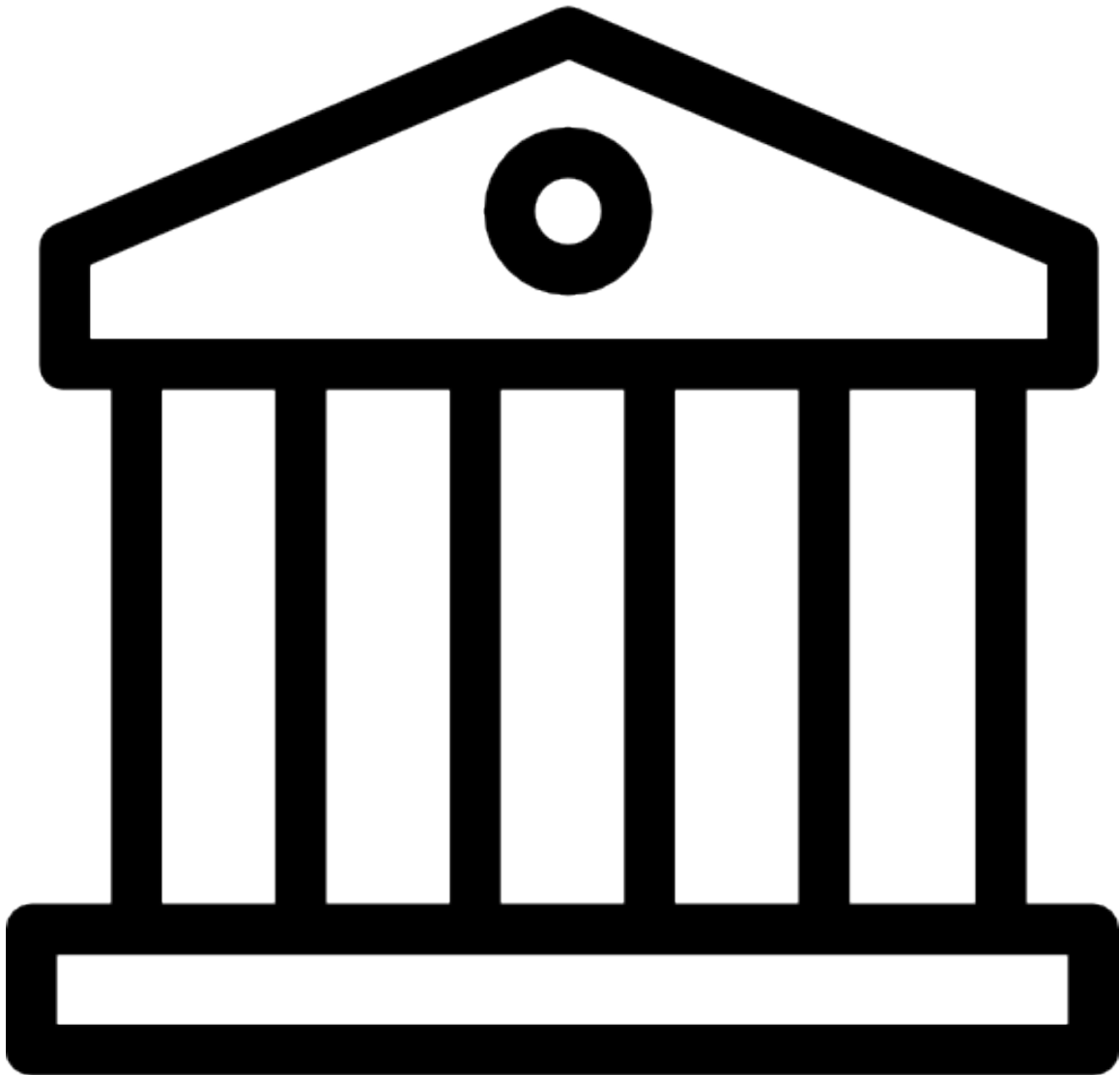


How to Run for Local Office

THE JOB



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**2023-2024
MAYOR AND ASSEMBLY
CITY AND BOROUGH OF JUNEAU, ALASKA
155 Heritage Way
Juneau, Alaska 99801**

	TELEPHONE	SPOUSE	TERM
<u>MAYOR</u>			
Beth Weldon 155 Heritage Way Juneau, AK 99801	907-586-5240 (office) Beth.Weldon@juneau.gov		10/2024 (2 nd term as Mayor) (Assemblymember 2016-2018)

AREAWIDE ASSEMBLYMEMBERS

Paul R. Kelly 155 Heritage Way Juneau, AK 99801	907-240-3447 (cell) Paul.Kelly@juneau.gov		10/2026 (1 st term)
Ella Adkison 155 Heritage Way Juneau, AK 99801	907-328-9724 (cell) Ella.Adkison@juneau.gov		10/2025 (1 st term; remaining 2 years of this seat's term)

DISTRICT #1 ASSEMBLYMEMBERS

Alicia Hughes-Skandijs 155 Heritage Way Juneau, AK 99801	304-881-3750 (cell) Alicia.Hughes-Skandijs@juneau.gov		10/2026 (2 nd full term) (Appointed Assemblymember 1/2019-2020)
‘Wáahlaal Gídaag Barbara Blake 155 Heritage Way Juneau, AK 99801	907-888-9166 Waaahlaal.Giidaak@juneau.gov	Brian Fell	10/2024 (1st term)
Greg Smith 155 Heritage Way Juneau, AK 99801	907-500-8567 (cell) Gregory.Smith@juneau.gov		10/2025 (2 nd term)

DISTRICT #2 ASSEMBLYMEMBERS

Christine Woll 155 Heritage Way Juneau, AK 99801	339-793-1835 Christine.Woll@juneau.gov	Peter Flynn	10/2026 (2 nd term)
Michelle Bonnet Hale (Deputy Mayor) 155 Heritage Way Juneau, AK 99801	907-723-4990 (cell) Michelle.Hale@juneau.gov	Jane Hale	10/2024 (2 nd term)
Wade Bryson 155 Heritage Way Juneau, AK 99801	907-723-4109(cell) Wade.Bryson@juneau.gov	Christine Bryson	10/2025 (2 nd term)

If you wish to contact the Assembly, correspondence can be sent c/o CBJ Clerk's Office, 155 Heritage Way, Juneau, AK 99801 or via email to BoroughAssembly@juneau.gov. Please note, CBJ Code 01.50 prevents the Assembly from communicating on matters that they consider in their role as a quasi-judicial body such as appeals.

"Juneau Board of Education 2023-2024

For your convenience, in communicating with all of the members of the Board of Education,
you may email: schoolboard@juneauschools.org"

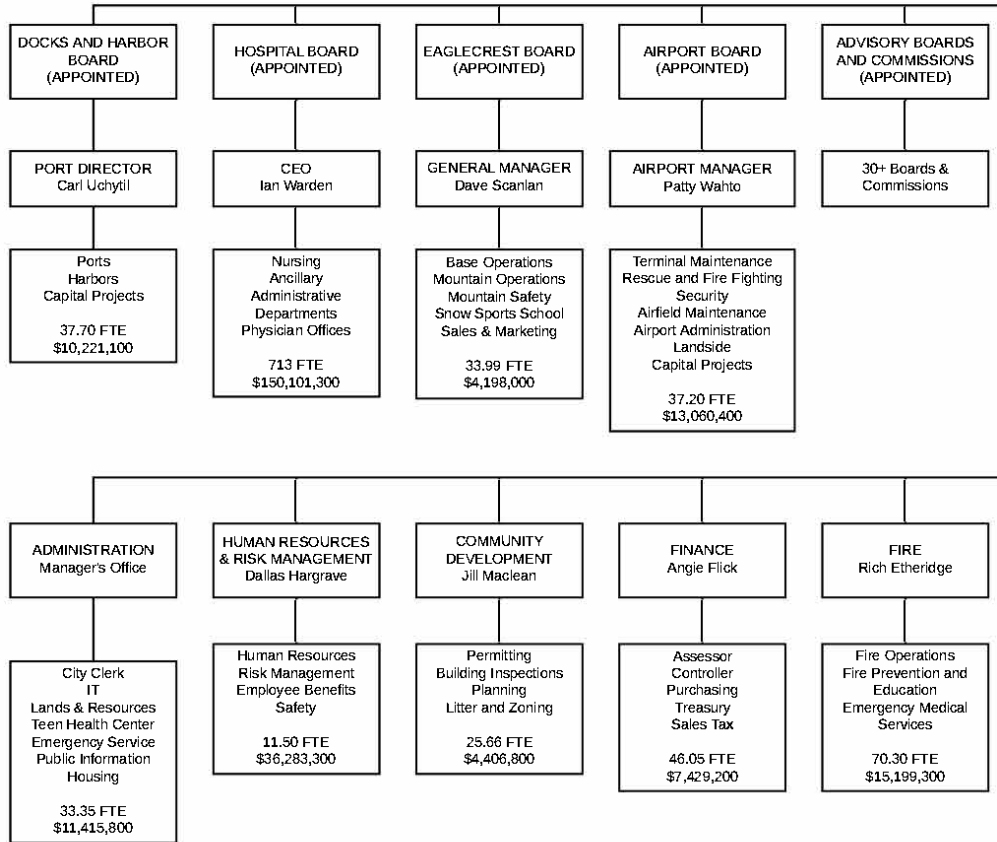
<u>Term</u>	<u>Member</u>	<u>Phone & Email</u>	<u>Committee Assignments</u>
2022-2025	Deedie Sorensen 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 deedie.sorensen@juneauschools.org	President Project Team, Chair Juneau Community Charter School Mendenhall River Community School
2022-2025	Emil Mackey 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 emil.mackey@juneauschools.org	Vice President Project Team Facilities Committee, Chair Finance Committee Calendar Committee UAS Campus Council Sayeik: Gastineau Elementary School Montessori Borealis Public Alternative School
2021-2024	Will Muldoon 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 will.muldoon@juneauschools.org	Clerk Project Team Finance Committee, Chair Facilities Committee Joint CTE Advisory Board Kaxdigoowu Heen Elementary School Juneau-Douglas High School: Yadaa.at Kale
2021-2024	Elizabeth Siddon 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 elizabeth.siddon@juneauschools.org	Policy Committee, Chair Program Evaluation Committee Indian Studies Parent Advisory Board Native Education Advisory Council Juneau STEAM Coalition Auke Bay Elementary School Dzantik'i Heeni Middle School
2021-2024	Amber Frommherz 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 amber.frommherz@juneauschools.org	Program Evaluation Committee, Chair Policy Committee Association of Alaska School Boards Liaison Native Education Advisory Council Sit' Eeti Shaanax: Glacier Valley Elementary School Tlingit Culture, Language, & Literacy (TCLL)
2023-2026	David Noon 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 david.noon@juneauschools.org	Policy Committee Program Evaluation Committee Teen Health Center Harborview Elementary School Yaakoosge Daakahidi Alternative High School
2023-2026	Brittney Cioni-Haywood 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 brittney.haywood@juneauschools.org	Facilities Committee Finance Committee Attendance Task Force Floyd Dryden Middle School Thunder Mountain High School

Student Representatives

2023-2024	Peyton Edmunds	Juneau-Douglas High School: Yadaa.at Kalé
2023-2024	Elizabeth Djajalie	Thunder Mountain High School
2023-2024	Destiny Nusbaum	Yaakoosgé Daakahidi Alternative High School

