

ATTACHMENT #1



OFFICE OF THE MUNICIPAL CLERK
155 S. Seward St., Room 202
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MEMORANDUM

Date: August 22, 2011

To: CBJ Enterprise Boards
(Airport, Docks & Harbors, Hospital, & Eaglecrest)

From: Beth McEwen, Deputy Clerk 

cc: Assemblymembers
John Hartle, City Attorney
Rod Swope, City Manager
Laurie Sica, Municipal Clerk

Re: Advertising Agenda Items for Regular Empowered (Enterprise) Board Meetings

At a recent Assembly Human Resources Committee (HRC) meeting, a member of the public asked the Assembly to consider requiring its Enterprise Boards to advertise the board's agenda items in the *Juneau Empire*, in addition to the meeting notices that are currently advertised (date/time/place).¹

The HRC would like feedback from the Enterprise Boards on this request.

- How would a requirement to provide the public with your board's agenda items effect the way you do business?
- Would it be possible to meet the existing Friday "Your Municipality" ad schedule in the *Juneau Empire*?
- Would your board prefer to schedule its own ad in the newspaper?
- What other issues does this question raise?

Attached is a copy of the "Your Municipality" ad that ran in the Friday, August 19 *Juneau Empire*. It includes both the full Assembly agenda for the Monday, August 22, 2011 regular Assembly meeting and the standard Meeting & Events Schedule listing all CBJ related public meetings for a 10-day period.

Please note that the agenda items for the Assembly Committee of the Whole are advertised for its meeting of Monday, August 29. Would it be possible for your board to provide this type of listing of agenda items?

The “Your Municipality” ad is published every Friday, and frequently on Mondays to list Planning Commission and School Board agendas. Any information to appear in the Friday “Your Municipality” ad must be received by the Clerk’s office by Noon on the Tuesday before the ad appears.

The Display Advertisement deadlines for the *Juneau Empire* are as follows:

<u>Issue:</u>	<u>Copy Deadline:</u>
Monday	Wednesday, 3pm
Tuesday	Thursday, 3pm
Wednesday	Friday, 3pm
Thursday	Monday, 3pm
Friday	Tuesday, Noon
Sunday	Wednesday, Noon

The Clerk’s office appreciates your time and we understand that you may or may not meet before the next Assembly HRC meeting. **If you are able, please send any written comments about this issue to the Clerk’s Office by Wednesday, September 14, for inclusion in the meeting packet for the Monday, September 19, 2011 HRC meeting at 6 pm in the Assembly Chambers. You are also welcome to attend and comment at that time.**

The following is a synopsis of current practices and the public notice requirements.

CBJ Current Practices

By purchasing an ad contract with the *Juneau Empire* for the “Your Municipality” advertisement, CBJ is guaranteed that our required public notice is met.

In addition to the Your Municipality ad, it is “usual and customary” to send changes to the advertised meeting schedule through a Public Service Announcement to the media distribution list.

Another part of our “usual and customary” public notice includes posting of the meetings to our online CBJ calendar system and to the CBJ television scanner Channel #7.

Staff liaisons also post the agendas and packet materials to the CBJ website at: www.juneau.org.

For the Assembly and its subcommittees, CBJ staff posts agendas/packet items to the respective websites and then we send out an email notification to the Assembly, media, and staff with a link to the final packet online. The Assembly News Items on-line are linked to an RSS system to which people can subscribe.

Public Notice Requirements

The Open Meetings Act (AS 44.62.310) sets out the following regarding the requirements for public notice of meetings: (***emphasis added***)

(e) Reasonable public notice shall be given for all meetings required to be open under this section. ***The notice must include the date, time, and place of the meeting*** and if, the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Subject to posting notice of a meeting on the Alaska Online Public Notice System as required by AS [44.62.175](#) (a), the notice may be given using print or broadcast media. The notice shall be posted at the principal office of the public entity or, if the public entity has no principal office, at a place designated by the governmental body. ***The governmental body shall provide notice in a consistent fashion for all its meetings.***

CBJ Charter Section 3.12 sets out the following requirements regarding meetings/notices and while it specifically addresses Assembly meetings, all CBJ Boards are subject to these same rules and follow them as well: (***emphasis added***)

Section 3.12 Meetings.

(a) The assembly shall hold at least one regular meeting every month at such time and at such place as it may prescribe.

(b) The mayor or any three assemblymembers may call special meetings. ***At least twenty-four hours before the meeting personal notice shall be given each assemblymember designating the time, place, and purpose of a special meeting or written notice shall be left at each assemblymember's usual place of residence. At least twenty-four hours before the meeting copies of the notice shall also be delivered to the newspapers of general circulation in the municipality and to the commercial radio and television stations operating in the municipality. No business may be transacted at any special meeting except as stated in the notice of the meeting.***

(c) ...

(d) All meetings of the assembly shall be public and the public shall have reasonable opportunity to be heard. ...

