.”<sup>2</sup>
- 4
- 5 3. The cruise advocacy organization, Alaska Alliance for Cruise Travel Inc. has been a client of
- 6 iterations of Keene & Currall law firm at 540 Water Street, Suite 302 in Ketchikan at least
- 7 since filing articles of incorporation in 2009, and through June 30, 2023 when listed as the
- 8 registered agent in the 2023 Biennial Report filed with Alaska Department of Commerce.
- 9 Under Alaska Rules of Court, Alaska Rules of Professional Conduct<sup>3</sup>, this makes Alaska
- 10 Alliance for Cruise Travel Inc. a client of the Hearing Officer for purposes of considering
- 11 conflict.
- 12
- 13 4. Huna Totem Corporation effectively holds three of 18 seats on the Steering Committee of
- 14 the cruise advocacy organization, Alaska Alliance for Cruise Travel Inc.<sup>4</sup>
- 15

ARGUMENT RESPONDING TO ASSERTIONS OF HTC OPPOSITION

17 In HTC’s *Opposition to Appellant’s Motion*, HTC places emphasis on the “qualified”

18 aspect of “a qualified, unbiased, and impartial hearing officer,” and appears to assert that the

19 SUBJECT MATTER of the appeal is cruise, and therefore the Hearing Officer’s “experience and

20 proximity to the subject matter qualifies him to be the Hearing Officer in this case.” **The subject**

21 **matters under this appeal** of a permit issued by the Planning Commission, **are asserted**

22 **Community Development staff and Planning Commission failures** in a major development

23 **review. The cruise industry, and specifically Huna Totem are the objects impacted by the**

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26 <sup>2</sup> <https://courts.alaska.gov/rules/docs/prof.pdf>, page 69, accessed October 3, 2023.

27 <sup>3</sup> <https://courts.alaska.gov/rules/docs/prof.pdf>, page 69, accessed October 3, 2023.

28 <sup>4</sup> Russell Dick, President and CEO of Huna Totem Corporation; and from HTC subsidiaries: Tyler Hickman, Icy Strait Point; Dennis McDonnell, Alaska Coach Tours.

1 **outcome**; however, they are not the subjects of the appeal. Having a Hearing Officer with  
2 experience and proximity to the cruise industry (the overriding object) creates reasonable  
3 concern that conscious or unconscious biases could impact unbiased and impartial review.  
4

5 The Hearing Officer’s *Order Denying Request for Voluntary Withdrawal of Hearing*  
6 *Officer*, when the connection between Keene & Currall (in any iteration) and Alaska Alliance for  
7 Cruise Travel Inc. and Huna Totem was obfuscated rather than addressed,<sup>5</sup> though that  
8 connection was clearly spelled out in the Appellant’s *Affidavit for Motion for the Hearing Officer*  
9 *to Recuse*.<sup>6</sup> Appellant presents this as contemporary and relevant evidence of bias.  
10

11 The intervenor, HTC, asserts, without any evidence, that Appellant is “simply attempting  
12 to delay the proceedings and forum shop.”<sup>7</sup> In fact, on August 31, 2023, the day the Hearing  
13 Officer’s name was announced, and upon discovering the direct connection between Huna  
14 Totem, Alaska Alliance for Cruise Travel, Keene & Currall, and the Hearing Officer, Appellant  
15 promptly contacted the City Clerk and parties to the appeal at that time by email outlining  
16 concerns. As instructed by the City Clerk (citing CBJC 01.50.100(b)), the Appellant then filed a  
17 Motion for Hearing Officer to Recuse before the Pre-Hearing on September 22, 2024. And, now,  
18 as instructed by the Hearing Officer’s *Order Denying Request for Voluntary Withdrawal of*  
19 *Hearing Officer*, dated September 25, is filing a Reply to the Intervenor’s *Opposition*.  
20  
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22 \_\_\_\_\_  
23 <sup>5</sup> “...a copy of a list of steering committee members of the Alaska Alliance for Cruise Travel, Inc. board  
24 members of and a copy of the articles of incorporation of the Alaska Alliance for Cruise Travel, Inc.  
25 prepared by Geoff Currall, then a partners with Keene and Curral, but who since left the firm and died  
26 approximately 8 years ago.” Order Regarding Voluntary Withdrawal 9/25/23

27 <sup>6</sup> “Keene & Currall... active registered agent for Alaska Alliance for Cruise Travel...” “Russell Dick, Huna  
28 Totem Corporation, Juneau; Tyler Hickman, Icy Strait Point, Hoonah (a Huna Totem subsidiary); and  
Dennis McDonnell, Alaska Coach Tours, Anchorage (a Huna Totem subsidiary that operates in Juneau)  
are on the steering committee of Alaska ACT [Alaska Alliance for Cruise Travel]. Affidavit of Karla Hart,  
8/5/23

<sup>7</sup> Intervenor’s Opposition, October 16, 2023



1 Appellant expects the right to an qualified, unbiased, and impartial hearing officer. That  
2 HTC is pushing for retaining this Hearing Officer, rather than ceding that their interests could be  
3 served as well by a Hearing Officer without ties to the cruise industry through his firm, is cause  
4 for more concern.

5  
6 Under the existing *Prehearing Order*, dated September 25, 2023, Appellee is preparing  
7 the Record, with a deadline of October 26, 2023. The Record is to be available for pick up by  
8 October 30, 2023.

9  
10 Appointing a replacement hearing officer who is qualified (to review local government  
11 planning decisions), unbiased, and impartial could result in little to no delay in the appeal  
12 process, if done promptly. The hearing process is already being conducted remotely, there is no  
13 geographic limitation and a hearing officer from somewhere in Alaska that is not directly  
14 touched by the cruise industry would help to ensure that there was not existing bias and  
15 impartiality. Appellant would have no objection if a new unbiased and impartial hearing officer  
16 adopted the appeal timeline set in the *Prehearing Order*.

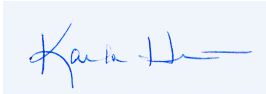
17  
18 CONCLUSION

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20 The **subject of the appeal is a planning decision.** The object of the appeal relates to the  
21 cruise industry. Conflict from the Hearing Officer firm’s connection to HTC and the firm’s long-  
22 association with the cruise industry, compounded by HTC opposition to the Motion for Hearing  
23 Officer Disqualification, when a replacement could be handled in a manner that creates little if  
24 any delay in the appeal process, begs that there is valid reason for the City and Borough of  
25 Juneau Assembly to disqualify Scott Brandt-Erichsen from Hearing Officer duties in this  
26 particular case and to direct the City Attorney to appoint a qualified, unbiased, and impartial  
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1 hearing officer with no cruise industry associations, and who does not reside in a town where  
2 cruise ships call.

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Karla Hart, October 23, 2023