OVERVIEW OF GOVERNMENTAL FUNCTIONS

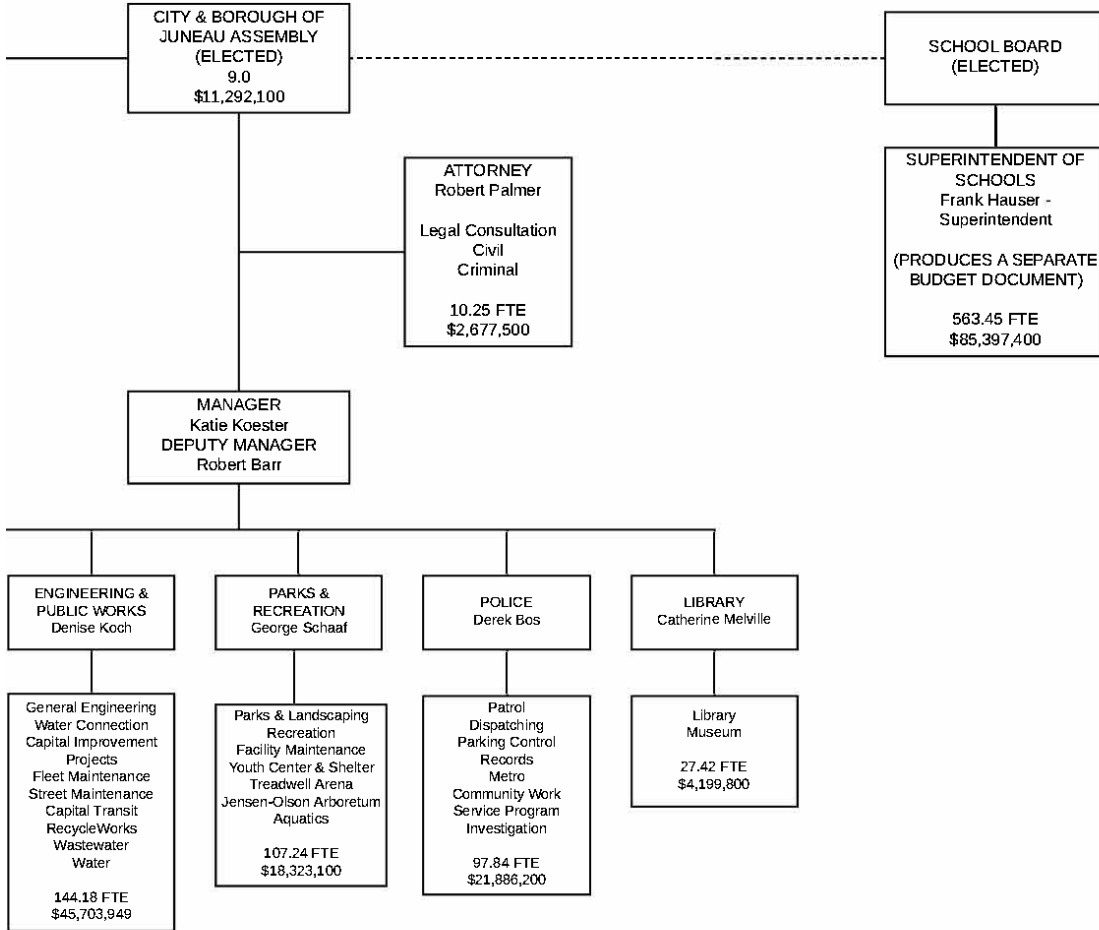
This chart highlights the basic functions of the City and Borough of Juneau as well as the overall



NOTE: Budget & FTE based on the FY25 Proposed Budget.
HRRM, Law & Engineering (CIP) provide shared services to BRH & JSD

OVERVIEW OF GOVERNMENTAL FUNCTIONS

This chart highlights the basic functions of the City and Borough of Juneau as well as the overall



A Citizen's Guide to City and Borough of Juneau Government

What is CBJ?

Article 10 of the Alaska State Constitutions, Section 1 states in part: *“The purpose of this article is to provide for maximum local self-government with a minimum of local government units, and to prevent duplication of tax-levying jurisdictions.”*

In 1970, the voters of the City of Juneau, the City of Douglas, and the Greater Juneau Borough voted to dissolve their respective governments and created the City and Borough of Juneau (CBJ), a “Home Rule Municipality.”

At that time the voters adopted a Charter, which is like a local constitution. The Charter outlines the powers, organization, and procedures of the municipality, and is implemented through locally adopted ordinances, which become the Municipal Code. The state constitution says that home rule municipalities may exercise all legislative powers not prohibited by law or by charter. The limits to the power CBJ can exercise are found in Alaska Statute 29.10.200. Any changes to the Charter must be approved by the voters in a municipal election.

What is the role of the Assembly?

The Assembly is the governing body of the municipality. The Assembly has the legislative and policy-making powers of the municipality and ensures that all duties and obligations of the Charter are met. The Assembly sets the policy direction for the Manager and staff to enact, as CBJ has a "City Manager" form of government. The Assembly hires only two staff members, the Municipal Manager (commonly known as the “City Manager” in Juneau) and the Municipal Attorney.

How are Assemblymembers chosen?

CBJ voters elect nine members to the Assembly. The Mayor is one of the nine Assemblymembers and serves as the presiding officer. Assemblymembers are elected to rotating three-year terms at the regular municipal election held the first Tuesday of each October. Assemblymembers may only serve three consecutive terms without taking a minimum of a one-year break before running again. The CBJ Charter says that the Mayor and Assemblymembers are elected at-large but must live in the district for the seat they are running for at the time of the election.

What are Assembly Districts?

The City Code defines the Assembly Districts, dividing the land within the boundaries of CBJ into two areas of relatively equal population. These “residential” district seats attempt to “spread out” Assemblymembers so that geographical perspective is represented.

Three Assemblymembers must reside in Assembly District 1, three in Assembly District 2 and two other Assemblymembers may live anywhere in the borough, known as the “areawide seats.” The Mayor may also live anywhere in the borough. Assembly District 1 includes all of Douglas, Thane, Downtown, Lemon Creek, and the Mendenhall Valley south of Egan Drive and east of the Mendenhall River (near the airport). Assembly

District 2 includes the rest of the Mendenhall Valley, Auke Bay, and Out-the-road.

All Assemblymembers, regardless of their seat, serve all people within the CBJ. All CBJ residents may vote for all seats, regardless of where they live. This is different than the State of Alaska's elections for the House of Representatives. Only one ballot is printed for candidates in the City and Borough of Juneau, and voters may cast a vote in every race on the ballot.

You can look up your address to see what district you live in here: <https://cbj-gis.maps.arcgis.com/apps/webappviewer/index.html?id=fe70589b26af497da493f129b8f41213>. This link is also found on Juneau.org/clerk/elections under "Election Information Basics – Maps Code, Statistics"

What does the Mayor do?

The Mayor is a member of the Assembly and has all the powers and duties of an Assemblymember. The Mayor votes on all issues, traditionally last. The Mayor does not have veto power. The Mayor runs meetings of the Assembly and is the head of the municipality for ceremonial purposes. In emergencies, the Mayor is recognized by the Governor as having the powers conferred by law upon peace officers and may exercise such powers to prevent disorder, preserve the peace, health and safety of persons and property. The Mayor is elected by the people.

What does the Deputy Mayor do?

After each election in October, the Assembly picks a Deputy Mayor from its membership. The Deputy Mayor succeeds to the Office of Mayor if it becomes vacant and performs the duties and exercises the powers of the Mayor when the Mayor is absent or unable to perform the duties of the office (as determined by the Assembly). The most common example is when the Mayor is absent from a meeting the Deputy Mayor presides. When the Mayor and Deputy Mayor are both absent, the Assemblymember with the longest period of current consecutive service on the Assembly fills the role, per CBJ Code 11.15.015.

What are the Assembly's "Standing Committees"?

The Assembly accomplishes much of its work in committees. The Assembly Rules of Procedure, adopted via Resolution, establishes the "standing" (or ongoing / continual) committees and their duties, to which four Assemblymembers are assigned. Committee assignments are made by the Mayor each year after the regular election and are approved by the Assembly. The committees are: Human Resources; Lands, Housing and Economic Development; and Public Works and Facilities.

In addition, there are two more "standing" committees where all nine members of the Assembly participate: Finance Committee and Committee of the Whole. These working committees review matters in a level of detail that is not generally possible during regular Assembly meetings. The meetings are less formal and are work sessions to allow the Assembly to ask questions and obtain information on the topics assigned to that specific committee.

The public may wonder how complex issues seem to be addressed so quickly in a regular Assembly meeting. This is generally due to the amount of advanced study, planning, and work done by the Assembly's standing committees.

What does the School Board do?

The voters of Juneau directly elect a 7-member Board of Education, commonly referred to as the School Board, to provide for a system of public education in CBJ.

The Board of Education is governed by the state constitution, the statutes of the State of Alaska, the Alaska Administrative Code, the CBJ Charter, and the Board's own adopted by-laws to provide for the management and control of the public schools. The duties of the Board include:

- Setting the broad, general policy for the operation of public schools in the municipality;
- Establishing educational policy including but not limited to approval of curriculum study guides, curriculum materials and textbooks;
- Overseeing and proposing an annual budget, subject to adoption by the Assembly,
- Maintaining custodial services for school facilities, and
- Making recommendations regarding school construction, major maintenance and other capital improvement projects to the Assembly.

The Board appoints a Superintendent who is responsible for enacting and enforcing the policy decisions of the Board and for the daily management of the school system.

School Board members are elected to three-year terms, without term limits.

What does the Planning Commission do?

The Planning Commission reviews and makes decisions about planning, platting and zoning for the City and Borough.

The duties of the Planning Commission include:

- Review of the Comprehensive Plan and Area Plans.
- Review of the Capital Improvements Projects (CIPs)
- Review of City and Borough land acquisitions, disposals and projects.
- Review of development code amendments,
- Review of land use actions
- Serves as the Board of Adjustment to review and decide variance requests, rule upon map boundary questions and make "similar use" determinations.

The Planning Commission is a hybrid Decision Making/Advisory Body and is the only CBJ body other than the Assembly and School Board where its members are required to file Alaska Public Offices Commission Public Official Financial Disclosure Statements in accordance with Alaska Statute 39.50. The Assembly appoints nine citizens who are residents of the City and Borough to serve three-year terms on the Planning Commission. There is a term limit of three terms.

What are "Enterprise Boards?"

The Charter provides for the establishment, by ordinance, of "enterprise" aka "empowered" boards, whose members have a measure of expertise or specialization in

a specific topic. These volunteer boards, appointed by the Assembly, generally run an “enterprise” of the CBJ and hire a manager that reports to the Board, rather than to the City Manager. These boards approve the enterprise’s budget for submission to the Assembly and monitor the progress of the enterprise’s goals. These Boards include the Airport Board, Bartlett Regional Hospital Board, Docks and Harbors Board, and the Eaglecrest Ski Area Board.

What do the Assembly’s appointed Advisory Boards and Commissions do?

There are several boards that provide advice to the Assembly on specific topics. The Assembly appoints volunteers with knowledge of the topic to investigate matters and make recommendations to the Assembly. The advisory boards report annually to the Assembly or more frequently if needed.

The topics are wide ranging, and a few examples include the Juneau Commission on Aging, the Juneau Human Rights Commission, the Juneau Commission on Sustainability, the Systemic Racism Review Committee and the Parks and Recreation Advisory Committee.

There are also appeal boards, which have duties outlined in city code. These include the Board of Equalization, the Animal Hearing Board, the Bidding Review Board, the Building Code Board of Appeals, the Personnel Board, and the Sales Tax Board of Appeals.

Approximately 230 people serve on the various CBJ boards, commissions, and committees. Service on one of these boards is an excellent way to contribute knowledge to the community and gain experience in governmental operations.

What does the Municipal Manager do?

The Municipal Manager (also commonly known as the City Manager or just the Manager) is hired and directed by the Assembly to carry out the policy direction of the Assembly. No individual Assemblymember may provide instructions to the Manager or the Manager’s staff. The Manager delegates work to a large staff in nine departments, including: Administration, Community Development, Engineering and Public Works, Finance, Fire, Human Resources and Risk Management, Library, Parks and Recreation, and Police.

What does the Municipal Attorney do?

The Municipal Attorney (also commonly known as the City Attorney or “Law Department”) is hired and directed by the Assembly to be the legal advisor to the Assembly, the School Board, and other officials of the municipality, and to represent the municipality in criminal and civil proceedings. Assemblymembers may request the Municipal Attorney draft legislation or amendments to legislation to be brought forward to a future Assembly meeting. An individual Assemblymember may seek the counsel of the Municipal Attorney in matters generally and is encouraged to do so whenever there might be a conflict of interest.

The Assembly may *only* provide direction to the City Manager and the Municipal Attorney. They will delegate tasks to the appropriate staff as needed.

What does the Municipal Clerk do?

The Municipal Clerk serves as a liaison between the Assembly, the CBJ Staff and the public. The functions of the Municipal Clerk include conducting local elections, attending meetings of the Assembly and keeping the journal (minutes), administering appeals to the Assembly, managing and safeguarding municipal records, administering the appointment and training of CBJ boards and commissions, overseeing the local review of state liquor and marijuana licenses, and publishing required notices, information and publicity. The Clerk is the custodian of the seal of the municipality and certifies municipal records. The Clerk's Office is a Division within the Administration Department and the Clerk serves at the pleasure of the City Manager.

What is the role of the public?

The public are the electors - voting for the elected officials who set the goals for the community and supervise the City Manager and Municipal Attorney, who in turn hire staff to carry out the goals. The public are the customers in paying taxes and fees for the services provided by the local government, including water, sewer, police, fire, streets, sidewalks, education, libraries, recreational facilities and many other services. The public provides input on how the community should look, feel and operate, assisting the elected officials and staff to define and carry out the mission and goals of the community.

How does the Assembly conduct business?

The Assembly addresses issues of current and future interest in the community by meeting in public to hear public comment, discuss, vote on issues and advise the manager. The Assembly's agenda is prepared by the City Manager and is subject to review and revision by the Mayor.

The Charter requires one regular meeting a month. Currently CBJ conducts a regular meeting every third Monday, unless adjusted due to holidays, conflicts, or other reasons. The annual Assembly meeting calendar is drafted by the Clerk's office and presented to the Assembly for its review and adoption soon after the October election.

The Mayor or any three Assemblymembers may call a special meeting outside of the regular meeting schedule as long as 24-hour notice to the members, media and the public is provided. Conversation at Special Assembly meetings is limited to the subjects publicized on the agenda for the meeting.

What is a Quorum?