¹ A copy of the minutes of the HRC meeting are available on our website at http://www.juneau.org/clerk/documents/2011-05-23_Final_HRC_Minutes.pdf

THE CITY AND BOROUGH OF JUNEAU YOUR MUNICIPALITY

MEETING & EVENTS SCHEDULE August 19 - 29, 2011

This listing includes meetings scheduled by August 15, 2011

For updates, please refer to:
<http://www.juneau.org/calendar/clerk/cbjmeeting.htm>

Friday, August 19, 2011
No public meetings scheduled.

Monday, August 22, 2011
Room: Hospital Rainforest Recovery Center Advisory Board Meeting, BRH Admin. Boardroom
3:30pm: Bartlett Regional Hospital Ad Hoc Management Contract Committee, BRH Admin. Boardroom
5:15pm: Juneau Human Rights Commission, City Hall Conference Room #224
6pm: *Assembly Human Resources Committee, Chambers*
7pm: *Regular Assembly Meeting, Chambers*

Tuesday, August 23, 2011
5pm: Docks & Harbors Board Finance Committee Meeting, City Hall Conference Room #224
5pm: Subdivision Review Committee, Marine View Building CDD Conference Room #426
5:15pm: Bartlett Regional Hospital Board, BRH Admin. Boardroom
7pm: Planning Commission, Chambers

Wednesday, August 24, 2011
No public meetings scheduled.

Thursday, August 25, 2011
7pm: Docks & Harbors Regular Board Meeting, Chambers

Friday, August 26, 2011
No public meetings scheduled.

Monday, August 29, 2011
Room: *Assembly Public Works & Facilities Committee, Chambers*
2pm: *Juneau Affordable Housing Commission Subcommittee meeting re: Juneau Affordable Housing Fund process, Gruning Park Community Hall*
5pm: *Assembly Lands Committee, Chambers*
6pm: *Assembly Committee of the Whole Worksession (No public testimony), Chambers. Agenda Items include: AEYC Chikj Cars, AJ Mine Discussion, and Fishermen's Memorial*

OCTOBER 4, 2011 REGULAR MUNICIPAL ELECTION INFORMATION

VOTER REGISTRATION

The last day to register to vote for the October 4, 2011 Regular Municipal Election is Sunday, September 4, 2011. Voters should register, if possible, prior to that date. If a voter has changed a name, or a residence or a mailing address, an updated voter registration application should be completed. Voters may register to vote at any of the following locations:

- State Division of Elections' Office, 240 Main St., Room 601;
- State Division of Elections - Region I Office, Mendenhall Mall, 9109 Mendenhall Mall Road, Suite 3
- Municipal Building, 155 S. Seward St., Clerk's Office Room 202; and
- Any CBJ Library.

Please note: Voter Registration Applications are available on-line. Access the State of Alaska Web Page at: <http://www.elections.alaska.gov>. If you experience any difficulties trying to access this form, please contact the State Division of Elections directly at 465-3021.

ABSENTEE VOTING FOR THE MUNICIPAL ELECTION

A qualified voter may vote an absentee ballot for any reason. An absentee ballot may be cast in person, or requested from the election official in writing, by application with the voter's signature.

Absentee Ballot Application Forms and information are available at:

Municipal Clerk's Office, City Hall Room 202 - 155 S. Seward Street, Juneau, AK 99801 (907) 586-5278 phone; (907) 586-4550 fax; e-mail: Clerk@city.juneau.ak.us; <http://www.juneau.org/clerk/elections/absentee-voting.php> and http://www.juneau.org/clerk/elections/documents/2011-CBJ_Absentee_by_Mail_Application_000.pdf

CBJ Boards, Commissions, Committees & Council Vacancies

The following boards, commissions, committees and/or councils have or will have vacancies. Applications may be picked up outside the Clerk's Office and are available on Juneau's website at <http://www.juneau.org/clerk/boards/>. Submit the applications to the Municipal Clerk's Office, Room 202 of the Municipal Building (155 S. Seward Street, Juneau, AK 99801), or by fax at 586-4552. For further information, call 586-5278.

Except as otherwise noted below, the seats are considered "Public Seats" open to anyone interested and willing to commit the time to serve, although there may be some membership criteria specified in a particular board's governing legislation, and the vacancies are considered Open Until Filled. The Assembly Human Resources Committee (HRC) makes appointment recommendations to the Assembly.

Boards/Commissions	Vacancies
Americans with Disabilities Act Committee	2 seats for full terms (Applications Due Sept. 14)
Animal Hearing Board	1 seat for a full term
Board of Equalization	5 seats for various terms
Douglas Advisory Board	1 seat for a full term (Application Due Sept. 14)
Fisheries Development Committee	1 seat for an unexpired term
Juneau Commission on Sustainability	1 seat for a full term (Applications Due Sept. 14)
Local Emergency Planning Committee	1 alternate seat for an Owner/Operator of Facility subject to Right to Know Act 1986
Sister Cities Committee	1 seat for an unexpired term
Social Services Advisory Board	2 seats for unexpired terms
Youth Activities Board	2 seats for full terms (Applications Due Sept. 14)