A quorum is the minimum number of members that must be in attendance throughout a meeting to legally transact business. A quorum of the Assembly, a nine-member body, is five members. When there is no quorum, the only action that may take place at a meeting is to set the next meeting date and adjourn.

What rules does the Assembly follow?

The Charter requires that the Assembly determine written rules for the conduct of its business and that a journal of Assembly actions be kept. The Assembly has adopted Rules of Procedure via Resolution (included in this toolkit). The rules include: the outline of the agenda; the rules of attendance, how legislation is drafted and presented; the establishment of committees; the rules of debate and of public participation; how motions are handled, voting, and reconsideration of votes; telephonic or virtual participation; and adopts Robert's Rules of Order as a guide.

The “journal” is also known as “minutes,” which are kept permanently on file by the Municipal Clerk’s office and are open for public inspection.

What are the rules of voting?

It takes at least five similar votes for the Assembly to act on something, even if some Assembly members are absent. If at least two Assemblymembers are excused then it takes four similar votes to act on something (this is very rare). Generally, members are only excused from voting because of a conflict of interest. There are some motions, considered privileged motions, that require a minimum of six votes to pass and those are specified in the Assembly Rules of Procedure. Each Assemblymember present *must* vote on every question before the Assembly, unless excused.

What is a Conflict of Interest?

CBJ Code 01.45 outlines the CBJ Conflict of Interest law. This law is a guide to municipal officers for avoiding actions based upon substantial personal or financial interests. In turn, ethical standards promote and strengthen the public’s confidence in its government. If an Assemblymember believes that they have a conflict regarding a particular matter, they should meet with the City Attorney for guidance and announce the nature of the conflict to fellow Assemblymembers prior to any discussion or vote on the topic. The Mayor then rules whether a conflict exists or not, and the Mayor’s ruling may be challenged by a vote of the Assembly.

What is the Alaska Open Meetings Act?

Alaska Statute AS44.62.310 – Government Meetings Public (Also known as the Alaska Open Meetings Act (OMA) is a state statute which requires that all meetings of state and local government bodies be open to the public.

For policy-making or decision-making bodies (the Assembly, the School Board, the Planning Commission and the enterprise boards), the law says that a "meeting" occurs when more than three members or a majority of the members, whichever is less, are present and they collectively consider a matter upon which they are empowered to act.

Under the OMA, a public body is allowed to discuss certain subjects in executive session. These subjects are very limited. Also, certain steps must be followed to have an executive session.

The OMA provides in AS 44.62.310(e) that reasonable public notice must be given for all meetings. The notice must include the date, time, and place of the meeting, and if the meeting is by remote participation how people can access the meeting. The notice must be posted at City Hall, and may also be given by print and broadcast media. Each body should give notice in a consistent fashion for all its meetings.

The CBJ Charter requires that at least 24 hours’ notice of special meetings be given. Written notice of a special meeting must be delivered to the newspaper and radio and television stations, and no business may be transacted at a special meeting unless the subject of the action has been noticed on the agenda.

State law, AS 29.20.020, and the CBJ Charter require that at public meetings, "the public shall have a reasonable opportunity to be heard". This requirement does not mean that the public has a right to dominate or disrupt a meeting, and the chair may impose

reasonable rules on the manner and extent of public participation.

A court may void any action taken by a public body in violation of the OMA. It is also possible for the body to undertake "substantial reconsideration" of an issue discussed or decided upon at a meeting held in violation of the OMA.

If you have any questions regarding the propriety of a meeting or whether your body is subject to the OMA, call the City and Borough Law Department. They routinely help with these issues for all the CBJ bodies, boards and committees.

What is the Alaska Open Records Act?

The general law, "Unless specifically provided otherwise, the public records of all public agencies are open to inspection by the public under reasonable rules during regular office hours..." is provided in AS 40.25.110 (a).

Public records include any "...writings, including drafts and memorialization of conversations, ... regardless of format ... developed or received by a public agency, or by a private contractor for a public agency, and that are preserved for their informational value or as evidence of the organization or operation of the public agency..." AS 40.25.220(3). In 2017, CBJ Adopted its own Public Records Code section 01.70 that further outlines the conditions and procedures by which records may be requested and provided to the public.

All communications, including emails, text messages, and voicemails between the public, staff and elected officials are public records and need to be maintained according to the CBJ Records Retention Schedule. Generally this is a seven year period and correspondence should be reviewed before destruction for archival value. This applies not just to the Assemblymembers but all elected and appointed officials. The easiest way to maintain correspondence is to communicate via email and copy the Municipal Clerk or the appropriate staff for that body, and let staff maintain the records.

Assemblymembers, Planning Commissioners, Enterprise Board members, and members of the Systemic Racism Review Committee are issued CBJ email accounts and must use these accounts for the transaction of CBJ business during the term of service.

Who gets paid?

CBJ Charter 3.10 states "The assembly by ordinance shall provide for compensation of the mayor and other assemblymembers. An increase in compensation shall not take effect until the assembly meeting following the regular election after the ordinance has been adopted."

CBJ Code 11.15.050 currently sets the compensation rate as follows:

- (a) The mayor shall be compensated at the rate of \$3,500.00 per month.
- (b) All other assemblymembers shall be compensated at the rate of \$750.00 per month.

In 2021, the Assembly adopted Ordinance 2021-20(b)(am) which increased the rate of compensation for the Mayor, Assembly and Planning Commission for the first time since 1994 and created compensation for members of the Bartlett Regional Hospital Board.

This ordinance also provided for an automatic increase of the monthly compensation rate for Assemblymembers to \$1,000 effective January 1, 2025.

In addition to their monetary compensation, Assemblymembers also receive CBJ health benefits at the standard level and PERS retirement unless they choose to opt out.

The Planning Commission members and Hospital Board members are compensated at the rate of \$225.00 per month.

The Board of Education (School Board) sets its own compensation rate and members currently receive a monthly stipend of \$270 and the Board President receives a monthly stipend of \$337.50.

In 2022, the Assembly adopted Ordinance 2022-21(b) which provided compensation for Board of Equalization members at the rate of \$100 per meeting.

All other board members serve as volunteers without pay.

What if I have further questions?

The Municipal Clerk's office is the first stop in your quest for information about the municipality. Staff can be reached at:

City Hall, Room 215
155 Heritage Way
Juneau, AK 99801
Email: city.clerk@juneau.gov
Phone: (907) 586-5278



The Job of an Assembly Member

Carole Triem

How to Run for Office Workshop
2024

At workshop, 'ordinary people' consider seeking office

Elected officials, former candidates, civil servants share knowledge, experience at workshop

Posted: June 8, 2015 - 12:03am

[Back](#) | [Next](#)



Melissa Griffiths | Juneau Empire -
Dixie Hood asks a question during the How to Run for Office workshop on Saturday held in the assembly chambers at City Hall while other attendees look on.

By [MELISSA GRIFFITHS](#)

JUNEAU EMPIRE

Elected officials are just ordinary people, Mayor Merrill Sanford told an audience of potential candidates and curious members of the public.

About 35 people showed up to a workshop about running for office on Saturday at City Hall, held as part of an effort to encourage more citizens to run for office. It was organized by the League of Women Voters, Juneau Votes and other stakeholders in civic engagement.

Day-to-Day Activities

- Assembly meetings
 - Regular Assembly, COW, finance committee, standing committees, task forces, liaison assignments.
- Reading
 - Packets. Packets. More Packets.
 - Email. Email. More Email.
- Meeting with staff
 - Manager and Attorney
 - Department staff for specific questions and meeting prep
- Meeting with community members
 - Business, non-profit, community leaders comfortable and familiar with interacting with CBJ and the Assembly
 - Less frequently: John Q. Public (*Only once in 5 years was I ever stopped in the grocery store!*)
- Events
 - CBJ public meetings, fun parties, conferences, field trips, media, student groups.

Time Commitment

Like a gas, it will expand to fill the amount of space you give it.

- Your own level of engagement will wax and wane.
- Come up with your own personal guidelines for time spent on things like emails and meeting with community members.

At a minimum, commit to showing up to all your meetings prepared.

- This starts with reading the packet and asking questions ahead of time.
- You may find you want to do more, and the sky is your limit.
- My best estimate is that this averages around 10-15 hours per week.

Schedule

- The following pages show the Assembly-related activities I put on my calendar in January through April 2023.
- These are only activities that were scheduled ahead of time – it doesn't show the time spent reading packets or the *many* more impromptu meetings or phone calls.
- I did go on a vacation in March!
- Budget season is busy. As chair of the finance committee, I had more meetings staff than others to prep for meetings, but everyone needs to do homework outside of meetings as well.

January 2023

January 2023							February 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28				
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 1, 23	2	3 4:00pm Rorie	4 6:00pm Assembly Finance Committee, Assembly Chambers/Zoom Webinar (https://juneau.zoom)	5	6	7
8	9 9:00am Rorie 6:00pm Assembly Human Resources Committee, Assembly 7:00pm Regular Assembly Meeting	10	11	12 1:30pm BRH WFC Zoom	13 12:00pm BRH Finance Committee	14
15	16	17	18	19	20 9:00am Ask Jill about EC zoning	21
22	23 12:10pm Assembly Public Works & Facilities Committee 5:00pm Assembly Lands Housing and Economic	24 9:30am Kenny 5:30pm BRH	25	26 7:00am Assembly Leg Breakfast 5:00pm COW	27	28
29	30 6:00pm Assembly Human Resources Committee, Assembly 7:00pm Regular Assembly Meeting, Assembly	31 5:00pm Interviews	Feb 1 2024 HtrfLO Toolkit (31)	2	3	4

February 2023

February 2023							March 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 29	30	31	Feb 1 11:00am Jeff & Adrien 6:00pm Assembly Finance Committee, Assembly Chambers/Zoom Webinar	2 12:00pm Civic center chamber Lunch	3	4
5	6	7	8	9	10	11
12	13 12:10pm Assembly Public Works & Facilities Committee 6:00pm Assembly Committee of the Whole Worksession,	14 12:00pm Sterling (Heritage)	15 10:00am BRH	16	17 9:00am Robert & Dallas 12:00pm LHED Work Session	18
19	20	21	22	23	24	25
26	27 6:00pm Assembly Human Resources Committee, Assembly 7:00pm Regular Assembly Meeting, Assembly	28	Mar 1 2024 HiRfLO Toolkit (32)	2	3	4

March 2023

March 2023							April 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 26	27	28	Mar 1 10:00am Cruise ship meeting 6:00pm Assembly Finance Committee, Assembly Chambers/Zoom	2	3	4
5	6 12:10pm Assembly Public Works & 5:00pm Assembly Lands Housing and 6:00pm Assembly Committee of the	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 2:30pm Paulette Simpson (Heritage)	23 11:45am Chamber lunch	24 10:00am Max & Sam (BRH - Sam's office)	25
26	27	28 5:30pm BRH Board of Directors Meeting (https://bartlethospital.zoom.us/j/97511467289 or 1-888-788-0099,	29	30	31	Apr 1

April 2023

April 2023							May 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 26	27	28	29	30	31	Apr 1
2	3 12:10pm Assembly Public Works & 5:00pm Assembly Lands 6:00pm Assembly	4 11:00am Jeff	5 12:00pm JEDC 5:30pm Special Assembly Meeting to introduce the Budget	6 3:00pm Assembly Public Works & Facilities Committee Worksession "Talkin'	7 11:00am Robert	8
9	10	11 3:00pm Jeff & Beth	12 5:30pm Assembly Finance Committee, Assembly Chambers/Zoom	13	14 12:00pm BRH Planning Committee	15
16	17 6:00pm Assembly Human Resources 7:00pm Regular Assembly Meeting,	18 3:30pm Jeff	19 5:30pm Assembly Finance Committee, Assembly Chambers/Zoom	20	21	22
23	24 12:00pm BRH Finance 12:10pm Assembly 5:00pm Assembly Lands 6:00pm Assembly	25 5:30pm BRH Board Meeting	26 11:00am Jeff 5:30pm Special Assembly Meeting re: Budget Immediately	27 3:00pm Marine Park planning event	28	29
30	May 1	2	3	4	5	6

Bigger Picture

Make decisions.

You were elected because voters trust you to make decisions on their behalf.

You can't poll the audience for every decision; you can't be wishy-washy.

You need to make decisions that are the best for the entire city, even when you only hear from a small portion.

Create policy and trust staff to implement.

The Assembly has a 30,000 foot view job and works best when it stays at that level.

Meetings are much shorter (and everyone is much happier) when the details of implementation are worked out by the people employed to do so.

Bigger picture

Don't be a jerk.

Be nice to your fellow assembly members.

Be nice to staff.

Be nice to members of the public.

Being nice makes the process smoother, the meetings shorter, and makes it more likely you'll get the outcomes you want.



Pros & Cons

Pros:

- **Free health insurance!!!**
- Meet people you would have never met before (90% pro, 10% con)
- Nerd out with people who are just as interested in wonky local government issues as you are
- Become totally fascinated by topics you've never spent a second thinking about before
- Public speaking will improve
- Shape the future of Juneau

Cons:

- Time commitment – say “see you later” to your other hobbies
- Decision fatigue – after deciding the fate of the city, you do not want to decide what to have for dinner
- Emotionally draining – nobody would be doing this job if they didn't care
- Late nights – say goodbye to being a morning person
- Impacts to personal life
 - Everything above will also impact the people close to you

Assembly Time Commitments

From the Perspective of a Former Assembly Member

Assembly Meetings

There is a cycle to Assembly meetings that is not very visible to folks who are not deeply involved. Most of the public tunes in to watch Regular Assembly meetings but there are many, many meetings that happen in between.

- **Regular Assembly** – These meetings happen every three weeks, which is dictated by the Charter. These are the meetings where ordinances are passed, final decisions are made by the Assembly, and public testimony is heard. There is typically business in the consent agenda that needs Assembly action but does not always rise to the level of having Assembly discussion (e.g., whether or not to protest liquor license applications, sales tax delinquencies, accepting late file petitions, budget transfers). Even when the agenda is short, these kinds of housekeeping items and formalities take up time. At the end of Regular Assembly meetings, assembly members give reports on their committee and liaison assignments and also have the ability to make comments for the record on other issues. Regular Assembly meetings start at 7:00 and even with no items up for public hearing, can take an hour to get through. On average, they do not get done before 9:00 or 9:30 and can sometimes go past 11:00.
- **Committee of the Whole and Assembly Finance Committee** – Every assembly member is on these two committees, which meet every three or four weeks. (The finance committee meets weekly during the budget season in April and May.) These meetings are work sessions where the assembly gets information from staff or experts and discusses and debates policy decisions. Bigger and/or more controversial topics, as well as issues that don't fit in other committees, get discussed in the COW, which means those meetings can be as long, or longer, than Regular Assembly meetings. The finance committee agendas vary and some meetings are quick and easy and others can be much longer, especially during the budget season.
- **Standing Committees: Public Works & Facilities; Lands, Housing, & Economic Development; Human Resources** – These committees are made up of four assembly members and you may be on one or two of them. They follow the same schedule as the COW and Regular Assembly meetings. Unless there's a specific reason why more time is needed, they don't last more than an hour. You may decide you want to attend the meetings of committees (or task forces or boards and commissions) that you are not a member of to track the progress of certain issues. The Human Resources committee meets with the whole assembly to interview candidates for enterprise board positions and make appointments to those boards. The length of these meetings depends on how many applicants there are, but they happen annually for every enterprise board and they can take up to a few hours if there are a lot of applicants.
- **Special Committees or Task Forces** – Sometimes committees are created to deal with specific issues, like the Visitor Industry Task Force or Eaglecrest Summer Operations Task Force. Their meeting schedules vary, but they do typically have end dates.
- **Liaison Assignments** – All assembly members have liaison assignments to CBJ's boards and commissions and community groups like the Chamber of Commerce and UAS Campus Council. The time these require depends on the assignment and an assembly member's level of commitment. CBJ's enterprise boards will take more time due to their meeting schedules and the content they cover. (Hospital board meetings last even longer than Assembly meetings!)

Reading

- **Email** – Staying on top of reading the email that comes in is fairly easy to do. Sometimes when a big issue is up for a decision a flood of email will come in all at once and it is good to take the time to go through it thoroughly. During normal periods, the assembly doesn't receive so much email that it's hard to read. Replying to emails is a different story. Some people try to reply to everything and different people have different approaches. Some try to reply to everything, others will make their own guidelines about when to reply. Email can take the amount of time that you want it to.
- **Packets** – Every assembly meeting comes with a packet. It is obvious in every meeting who has read the packet and who has not. It is impossible to be perfect, but you really do need to put in a solid effort to read the packet for every meeting you attend. When you are first elected there is more reading to do because you will not have seen any of the information before. There is a cycle to how topics flow through committees and get to decision points. You will eventually find that you receive a giant packet for a meeting but you are already familiar with everything in it and it requires much less time to read. Packets are only ready a few days before a meeting, so you need to be able to fit in that reading usually on the weekend for a Monday meeting.
 - *Regular Assembly:* Packets for Regular Assembly meetings start with ordinances for introduction. It's good to take a look at those to see what is coming up, but you don't need to read them. There can be quite a bit of information related to the housekeeping items mentioned earlier, and you may or may not decide you need to read them all. The meat of the Regular Assembly packet is the ordinances that are up for public hearing and any documents related to decisions made under new business.
 - *Committees:* Packets for committee meetings usually contain memos from staff, background information, and draft ordinances. You will also get the packets for the committees that you are not a member of. You should at the very least read the agendas for these meetings, and possibly skim the contents. Topics that work through the committee process will eventually come before you in a Regular Assembly meeting. It slows down the process when assembly members who were not on the committees want to re-do the work that was done in committee.

Other Meetings

- **Manager and Attorney** – You will be speaking regularly with the manager (and/or deputy manager) and the city attorney. The exact frequency will depend on an individual's level of engagement. You don't want to be blowing up their phone all day long, but you do want to be regularly talking about how things are progressing and issues that are on the horizon. They will also be able to answer questions about all the packets you've read.
- **Other Staff** – You might reach out to other staff when you've got specific questions about issues coming before the Assembly. Committee chairs also meet with staff regularly to plan meetings and set agendas.
- **Community Members** – As an assembly member, people will want to talk to you. The leaders of organizations that regularly work with CBJ will not be shy about reaching out to you. Much less frequently will an "average" member of the public call you or want to meet with you. Similar to email, people come up with their own personal guidelines for when they say yes or no to these requests. It's valuable to hear what people have to say, and to let them know they're being listened to, but you can and should set boundaries on your time. It is part of the job to listen to Juneauites (even, or especially, the ones who disagree with you) but nobody is entitled to your attention.

Events

These events are not necessarily required, but you'll find you want to attend a lot of them. It's good for the public to see their elected officials engaged in the community and it's a great way to learn about what's happening and what people are talking about.

- **CBJ Public Meetings** – CBJ hosts lots of public information sessions or other public meetings that are not Assembly meetings. It's useful to attend these to hear what the public is saying about certain issues, which will almost certainly reach the Assembly level at some point. Especially as a new Assembly member, you will also likely be invited to see different departments of CBJ to learn everything that the city does. Don't skip the Wastewater Treatment Plant tour!
- **Media Interviews** – Regular (but infrequent) radio appearances on Action Line
- **Community Events** – One of the perks is being invited to different community events or to speak to different groups. My absolute favorite invitations were to speak to different student groups.
- **Conferences** – You will have the opportunity to attend different conferences, like the Alaska Municipal League's Annual Conference, Southeast Conference Mid-Session Summit, etc. These are great events where you can meet your counterparts from other parts of the state. If you're able, try to attend your first AML conference so you can take advantage of the Newly Elected Officials training.

How much time does it all take?

Who knows! No one week or month will look the same. There were weeks I spent zero time on assembly business and weeks during the pandemic I spent 40+ hours on assembly business. The amount of time it takes depends on the specific issues before the assembly, where you are in the budget process, and your own personal factors. Your engagement will wax and wane depending on the topics, your energy levels, and the things happening in the rest of your life. To be a good assembly member, you need to spend some time doing all of the things on this list. At a minimum, that probably averages out to 10 to 20 hours per week. At a maximum, you could make it a full time job.

2024 ASSEMBLY MEETING CALENDAR

2024

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

April						
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July						
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October						
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27	28	29	30	31		

February						
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May						
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August						
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November						
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March						
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31						

June						
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September						
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29	30					

December						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1			

2024 ASSEMBLY MEETING CALENDAR

Regular Assembly & HRC Meetings

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

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

PWFC/LHED/COW Meetings

Assembly Finance Committee (AFC) 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 scheduled 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 1st Day of Legislative Session (Legislative Reception at Centennial Hall)

2/6-2/7 SE Conference Mid-Session Summit

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

3/18-3/22 JSD Spring Break

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

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

6/19 - Juneteenth

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

8/15 JSD First Day of School

9/24-9/26 SE Conference Annual Meeting, Ketchikan

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

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) - 5:30pm

(All Meeting Times Subject to Change as Needed)

[JSD = Juneau School District]

[AML = Alaska Municipal League]

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

2023-2024 Assembly Committee and Liaison Appointments

	Human Resources Committee (HRC)	Lands, Resources & Economic Development (LHEDC)	Public Works and Facilities Committee (PWFC)	Committee of the Whole (COW)	Assembly Finance Committee (AFC)		Joint Assembly/ School Board Facilities Committee	Board & Committee Liaisons & Other Assignments
Beth Weldon				Member	Member		Member	Alaska Committee, Capitol Committee, JEDC (alt)
Michelle Hale				Chair	Member		Member	Deputy Mayor , Parks and Rec Advisory Comm.(PRAC)
Wade Bryson	Member		Chair	Member	Member		Chair	Bartlett Regional Hospital Board, UAS Campus Council, NDC PEL Liaison, SE Alaska Solid Waste Authority Liaison
Alicia Hughes-Skandijs		Chair	Member	Member	Member			Travel Juneau, Juneau Coalition on Housing and Homelessness (JCHH), System Racism Review Committee (SRRC)
Greg Smith	Chair	Member		Member	Member		Member	School Board, Downtown Business Association (DBA), Alaska Committee
Christine Woll				Member	Chair			Eaglecrest Board, Chamber of Commerce, NDC PEL Liaison
'Wáahlaal Gíidaak (Barbara Blake)	Member	Member		Member	Member			Airport Board, Juneau Commission on Aging (JCOA)
Paul Kelly		Member	Member	Member	Member			Planning Commission, School Board Finance Committee, Local Emergency Planning Committee (LEPC)
Ella Adkison	Member		Member	Member	Member			Docks and Harbor Board, Juneau Commission on Sustainability (JCOS), Juneau Economic Development Council (JEDC)
Liaisons from other groups to Assembly Committees		Planning Commissioner: TBD, PRAC: TBD, Docks & Harbors: TBD	Planning Commissioner: TBD				School Board Members: TBD	
"Liaison" is defined as "the person who initiates and maintains contact between units in order to ensure concerted action and cooperation."								
The Mayor is ex-officio on all CBJ committees.								
All Assemblymembers are members of the Alaska Municipal League (AML) and of Southeast Conference.								
All Assemblymembers are members of the Committee of the Whole (COW) and Finance Committee (AFC).								

Assembly Goals 2024

Assembly Goals-Approved at the
3/4/2024 Assembly Meeting

1. Housing - Assure adequate and affordable housing for all CBJ residents

AA*	Implementing Actions	Responsibility	Notes:
A P/F/ O	After completion of ADU change, begin major T49/Comp Plan re-write project. Include project funding in FY25 budget.	Assembly, Manager's Office, CDD	
B P/F	Continue to monitor and track progress towards advancing the goals of the Housing Action Plan	Assembly, Manager's Office	
C P/F/ O	Continue aggressive use of the Affordable Housing Fund, tax abatement, and other loan and grant programs	Assembly, Manager's Office	
D P/F	Continue planning and implementation of (re)development of Telephone Hill, Pederson Hill, and the 2nd/Franklin property	Assembly, Manager's Office	
E P/O	Measure and monitor short-term rental trends and evaluate feasibility of short-term rental regulation	Assembly, Manager's Office, CDD, Finance	

2. Economic Development - Assure Juneau has a vibrant, diverse local economy

AA*	Implementing Actions	Responsibility	Notes:
A P/O	Negotiate agreements with cruise lines and associated industry to eliminate hot berthing, harmonize fees, and implement reasonable daily and/or ship size limits. Support and implement strategies to manage local tourism impacts. Engage in formal regional tourism planning efforts through AML.	Assembly, Manager's Office, Docks & Harbors	
B P/F/ O/S	Consider an update to the JEP, expiring in 2025.	Assembly, Manager's Office	
C P/F/ S	Explore ways to support the Capital Civic Center	Assembly, Manager's Office, Finance	
D P/F/ S	Support Eaglecrest's objective of becoming self-sufficient	Assembly, Manager's Office, Eaglecrest	
E P/F	Complete design for West Douglas and Channel Crossing, apply for construction funding and appropriate and/or bond for local match	Assembly, CDD, Planning Commission, Manager's Office	

3. Sustainable Budget and Organization - Assure CBJ is able to deliver services in a cost efficient and effective manner that meets the needs of the community

AA*	Implementing Actions	Responsibility	Notes:
A P/F	Develop strategy for fund balance and debt service mill rate	Assembly, Manager's Office, Finance	
B F/O	Maintain Assembly focus on deferred maintenance including BRH and JSD with emphasis on enhancing building efficiency.	Assembly, Manager's Office, EPW, all operating departments with facilities	
C P/F	Examine community grant process and priorities	Assembly, Manager's Office	

*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue

Assembly Goals 2024

Assembly Goals-Approved at the
3/4/2024 Assembly Meeting

4. Community, Wellness, and Public Safety - Juneau is safe and welcoming for all citizens				
	AA*	Implementing Actions	Responsibility	Notes:
A	P/O/S	Acknowledge and honor Juneau's indigenous culture and place names. Develop a naming policy. Consider the impacts of recognizing additional and/or replaced holidays, including Elizabeth Peratrovich Day, Indigenous People's Day, and Juneteenth.	Assembly, Manager's Office, Human Resources Committee	
B	P/S	Explore government to government relations with tribes, working on projects meant to grow effective communication, trust, and partnerships. Create an Assembly liaison to tribal meetings.	Assembly, Manager's Office	
5. Sustainable Community - Juneau will maintain a resilient social, economic, and environmental habitat for existing population and future generations.				
	AA*	Implementing Actions	Responsibility	Notes:
A	P/O	Implement a zero waste or waste reduction plan, including development of the Zero Waste Subdivision.	Assembly, Manager's Office, EPW, Finance	
B	P/O	Identify and prioritize the most cost-effective energy efficiency and electrification upgrades in CBJ facilities.	Assembly, Manager's Office, all departments	
C	P/O/F	Implement projects and strategies that advance the goal of reliance on 80% of renewable energy sources by 2045	Assembly, Manager's Office, all departments	
D	P/F	Develop mitigation and resilience strategies aimed at reducing community risk and helping Juneau adapt to climate-related hazards that have been identified in the 7/22 ACRC Report	Assembly, Manager's Office, EPW	
E	P/O/F	Develop strategy to reduce abandoned/junked vehicles	Assembly, Manager's Office, EPW, Law, P&R, D&H	
*Assembly Action to Move Forward: P = Policy Development, F = Funding , S = Support, O = Operational Issue				

Presented by: The Manager
Presented: 04/01/2024
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2986

A Resolution Repealing and Reestablishing the Assembly Rules of Procedure.