ASSEMBLY AGENDA/MANAGER'S REPORT THE CITY AND BOROUGH OF JUNEAU, ALASKA

Monday, August 22, 2011, 7 p.m.
Assembly Chambers - Municipal Building
Regular Meeting No. 2011-19
Submitted by: Rod Swope, City Manager

- I. FLAG SALUTE
- II. ROLL CALL
- III. SPECIAL ORDER OF BUSINESS
- IV. APPROVAL OF MINUTES
- V. A. August 8, 2011 - Regular Assembly Meeting 2011-18
- V. MANAGER'S REQUEST FOR AGENDA CHANGES
- VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS.
(Not to exceed a total of 20 minutes nor more than 5 minutes for any individual).
- VII. CONSENT AGENDA
 - A. Public Requests for Consent Agenda Changes, Other Than Ordinances for Introduction
 - B. Assembly Requests for Consent Agenda Changes
 - C. Assembly Action
 1. Ordinances for Introduction
 - a. Ordinance 2011-22
An Ordinance Amending The Land Use Code To Revise The Superimposed Parking District Map.
 - b. Ordinance 2011-11(M)
An Ordinance Appropriating To The Manager The Sum Of \$50,000 As Funding For A Mobility Manager, Funding Provided By The Alaska Department Of Transportation And Public Facilities.
 - c. Ordinance 2011-11(N)
An Ordinance Appropriating To The Manager The Sum Of \$12,865,000 As Funding For The State Of Alaska's Designated Legislative Grant Projects, Grant Funding Provided By Alaska Department Of Commerce, Community And Economic Development.
Affordable Housing Loans - \$90,000;
Juneau School District Technology Upgrades - \$275,000
Cruise Ship Dock Improvements - \$7,500,000
Auke Bay Harbor Improvements - \$2,000,000
 - d. Ordinance 2011-11(O)
An Ordinance Appropriating To The Manager The Sum Of \$116,708 As Funding For The Local Emergency Planning Committee And The Emergency Management Performance Grant, Grant Funding Provided By The State Of Alaska, Department Of Military And Veterans Affairs.
Local Emergency Planning Committee (LEPC) - \$12,143
Emergency Management Performance (EMPG) - \$104,565
 2. Liquor Licenses
 - a. Beverage Dispensary Liquor License # 648 Ownership Transfer and Application for a Restaurant Designation Permit.
Transfer from: Westmark Hotels LLC, mail: 300 Elliot Ave. W, Seattle, WA 98119
Transfer to: YC Baranoff, LLC, mail: 5158 S. Virginia St., Reno, NV 89511
Location: 127 N. Franklin, Juneau, AK 99801
- VIII. PUBLIC HEARING
 - A. Ordinance 2011-20
An Ordinance Authorizing The Issuance Of General Obligation Bonds In The Principal Amount Of Not To Exceed \$1,190,000 To Finance The Replacement Of Turf At The Adair Kennedy Multi-Use Field, And Submitting A Proposition To The Voters At The Election To Be Held Therein On October 4, 2011.
 - B. Ordinance 2011-21
An Ordinance Authorizing The Issuance Of General Obligation Bonds In The Principal Amount Of Not To Exceed \$1,400,000 To Finance The Heating System At Auke Bay Elementary School, And Submitting A Proposition To The Voters At The Election To Be Held Therein On October 4, 2011.
 - C. Ordinance 2011-11(F)
An Ordinance Appropriating To The Manager The Sum Of \$631,970 As Additional Funding For The Juneau International Airport Runway Safety Area Capital Improvement Project; Funding Provided By The Federal Aviation Administration.
 - D. Ordinance 2011-11(I)
An Ordinance Appropriating To The Manager The Sum Of \$197,600 As Additional Funding For The Downtown Transportation Center Capital Improvement Project; Grant Funding Provided By The Federal Transportation Administration.
 - E. Ordinance 2011-11(J)
An Ordinance Appropriating To The Manager The Sum Of \$29,000 As Funding For The Montana Creek Access Repairs Capital Improvement Project; Grant Funding Provided By The Alaska Department of Fish and Game.
 - F. Ordinance 2011-11(K)
An Ordinance Appropriating To The Manager The Sum Of \$39,654 As Partial Funding For Firefighter Training; Grant Funding Provided By The U.S. Department Of Homeland Security And Federal Emergency Management Agency.
 - G. Ordinance 2011-11(L)
An Ordinance Appropriating To The Manager The Sum Of \$250,000 For The AJ Mine Capital Project, Funding Provided By The Sales Tax Budget Reserve.
- IX. UNFINISHED BUSINESS
- X. NEW BUSINESS
- XI. STAFF REPORTS
- XII. ASSEMBLY REPORTS
 - A. Mayor's Report
 - B. Committee Reports
 - C. Liaison Reports
 - D. Presiding Officer Reports
- XIII. ASSEMBLY COMMENTS AND QUESTIONS
- XIV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- XV. EXECUTIVE SESSION- Status of Recycling RFP contract negotiations.
- XVI. ADJOURNMENT

Note: Agenda packets are available for review online at www.juneau.org.



ADA Accommodations Available Upon Request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5276, TDD 586-5351, e-mail: City_Clerk@city.juneau.ak.us