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

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

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

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

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

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

37 WHEREAS, upon balancing the timing of public comment and the Assembly's scarce
38 meeting time, the Assembly amends the Assembly Rules of Order to reconcile the
39 unnecessary complexities created by Robert's Rule 52 on the Committee of the Whole and
40 any other nine-member Assembly committee with the public comment requirement of
41 Charter 5.3(a) while recognizing occasionally a motion previously decided by a committee
42 may be renewed at the Assembly without being treated as dilatory; and
43

44 WHEREAS, the following additional amendments would clarify the rules and make
45 necessary changes to maximize public engagement, public body deliberations, and meeting
46 efficiency.
47

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

51 **Section 1. Rules of Procedure.** The following rules of procedure are adopted:
52

53 **RULE 1. AGENDA.**

54 A. Order of Business. At all regular meetings the order of business shall be:

- 55 I. Call to Order
- 56 II. Flag Salute
- 57 III. Land Acknowledgment
- 58 IV. Roll Call
- 59 V. Special Order of Business
- 60 VI. Approval of Minutes
- 61 VII. Manager's Requests for Agenda Changes
- 62 VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20
63 Minutes, Nor More than Three Minutes for Any Individual)
- 64 IX. Consent Agenda
 - 65 A. Public Requests for Consent Agenda Changes, Other than Ordinances
66 for Introduction
 - 67 B. Assembly Requests for Consent Agenda Changes
 - 68 C. Assembly Action
- 69 X. Ordinances for Public Hearing
 - 70 A. Administrative or Committee Reports
 - 71 B. Public Hearing
 - 72 C. Assembly Action
- 73 XI. Unfinished Business
 - 74 A. Administrative or Committee Reports
 - 75 B. Public Hearing
 - 76 C. Assembly Action
 - 77 D. Potential Issues for Reconsideration
- 78 XII. New Business
 - 79 A. Administrative or Committee Reports
 - 80 B. Public Hearing

- 81 C. Assembly Action
- 82 XIII. Staff Reports
- 83 XIV. Assembly Reports
- 84 A. Mayor's Report
- 85 B. Committee, Liaison Reports, Assemblymember Comments and
- 86 Questions
- 87 C. Presiding Officer Reports
- 88 XV. Continuation of Public Participation on Public Participation on Non-agenda
- 89 Items
- 90 XVI. Executive Session
- 91 XVII. Supplemental Materials
- 92 XVIII. Adjournment

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

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

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

103 The Manager shall include with the agenda such supplemental material or reports as may
 104 be necessary to explain each item on the consent agenda and shall include a specific
 105 recommendation for Assembly action on each item. Material, reports, and recommendations
 106 submitted in writing to each member present and which are available for public inspection
 107 prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the
 108 Manager's recommendation on each consent agenda item adopted. Upon adoption of a
 109 motion to adopt the consent agenda, all consent agenda items subject to the motion are
 110 adopted as recommended by the Manager. The motion to adopt may not be amended;
 111 provided, upon the request of any member, an item on the consent agenda shall be removed
 112 from the consent agenda and placed under the appropriate regular agenda item for
 113 Assembly action. A notice or motion for reconsideration or a motion to rescind a consent
 114 agenda motion shall contain reference to the specific consent agenda item which is the
 115 subject of the notice or motion and only that item shall be affected by the notice or motion.

116

117 **RULE 2. MEETINGS.**

118 A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00
 119 p.m. every third Monday according to a schedule approved by the Assembly and published
 120 by the Clerk's office. The Assembly may by motion or otherwise change the date of a
 121 meeting as may be necessary or convenient.

122 B. Place of Regular Meetings. Regular Assembly meetings shall be held in the
123 Assembly Chambers at the Municipal Building at 155 Heritage Way, Juneau, Alaska.
124 However, the location of a regular meeting may be changed (a) up to 24 hours in advance of
125 the meeting by the Assembly, at a preceding regular or special meeting, by motion or
126 otherwise, upon designating a different place for a particular meeting; or (b) if the meeting
127 was previously noticed with remote participation, by the Mayor, the committee chair, or any
128 three Assemblymembers due to extenuating circumstances (i.e. public health requirement,
129 equipment or facility problem in Assembly Chambers, inability to get a quorum in-person,
130 weather) to hold the meeting virtually with only remote participation (i.e. video conferencing
131 technology).

132 C. Special Meetings. Special meetings may be called and held as provided by the
133 Charter.

134 D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a
135 vote of at least six members.

136 E. Public seating area. People in a meeting room must comply with all laws, including
137 occupancy and public health requirements.

138

139 **RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.**

140 A. Excused Absences. Any absence of an Assemblymember from a regular meeting of
141 the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from
142 the meeting as a result of attending to official business on behalf of the City and Borough of
143 Juneau, for extenuating medical reasons, or for other significant cause, in which case the
144 absence shall be deemed to be excused.

145 B. Attendance Report. Upon request of the Human Resources Committee, the
146 Manager shall direct the Clerk to provide the Assembly quarterly reports on attendance at
147 regular Assembly meetings.

148

149 **RULE 4. LEGISLATION.**

150 A. Drafting. The Attorney shall draft ordinances and resolutions:

151 1. For presentation to the Assembly only

152 (a) by vote or consensus of the Assembly,

153 (b) by vote of a standing or ad hoc Assembly committee,

154 (c) by request of the Mayor, the Manager, or any member, or

155 (d) on the Attorney's own initiative to correct errors not otherwise correctable
156 in any section or to make amendments to Title 01.45 the Conflict of
157 Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation
158 Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the
159 Penal Code, or any section imposing duties on the Attorney.

160 2. For presentation to a standing or ad hoc Assembly committee only by vote of the
161 committee, request of its chair, or by direction of the Assembly.

162 B. Procedure. Upon presentation of an ordinance, any member may move that it be
163 introduced and set for public hearing, referred to committee, deferred, or rejected as
164 provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall
165 refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a
166 majority vote of the members of the Assembly. If the motion is for introduction, the motion
167 shall set a date for the public hearing. All such motions may be amended.

168
169

RULE 5. COMMITTEES.

170 A. Standing Committees. The Assembly shall have the following standing committees:

- 171 1. Committee of the Whole
172 2. Finance Committee
173 3. Human Resources Committee
174 4. Lands, Housing, and Economic Development Committee
175 5. Public Works and Facilities Committee
176 6. Joint Assembly/School Facilities Committee (per Charter 13.8)

177 Any member of the Assembly may sit with any committee at all times; such member shall
178 have the right to participate in committee discussion except that members of the committee
179 shall have priority in obtaining the floor and only committee members may vote. Standing
180 committee meetings are work sessions without public testimony unless otherwise noticed at
181 the time of packet publication, or earlier, by the committee chair.

182 B. Special Committees. The Assembly shall have such special committees as may be
183 considered necessary. Special committees automatically terminate upon completion of the
184 committee's assignment.

185 C. Selection, Process, and Duties of Committees of the Assembly.

186 1. Standing Committees.

187 (a) With the exception of the Committee of the Whole, the Finance Committee,
188 and the Human Resources Committee in proceedings pursuant to Rule
189 5(C)(2)(f), there shall be not more than four Assemblymembers appointed
190 to each standing committee of the Assembly. Each Assemblymember will
191 be appointed to at least one, but not more than three, standing committees,
192 in addition to the Finance Committee and the Committee of the Whole.

193 (b) Nominations for standing committee appointments and for the position of
194 chair of each such committee shall be made by the Mayor, and shall be
195 subject to ratification by the Assembly. In making nominations for
196 committee appointments, the Mayor shall strive to ensure, to the extent
197 reasonably possible, that there is a balance and diversity of opinion,
198 viewpoints, and perspective among the Assemblymembers nominated for
199 committee membership, and that there is at least one Assemblymember
200 nominated for appointment to each committee who has expertise in the
201 areas assigned to the committee.

- 202 (c) Each year following the regular municipal election, all Assemblymembers
203 will be given an opportunity to indicate in writing which of the standing
204 committees they request to serve on. At least two of the nominations for
205 appointment for each standing committee shall be made from those
206 Assemblymembers, if any, who have requested to serve on the committee
207 for which the appointments are to be made. The nomination for
208 membership and chair positions shall be made by the Mayor and ratified by
209 the Assembly within seven days of the second meeting after the
210 certification of the regular municipal election each year. All committee
211 members shall be appointed to serve for a term expiring upon ratification
212 by the Assembly of the committee appointments following the next regular
213 municipal election. All committee members serve at the pleasure of the
214 Assembly.
- 215 (d) A standing committee may at the call of its chair or the vote of its
216 membership take up any matter within the scope of its charge established
217 by these rules and not pending as legislation authorized by the Assembly.
218 Matters not within the scope of any standing committee, or within the
219 scope of more than one standing committee shall be assigned by the Mayor.
- 220 (e) Each committee shall refer information to and coordinate activities with
221 other appropriate committees. Issues referred to another committee and
222 any directions to the Manager must have the concurrence of a majority of
223 the committee members.
- 224 2. Human Resources Committee. The Human Resources Committee may take up
225 issues relating to the health and well-being of Juneau citizens and their
226 participation in local government. The duties of the Human Resources
227 Committee shall include:
- 228 (a) Nominating citizens to all CBJ boards and commissions. Appointment to
229 such bodies shall be made by the full Assembly;
- 230 (b) Making recommendations to the full Assembly regarding the issuance,
231 renewal or transfer of liquor licenses, restaurant designation permits, and
232 marijuana licenses;
- 233 (c) Reviewing and proposing amendments to these rules;
- 234 (d) Reserved.
- 235 (e) Reserved.
- 236 (f) Membership for Certain Appointments. The full Human Resources
237 Committee shall meet as needed to recommend appointments to the
238 Planning Commission, the Hospital Board, the Ski Area Board, the Docks
239 and Harbors Board, and the Airport Board. The Mayor and all
240 Assemblymembers shall serve as members of the full Committee and the
241 Human Resources chair shall serve as chair at these meetings.
- 242 3. Finance Committee. The Finance Committee may take up issues relevant to
243 the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as

- 244 members of the Finance Committee. The duties of the Finance Committee shall
245 include:
- 246 (a) Review of the Manager's proposed budget and recommendations to the
247 Assembly for a final budget;
- 248 (b) Review of the fiscal policies of the CBJ as deemed necessary by the
249 committee.
- 250 4. Committee of the Whole. The Committee of the Whole may take up those issues
251 within the jurisdiction of multiple committees and those warranting detailed
252 review prior to consideration by the Assembly. The Mayor and all
253 Assemblymembers shall serve as members of the Committee of the Whole.
254 Generally, the rules of the Assembly shall be followed in the Committee of the
255 Whole, provided that, at the discretion of the chair, the rules may be relaxed
256 and the rules relating to participation by the presiding officer and the number
257 of times a member may speak shall not be in effect unless otherwise ordered by
258 a majority of the committee. In preparing the committee agenda the chair shall
259 consult with the Mayor.
- 260 5. Lands, Housing, and Economic Development Committee. The Lands, Housing,
261 and Economic Development Committee may take up issues relevant to the
262 lands, housing, economic development, water or air within the City and
263 Borough. The duties of the Lands, Housing, and Economic Development
264 Committee shall include recommendations to the Assembly regarding:
- 265 (a) The preparation and revision of a land management plan and the
266 acquisition and disposal of CBJ lands;
- 267 (b) The administration of the lands fund and the mineral holdings of the CBJ;
- 268 (c) Implementation of the Long Range Waterfront Development Plan, and
269 issues relating to use and development of the CBJ waterfront;
- 270 (d) Promotion of improved housing availability in the City and Borough; and
271 (e) Promotion of a vibrant and diverse local economy.
- 272 6. Public Works and Facilities Committee. The PWFC may take up issues
273 relevant to the infrastructure of CBJ, including transportation and utilities.
274 The duties of the PWFC shall include:
- 275 (a) Making recommendations to the Assembly regarding the capital
276 improvement program required by Charter section 9.2 and other capital
277 improvement plans and lists;
- 278 (b) Advising each newly elected Assembly of unfinished capital projects to be
279 continued;
- 280 (c) Making recommendations to the Assembly regarding the preparation and
281 revision of an areawide transportation plan;
- 282 (d) Making recommendations related to energy efficiency, renewable resources,
283 waste reduction and recycling, global warming, and green building.

284 7. Special Committees. Nominations for special committee appointments and the
285 chair position of each special committee shall be made by the Mayor, and shall
286 be subject to ratification by the Assembly. In making nominations for special
287 committee appointments, the Mayor shall strive to ensure, to the extent
288 reasonably possible, that there is a balance of opinion, viewpoints, and
289 perspective among the Assemblymembers nominated for committee
290 membership, and that there is at least one Assemblymember nominated for
291 appointment to each such committee who has expertise in the areas assigned to
292 the committee. All members shall serve at the pleasure of the Assembly.

293 D. Scope of Committees. Committees, including the Committee of the Whole and the
294 Finance Committee, are empowered to only make recommendations. No vote taken at an
295 Assembly committee, including at the Committee of the Whole or at the Finance Committee,
296 is binding on the Assembly. At the Assembly, an Assemblymember is free to move the
297 Assembly to amend a prior adopted motion and renew a failed motion from a committee, and
298 such motions can pass by five votes in favor.

299 E. Quorum of Committees. For the Committee of the Whole and the Finance
300 Committee, a majority of the membership shall constitute a quorum. For committees with
301 seven or eight members, four of the membership shall constitute a quorum, for committees
302 with four, five, or six members, three of the membership shall constitute a quorum.

303 F. Voting. The minimum vote required to take official action shall be the same as that
304 constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

305 G. Role of Board Liaison. Board liaisons shall be recommended by the board to the
306 Assembly for approval. Any board liaison to an Assembly committee should sit with the
307 committee at all times. A board liaison may have the right to participate in committee
308 discussions at the pleasure of the chair of the Assembly committee except that Assembly
309 members of the committee shall have priority in obtaining the floor. Only Assembly
310 members on the committee may vote.

311

312 **RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

313 A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly
314 to serve as the liaison to each of the following City and Borough boards and commissions:

- 315 Planning Commission
- 316 Hospital Board
- 317 Docks and Harbors Board
- 318 Airport Board
- 319 School Board
- 320 Ski Area Board

321 The nominations shall be subject to ratification by the Assembly. Liaisons to other entities
322 may be appointed from time to time.

323 B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly
324 and the board or commission to establish and maintain communication between the bodies
325 on issues, projects, and other matters of mutual concern and interest. Assembly liaisons
326 should regularly attend appointed board or commission meetings. Assembly liaisons shall
327 not have the power to vote on the board or commission and are not to be counted in
328 determining whether a quorum of the board or commission is present, unless specifically
329 identified as voting members in the governing legislation of a particular board. An Assembly
330 liaison may participate in board or commission discussions when invited by the board chair.

331 C. Other Meetings. The Assembly encourages its members to attend meetings of other
332 boards, commissions, and citizen groups and inform the Assembly on the activities of those
333 bodies and the issues before them, as appropriate.

334

335 **RULE 7. DEBATE.**

336 A. Speaking on the Question. A member or the Manager may speak more than once to
337 the same question at the same stage of proceedings provided that priority of access to the
338 floor shall be given to members who have not spoken on the question. Members shall
339 endeavor to provide the body with relevant facts and arguments and shall strive to avoid
340 redundancy.

341 B. Asking Questions. After obtaining recognition from the chair, a member may ask
342 direct questions of another member of the Assembly or to a person appearing before the
343 Assembly. The questions should not be argumentative.

344 C. Decorum. Members shall not question the motives, competency, or integrity of any
345 person except as necessary to decide an appeal, personnel evaluation, contract award, or
346 other matter in which such issues are clearly relevant. The chair shall admonish any
347 member violating this rule and if violations are severe or repeated, may without a vote
348 declare a recess not to exceed ten minutes.

349

350 **RULE 8. RULES OF PUBLIC PARTICIPATION.**

351 When permitted by Rule 14, public participation during hearings on ordinances and
352 matters other than appeals will be conducted according to the following rules, which will be
353 posted in the Assembly Chambers and at www.juneau.gov:

354 A. The hearing will be conducted by the Mayor as chair.

355 B. The Mayor will open the hearing by summarizing its purposes and reemphasizing
356 the rules of procedure.

357 C. The Mayor may set a time limit for public testimony, for individual speakers, or
358 both if it appears necessary to gain maximum participation and conserve time, and may for
359 the same reason disallow all questions from the Assembly to members of the public. The
360 time limit may be extended by a majority of the Assembly. The time limit for individual
361 speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not
362 have the right to transfer their unused time to other speakers, but the Mayor may grant
363 additional time to a person speaking on behalf of a group.

- 364 D. People are encouraged to submit written presentations and exhibits to the
365 Municipal Clerk and the Assembly via email (boroughassembly@juneau.gov).
- 366 E. The Mayor will set forth the item or subject to be discussed and will rule non-
367 germane speech out of order. A member of the public may not be stopped for speaking
368 because of the viewpoint being expressed. However, a person may be stopped for disrupting,
369 disturbing, or impeding the meeting when speaking longer than the time limit, when being
370 unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane
371 speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from
372 accomplishing its business in a reasonably efficient manner or when the speech interferes
373 with the rights of other speakers. A person stopped for non-germane speech during a
374 meeting is welcome to submit a writing, presentation, recording, and exhibit to the
375 Municipal Clerk and to the Assembly via email (boroughassembly@juneau.gov).
- 376 F. All speakers, members of the public and members of the Assembly, will be
377 recognized by the chair by surname.
- 378 G. Members of the public will precede their remarks by stating their names and,
379 unless otherwise allowed by the Mayor, the area of town in which they reside.
- 380 H. Members of the Assembly will not direct questions to each other or to the chair
381 during public participation except as to the conduct of the hearing.
- 382 I. Members of the Assembly may direct questions to members of the public only to
383 obtain clarification of the material presented. The questions should not be argumentative,
384 nor may they have the purpose or effect of unreasonably extending any time limit applicable
385 to public speakers.
- 386 J. The public may direct questions to the Assembly or the administration.
- 387 K. The public may direct questions to the chair only as it pertains to the conduct of the
388 hearing.
- 389 L. The Manager may participate in the same manner as the members of the Assembly.
- 390 M. There shall be an opportunity for public participation on non-agenda items at each
391 regular meeting of the Assembly. Such public participation shall be limited to no more than
392 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed
393 three minutes. Assemblymembers may ask questions of the speaker but should not
394 deliberate at that time on matters raised or answer questions directed to the members.
- 395 N. Members of the public that want to provide oral public comment via remote
396 participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal
397 Clerk Office or register online, when available). A person is not required to notify the
398 Municipal Clerk prior to the meeting when providing in-person oral public comments.
- 399 O. Reasonable accommodations are available upon request. To the extent allowed by
400 law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a
401 disability wishing to provide oral public testimony should advise the Municipal Clerk.
402 Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so
403 arrangements can be made if other accommodation requests like closed captioning or sign

404 language interpreter services are desired. The Clerk's office telephone number is 586-5278,
405 TDD 586-5351, e-mail: city.clerk@juneau.gov.

406

407 **RULE 9. MOTIONS.**

408 A. Seconds. Seconds to motions are not required.

409 B. Renewal of Defeated Motions. Defeated motions may be renewed only under
410 suspension of the rules.

411 C. Priority of Privileged Motions. Privileged motions shall have the following priority:

412 1. Fix time to adjourn

413 2. Give notice of reconsideration

414 3. Adjourn

415 4. Recess

416 5. Question of privilege of the body

417 6. Question of personal privilege

418

419 **RULE 10. CLERICAL ERRORS.**

420 Clerical errors that do not affect the substance of an ordinance or resolution, such as
421 errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery
422 of the error.

423

424 **RULE 11. VOTE REQUIRED.**

425 The affirmative vote of five members of the Assembly shall be sufficient to take any
426 action except as otherwise provided by Charter or ordinance and except in the following
427 instances, which require the affirmative vote of at least six members:

428 A. Limiting, extending, or closing debates

429 B. Suspension of the rules

430 C. Setting of or postponement of special orders

431 D. Objection to consideration of question

432 E. Motion for immediate vote (previous question)

433 F. Rescind

434 G. To take up a motion for reconsideration at the meeting at which the action to be
435 reconsidered was taken

436

437 **RULE 12. PARLIAMENTARIAN.**

438 The Attorney shall act as the parliamentarian with the Municipal Clerk to act as
439 parliamentarian in the absence of the Attorney.

440

441 **RULE 13. SESSIONS.**

442 Each regular or special meeting of the Assembly constitutes a session for purposes of
443 the rules.

444

445 **RULE 14. PUBLIC PARTICIPATION.**

446 A. Public participation shall be permitted on all items on the agenda, except public
447 participation is not allowed on the following:

- 448 i. for committee meetings advertised as work sessions only;
- 449 ii. items before the body for information purposes only;
- 450 iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-
451 judicial item for further consideration (CBJC 01.50.030(e)(1)). Public
452 participation—including by named parties—is authorized to aid the body in
453 deciding whether to accept an appeal, but public participation—including by
454 parties—is prohibited after the body makes the acceptance decision. This limited
455 public participation rule is necessary to protect the due process rights of the
456 parties.

457

458 B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body
459 may authorize public participation on a specific agenda item when in the best interest of the
460 community.

461

462 C. Public participation shall be permitted on a motion to recess into executive session
463 prior to the vote on such a motion.

464

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

469

470 **RULE 15. RECONSIDERATION.**

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

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

476 C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all
477 action on the subject of the notice until a motion for reconsideration is made and acted upon

478 or until the time within which the motion for reconsideration may be made and acted upon
479 has expired.

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

483 E. Successive Reconsideration. There may be only one reconsideration even though
484 the action of the Assembly after reconsideration is opposite from the action of the Assembly
485 before reconsideration.

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

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

491

492 **RULE 16. REMOTE PARTICIPATION.**

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

496 A. A member may participate remotely in an Assembly meeting, or an Assembly
497 Committee meeting, if the member declares that circumstances prevent physical attendance
498 at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall
499 preside. If a committee chair chooses to participate remotely, they should designate an
500 alternative committee member to chair the meeting unless the entire meeting is held
501 remotely.

502 B. Reserved.

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

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

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

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

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

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

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

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

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

527 L. Remarks by members participating remotely shall be transmitted so as to be
528 audible by all members and the public in attendance at the meeting, provided that in
529 executive session the remarks shall be audible only to those included in the executive
530 session.

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

533 N. As used in these rules, “remote” means any system for synchronous two-way voice
534 communication (i.e. telephone) or video conferencing technology. If a member needs to
535 participate remotely, video conferencing technology is preferred. “Mayor” includes the
536 Acting Mayor or any other member serving as chair of the meeting.

537 O. Regular and special meetings of the following entities must be recorded and live
538 broadcast in a manner that is reasonably calculated to provide meaningful remote public
539 observance and participation, when allowed, of the public meeting:

- 540 i. Assembly
- 541 ii. Assembly Standing Committees
- 542 iii. Planning Commission
- 543 iv. Hospital Board
- 544 v. Docks and Harbors Board
- 545 vi. Airport Board
- 546 vii. Ski Area Board
- 547 viii. Systemic Racism Review Committee

548 Any other board, commission, or committee meeting with anticipated substantial public
549 interest should be recorded and live broadcast in a manner that is reasonably calculated to
550 provide meaningful remote public observance and participation, when allowed, of the public
551 meeting.

552

553 **RULE 17. ADOPTION OF ROBERT’S RULES OF ORDER.**

554 The conduct of the meetings of Assembly shall be governed by the Mayor according to
555 the current edition of Robert’s Rules of Order, except as otherwise provided by Charter, law,
556 or these rules.

557

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

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

561
562 Adopted this 1st day of April 2024.
563



Beth A. Weldon, Mayor

564
565
566 Attest:



567
568
569
570 Elizabeth J. McEwen, Municipal Clerk

FY2025

LEGISLATIVE

CAPITAL PRIORITIES



February 05, 2024
Adopted



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January 30, 2024

To The Honorable State and Federal Delegation:

This document presents the City and Borough of Juneau's (CBJ) Fiscal Year 2025 Legislative Capital Priority List. The Legislative priority list provides information on long range capital projects identified as priorities for the community of Juneau. Descriptions of projects include cost and schedule information, a designation of who will be responsible for operating and maintaining the infrastructure, and what goals the project is advancing.

The projects included in the Legislative Priority List were compiled with input from CBJ Boards and Commissions and City staff. The Legislative Priorities will be used to inform requests to State Legislature, Federal Delegation and granting agencies.

It is the intent of the CBJ to update the Legislative Capital Priority List annually to ensure the long-range capital improvement planning stays current, as well as to determine annual legislative priorities and assist with budget development. Please don't hesitate to reach out with any questions.

Sincerely,

Katie Koester
City Manager



Development Schedule



FY2025 Legislative Capital Priorities - City & Borough of Juneau

ACTION	FY25 TIMELINE
Prepare and distribute draft LCP to CBJ Boards, Commissions & advisory groups for review and input.	October 20, 2023
Input for new draft requested by	December 1, 2023
Presentations to Boards and Commissions:	Planning Commission Introduction: Oct 24, 2023
	Systemic Racism Review Committee (SRRC) Introduction: October 24, 2023
Administrative Review & Compilation	December 4-7, 2023
SRRC 2nd Review (with input and new projects)	December 12, 2023
PWFC for Review	December 18, 2023
Homework: Assembly Ranks Priorities	Due January 2, 2024
Finance Committee	January 10, 2024
Assembly Review (Leg Breakfast + COW)	January 25 + 29, 2024
CAPSIS Deadline	February 16, 2024
Distribute Priorities	February 2024

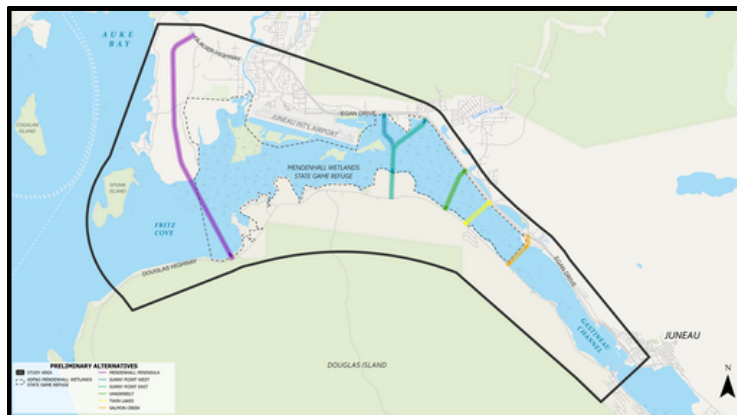
FY25 CBJ Legislative Capital Priority List

Rank	Project Name:	Purpose:	Amount Requested:	Goal:	Page #:
1	Juneau Douglas North Crossing (JDNC)	Planning, permitting, project management	\$2M	Economic development	7
2	Telephone Hill Redevelopment	Site work	\$2M	Prepare for redevelopment	8
3	Pederson Hill Housing Development	Development	\$1M	Increase workforce and market rate housing with further development of Pederson Hill Subdivision.	9
4	Mendenhall Wastewater Treatment Plant Compliance: Fats, Oil, Grease & Grit Removal	Design, Construction	\$5.95M	Return the Mendenhall Wastewater Treatment Plant to permit compliance, reduce treatment costs, and extend the useful life of the plant.	10
5	Public Safety Radio Improvements (formerly CBJ Radio System Replacement)	Procurement, Design, Site Construction/ Improvements, Installation	\$13M	Provide adequate and sustainable radio communications for CBJ public safety agencies and response partners to communicate effectively during routine events and disasters locally, regionally and statewide.	11
6	Aak'w Village District Parking (formerly NSOB Parking Garage)	Partial Funding	\$30M	State/legislative parking, Aak'w Village District infill development	12
7	JSD Wide HVAC and Heating Control System Upgrades	Feasibility Study, Conceptual Design, Final Design, Engineering, Permitting	\$6.4M	This project will upgrade the HVAC and Heating Controls Systems for all schools in the City and Borough of Juneau, improving the facilities' energy efficiency, safety, and security.	13
8	Lemon Creek Multimodal Path	Design, Permitting, Property	\$8M	Advance long-term goal of a new non-motorized route	14
9	Bartlett Emergency Department (ED) Renovation/Expansion	Design, Engineering, Permitting	\$2M	Improve access to, and the quality of emergency medical care in the community.	15

FY25 CBJ Legislative Capital Priority List

Rank	Project Name:	Purpose:	Amount Requested:	Goal:	Page #:
10	Municipal Composting Facility Design and Construction	Planning, Design, Site preparation, Construction	\$4M	Construct a municipal compost facility as part of a broader Zero Waste plan.	16
11	Capital Civic Center - Phase II + III	Partial Funding	\$5-\$10M	Support convention and visitor economy	17
12	Aurora Harbor Rebuild - Phase IV	Design, Permitting	\$1M	Replace critical infrastructure and support maritime economy.	18
13	JSD Wide Security and Safety Upgrades	Procurement, Design, Construction	\$2M	Support and improve the security and safety of district facilities.	19
14	Shore Power at Dock 16B	Final design and construction	\$20M	Reduce emissions, improve air quality and economic development.	20
15	Eaglecrest Employee & Tourism Workforce Housing	Planning, Design, Site Preparation, Construction	\$12M	Increase recruitment and retention while helping to manage our growth in tourism	21
16	Waterfront Juneau Douglas City Museum	Partial Funding	\$2M	Grow the arts in Juneau and expand the capital campus.	22
17	West Douglas Extension	Planning, Design, Construction	\$4M	Long term development support	23
18	Auke Bay New Breakwater	Match Potential Federal Funding	\$5M	Increase moorage and renovate aging infrastructure; economic development	24
19	Jackie Renninger Park Development & Pipeline Skatepark Improvements	Design and Construction	\$4M	Provide access to parks and outdoor recreation services for Juneau's most underserved neighborhood.	25
20	North Douglas Boat Ramp Expansion	Planning, Research, Permitting	\$250K	Improve safety and expand boating access & transportation.	26
21	Off-Road Vehicle (ORV) Park Development	Design & Construction	\$5.7M	Reduce user conflicts and create new opportunities for outdoor recreation.	27

Juneau Douglas North Crossing (JDNC)



AMOUNT REQUESTED: \$2M

AMOUNT SECURED: \$26.13M (\$2M for PEL; \$675,000 CBJ; \$7M CDS; \$16.454M USDOT RAISE)

ESTIMATED TOTAL PROJECT COST: \$280M-\$320M (Depending on alternative)

PROJECT DESCRIPTION & UPDATE:

A second crossing from mainland Juneau to Douglas Island has been a community priority since the early 1980's. Alternative access to Douglas Island will increase safety and provide redundancy if for any reason the Juneau-Douglas bridge becomes impassable. Currently, if the bridge were to fail or to otherwise become blocked, residents would be stranded, emergency services would be limited and there would be no access to the local hospital from the island. In addition to improving safety and security, the proposed Juneau Douglas North Crossing will reduce transportation times to North and West Douglas and improve access to larger swaths of land suitable for development. Thanks to Senator Murkowski, CBJ received \$7M in Congressionally Directed Spending (CDS) in FY23. These funds are being used to build on the analysis and public outreach underway through the Planning & Environmental Linkages (PEL) study. More at JDNorthCrossing.com

In addition, CBJ was awarded a 2023 USDOT RAISE grant of \$16.454M which will provide funding to through the design process. Once a preferred alternative has been selected, CBJ intends to solicit Federal Highway construction funding under the Infrastructure Investment and Jobs Act (IIJA). The requested \$2M will be used for project planning, permitting and management as CBJ continues to identify and pursue funding opportunities to bring the project to completion.

PUBLIC PROCESS: Through the PEL process Alaska DOT&PF, with the help of DOWL, has engaged in multiple stakeholder and public meetings, surveys, and listening sessions to identify both public sentiment on the project and potential alternatives. Project status, alternatives, reports, and stakeholder meeting updates are available at jdnorthcrossing.com. Following the PEL, the NEPA process will include thorough public process as a preferred alternative is vetted.

TIMELINE: The PEL study is expected to be complete by late spring of 2024. Building on the PEL, NEPA should take 24 months. Design is expected to take an additional 18-24 months.

WHO WILL MAINTAIN AND OPERATE? Alaska DOT&PF

PROJECT GOAL: Community safety, housing, and economic development.

Telephone Hill Redevelopment



AMOUNT REQUESTED: \$2M

AMOUNT SECURED: \$600,000

TOTAL PROJECT COST: (\$10M placeholder)

PROJECT DESCRIPTION & UPDATE:

This project will prepare the roughly three acres of CBJ owned property in downtown Juneau which is adjacent to the State Office Building for redevelopment. This project will include removal of hazardous materials and environmental cleanup, potential demolition of existing structures, a redevelopment study, site preparation, utility and infrastructure upgrades, and re-subdivision. The outcome of this project will be independent buildable lots which are sized appropriately for redevelopment with infrastructure that can be utilized to maximize density and the property will be redeveloped to meet the goals of the Assembly and the state capital.

PUBLIC PROCESS:

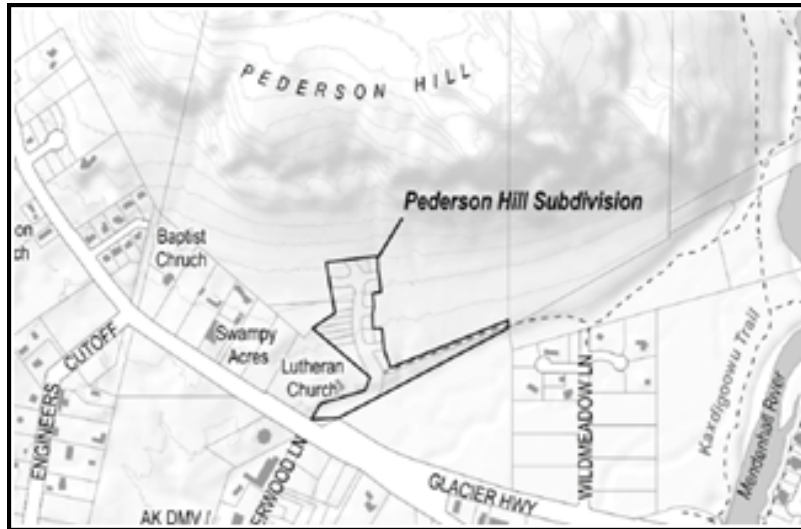
In fall of 2023, the City held public meetings to encourage community dialog regarding this project, followed by an online community survey in Dec 2023. The CBJ Assembly will continue to provide the public opportunities to comment on this project. There will be opportunities for public comment to the Planning Commission and to the Assembly during all phases of redevelopment. Project information is available at juneau.org/engineering-public-works/telephone-hill.

TIMELINE: An inventory of utilities, property and hazards is currently underway. A draft development plan will be publicly reviewed in the first quarter of 2024. Depending on the outcome of that plan a phased redevelopment approach could begin in 2024.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Redevelop over 3 acres of property downtown for the highest use.

Pederson Hill Housing Development



AMOUNT REQUESTED: \$1M

AMOUNT SECURED: \$1.5M (1% Voter-Approved Sales Tax)

TOTAL PROJECT COST: \$5M-\$15M

PROJECT DESCRIPTION & UPDATE:

The requested funding will provide for the study and design of a secondary access road to the Pederson Hill Subdivision. In the past year the Assembly agreed to work with the Tlingit Haida Regional Housing Authority (THRHA) to develop the remainder of Phase 1B and 1C. With that development underway any additional development will require a second access route for public safety and emergency response. This second access is an expensive requirement which needs to be funded before any future housing units can be planned on this CBJ property. This second access will make available up to 26 acres of CBJ owned property for development and disposal.

PUBLIC PROCESS:

There will be an opportunity for public comment to the Planning Commission during planning and to the Assembly during all phases of development.

TIMELINE: Once funding is secured, design can be complete within 18 months.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Increase workforce and market rate housing with further development of Pederson Hill Subdivision.

Mendenhall Wastewater Treatment Plant: Fats, Oil, Grease & Grit Removal



AMOUNT REQUESTED: \$5.95M

TOTAL PROJECT COST: \$5.95M

PROJECT DESCRIPTION & UPDATE:

Fats, Oils and Grease (FOG) requires special treatment, typically prior to the treatment basin. The foam from FOG degrades plant performance at the Mendenhall Treatment Plant. This project would install a grease collection vessel with a skimmer and vortex vessel to control incoming grease and finer grit. The Mendenhall Treatment Plant is currently operating under a Compliance Order by Consent with the State due to permit violations. Removing FOG before it disrupts the treatment process will assure more consistent plant performance. This project will design and construct the FOG and grit removal equipment.

TIMELINE: Once funding is secured, design and construction within 30 months.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Permit compliance, reduce treatment costs, and extend the useful life of the plant.

Public Safety Radio Improvements

(Formerly CBJ Radio System Replacement)



AMOUNT REQUESTED: \$13M

AMOUNT SECURED: \$2.5M (\$500,000; \$2M CBJ Voter Approved Sales Tax)

TOTAL PROJECT COST: \$21M

PROJECT DESCRIPTION & UPDATE:

The CBJ has determined that the current radio system must be replaced due to equipment obsolescence, to enhance coverage and correct capacity shortfalls while conducting modernization as a means of securing enhanced network reliability, resiliency and interoperability. Project phases would include procurement, engineering/design, site construction/improvements (shelters, buildings, generators, towers, UPS, etc.), microwave improvements, procurement, and installation of radio site equipment (transmitters, receivers, antenna systems, etc.) and end user equipment (portable and mobile radios). Deficiencies with the current system impact multi-agency responses and have been documented during numerous police, fire and EMS events with partners such as the Juneau International Airport, CBJ Public Works, Alaska State Troopers, FBI, Coast Guard and the Navy. A comprehensive upgrade is needed to enhance radio communications and increase interoperability with municipal, state, and federal partners. Senator Murkowski has added \$2M as Congressionally Directed Spending in the FY24 appropriations bill awaiting Congressional action.

TIMELINE: Once funding is secured, all work could be performed within 4 years.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Provide adequate and sustainable radio communications for CBJ public safety agencies and response partners to communicate effectively during routine events and disasters locally, regionally and statewide.

Aak'w Village District Parking (Formerly N. SOB)



AMOUNT REQUESTED: \$30M

AMOUNT SECURED: \$10M (\$5M SOA; \$5M CBJ Voter Approved Sales Tax)

TOTAL PROJECT COST: \$40M

PROJECT DESCRIPTION & UPDATE:

Building a garage with greater capacity would expand parking for State employees, the Legislature, and the Aak'w Village District, freeing up current parking lots for development and infill. This parking garage provides parking for the State of Alaska, just North of the State Office Building. The current garage is old and in need of major repairs. This project could be seven stories, creating a total of over 450 parking spaces, with a total net increase of approximately 300 new parking spaces.

PUBLIC PROCESS: This project was designated as a CBJ Legislative Priority in 2021, 2022, and 2023.

TIMELINE: Architect has been selected and condition assessment and preliminary design is underway. Once full funding is secured, 24-36 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? TBD

PROJECT GOAL: State/Legislative parking, Aak'w Village District infill development.

Juneau School District–Wide HVAC & Heating Control System Upgrades

AMOUNT REQUESTED: \$6.4M

TOTAL PROJECT COST: \$6.4M

PROJECT DESCRIPTION & UPDATE:

This much needed project entails the comprehensive enhancement of outdated HVAC and Heating Control Systems across all 13 schools within the City and Borough of Juneau. This initiative serves a dual purpose: firstly, it will significantly improve the early detection and notification of system issues and emergencies, thereby enhancing the district's responsiveness to outages and failures. Secondly, these system upgrades will replace outdated equipment for which replacement parts are no longer produced and provide the maintenance department with centralized access to control systems for all schools, streamlining system management and increasing efficiency. As a result, emergency response times will be markedly reduced, as issues can be identified swiftly. Importantly, this upgraded system is expected to yield substantial energy cost savings for the district, representing a win-win solution for both school facilities and the environment.

TIMELINE: Once funding is secured, design and construction complete within 28 months.

WHO WILL MAINTAIN AND OPERATE? Juneau School District

PROJECT GOAL: This project will upgrade the HVAC and Heating Controls Systems for all schools in the City and Borough of Juneau, improving the facilities' energy and operational efficiency, safety, and security.



Lemon Creek Multimodal Path

AMOUNT REQUESTED: \$8M
AMOUNT SECURED: \$1.15M
TOTAL PROJECT COST: \$10M



PROJECT DESCRIPTION & UPDATE:

The requested funding would construct a multimodal path in Lemon Creek that connects residents to schools, shopping, jobs and services. CBJ is pursuing a USDOT Reconnecting Communities grant for FY24 that will include robust public engagement, route selection and preliminary design, as well as a ADOT&PF Transportation Alternatives Program grant for the first phase of construction. The Assembly has appropriated \$1.15M to advance design of the project as well as potential match for construction grant opportunities. The full route would connect the Glacier Highway / Vanderbilt intersection to Alaway Avenue and then on to Glacier Highway (near the old Walmart). This would provide direct access to the two largest mobile home parks in the community. CBJ also applied for a 2023 ADOT&PF Transportation Alternatives Program (TAP) grant for phase one design and construction, as well as a FHWA FY23 Safe Streets for All (SS4A) supplemental planning funds for additional community planning and analysis of pedestrian, cyclist and motorist safety.

PUBLIC PROCESS: This project has been identified as a priority by the 2017 Lemon Creek Area Plan adopted into the Comprehensive Plan. Designated as the number one Legislative Capital Priority in 2021 and 2022, and the 8th priority in 2023

TIMELINE: FY24 (ongoing) route analysis, public outreach, planning and preliminary design. Once full funding is secured, 18-24 months for design and construction.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Advance long term goal of a new non- motorized route.

Bartlett Emergency Department (ED) Renovation/Expansion



AMOUNT REQUESTED: \$2M

AMOUNT SECURED: \$4M (Bartlett Regional Hospital Reserves)

TOTAL PROJECT COST: \$10M-\$12M

PROJECT DESCRIPTION & UPDATE:

This project will expand the footprint of the existing ED, and renovate existing ED spaces, to improve patient access, patient flow, and patient and employee safety. Renovations will increase patient privacy, while mechanical and electrical upgrades will allow for new negative pressure exam space. Patients will have access to safer care, while improved space adjacencies will help ensure patients get to the appropriate level of care in a more efficient and timely manner. With other recent improvements in Bartlett's healthcare portfolio, including expanded behavioral health services and the additional of post-acute services, this project will improve medical care to the community across the healthcare continuum. This project is currently in the conceptual design stage with CBJ Engineering and Architects of Alaska. Bartlett has approximately \$4M set aside for this project, and Senator Murkowski added \$4M as Congressionally Designated Spending in the FY24 appropriation bill awaiting Congressional action.

TIMELINE: Once funding is secured

WHO WILL MAINTAIN AND OPERATE? Bartlett Regional Hospital

PROJECT GOAL: Improve access to, and the quality of emergency medical care in the community.

Municipal Composting Facility Design and Construction



AMOUNT REQUESTED: \$4M

AMOUNT SECURED: \$2.5M (Congressionally Directed Spending)

TOTAL PROJECT COST: \$6.5M

PROJECT DESCRIPTION & UPDATE:

This project will design and construct a commercial-scale composting facility to serve Juneau residents, businesses and institutions. CBJ will have the capacity to accommodate large scale producers such as grocery stores, and large restaurants and institutions (e.g., Bartlett Regional Hospital, CBJ, Juneau School District and Lemon Creek Prison) getting this waste out of both the sewers and the landfill. It is CBJ's intention to own the facility, but contract out the operations. In 2023, CBJ unsuccessfully applied for a composting and zero waste grant through the Environmental Protection Agency for phase two of the project and continues to pursue relevant funding opportunities.

TIMELINE: CBJ will issue a request for proposals for site development, planning and design in FY24. Once funding is secured, 2 year design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ & Contracted Operator (TBD)

PROJECT GOAL: Divert waste from the local landfill as part of a broader Zero Waste initiative in order to extend the life of the landfill.

Capital Civic Center Phase II & III

AMOUNT REQUESTED: \$5M-\$10M

AMOUNT SECURED: \$24.5M (\$8M CBJ funds for design and matching funds; \$10M commitment from CLIA for MPFs; \$6.5M in Partnership Resources)

TOTAL PROJECT COST: \$45M

PROJECT DESCRIPTION & UPDATE:

The Capital Civic Center will function as a multi-use civic and conference facility to enhance Juneau's prominence as a regional center for art, culture, and community engagement while attracting broad-based use and pride in Alaska's Capital City. Completion of the Capital Civic Center is envisioned in four phases. This project addresses Phases 2 and 3 only.

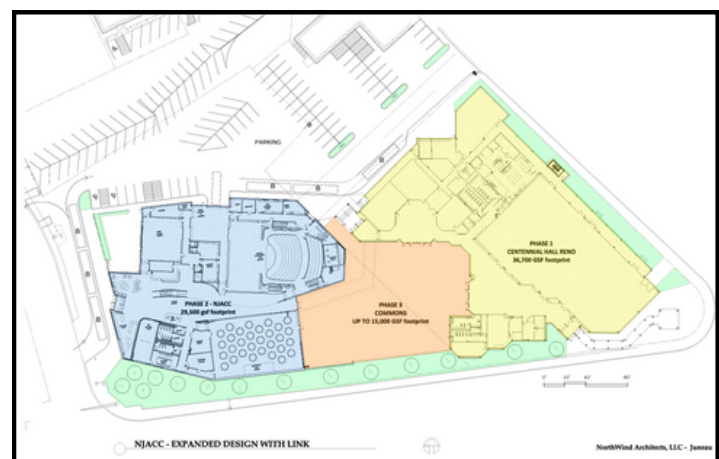
The first phase, completed in late 2023, renovated the existing ballrooms and installed new sound and HVAC systems. Phase 2 will create a standalone wing connected via corridor to Centennial Hall that includes a community hall; a 299-seat theater with raked seating, state-of-the-art lighting, and professional acoustics; a multi-use event space; and an art gallery. Demolition of Juneau's former armory will offer additional parking and improved access. Phase 3 would join Centennial Hall with the standalone wing created in Phase 2 in a large commons area. The new facility will serve as an expanded center for emergencies, including shelter in the event of a natural or maritime disaster. A future Phase 4 project would add a second floor to a portion of Centennial Hall to include several large meeting rooms.

PUBLIC PROCESS: Conceptual studies and outreach for Centennial Hall were performed in June of 2019. Upgrades to the ballroom at Centennial Hall were completed in August 2023. The performing arts elements (new JACC) also received public input throughout the development of design for a standalone facility. Merging the two facilities into a large, single, facility was presented to the Assembly in 2020. The Assembly funded conceptual design in late 2021, appropriating \$2M to advance the project. Northwind and JYW Architects teamed up for design and worked with stakeholders to consolidate space and find design efficiencies, resulting in the newly proposed phased approach.

TIMELINE: Once funding is secured, 3-3.5 year design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Support convention, arts and visitor economy.



Aurora Harbor Rebuild Phase IV



AMOUNT REQUESTED: \$1M

TOTAL PROJECT COST: \$11.5M

PROJECT DESCRIPTION & UPDATE:

Request for funding to continue the reconstruction of the Aurora Harbor Facility. Past work has been divided into segments. This request would continue preliminary design and begin permitting tasks.

PUBLIC PROCESS: The project has been through a long term planning process with community outreach. It is the fourth phase of the larger reconstruction plans. Docks & Harbors has submitted a \$5M ADOT Harbor Facilities grant for FY25 Legislative consideration. If successful it will be locally matched with \$5M and nearly complete the rebuild of Aurora Harbor.

TIMELINE: Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Replace critical infrastructure and support maritime economy.

Juneau School District–Wide Security & Safety Upgrades



AMOUNT REQUESTED: \$2M

TOTAL PROJECT COST: \$2M

PROJECT DESCRIPTION & UPDATE:

This project will upgrade security cameras, phone systems, secure entryways, brush clearing, perimeter lighting, emergency egress lighting, back-up generators, and secured property. This project will increase the Juneau School District’s security presence, which will help to deter vandalism, theft, and other criminal activities. The security and safety of our staff, students, and community is our main priority, and with this project upgrade, the District feels that it is taking the necessary steps to bring our facilities into the technology age. The Security Upgrade project is oriented around securing our entry ways and school sites by adding systems that would slow down or deter a person from entering such as in the case of a mass shooting.

PUBLIC PROCESS: Begin design within 3 months of available funding. 35% review (and 3% expenditure) 4 months from start; 65% review (and 5% expenditure); 9 months from start; construction begins 14 months from start (25% expenditure); construction completed 28 months from start (100% expenditure).

TIMELINE: Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? Juneau School District

PROJECT GOAL: Security and safety of district facilities.

Shore Power at Dock 16B



AMOUNT REQUESTED: \$20M

AMOUNT SECURED: \$5.38M Marine Passenger Fees

TOTAL PROJECT COST: \$54.25M

PROJECT DESCRIPTION & UPDATE:

The project would provide the final design and construct the electrical infrastructure (substation, feeder cables, batteries, etc.) and shore power infrastructure (submarine cables, power connection floats, cable positioning devices) at the two CBJ-owned cruise ship docks. The electrical infrastructure could also service ground transportation as it transitions to electric vehicles. The project benefits the community by improving air quality and reducing noise pollution from cruise ships that connect to shore power while hoteling in port, and by upgrading the electrical infrastructure at Juneau's waterfront. The elimination of ship GHG emissions furthers the community's climate action goals of switching from fossil fuels to renewable hydropower as well as enables the cruise lines to better meet their sustainability goals. The project benefits the tourism sector of the community.

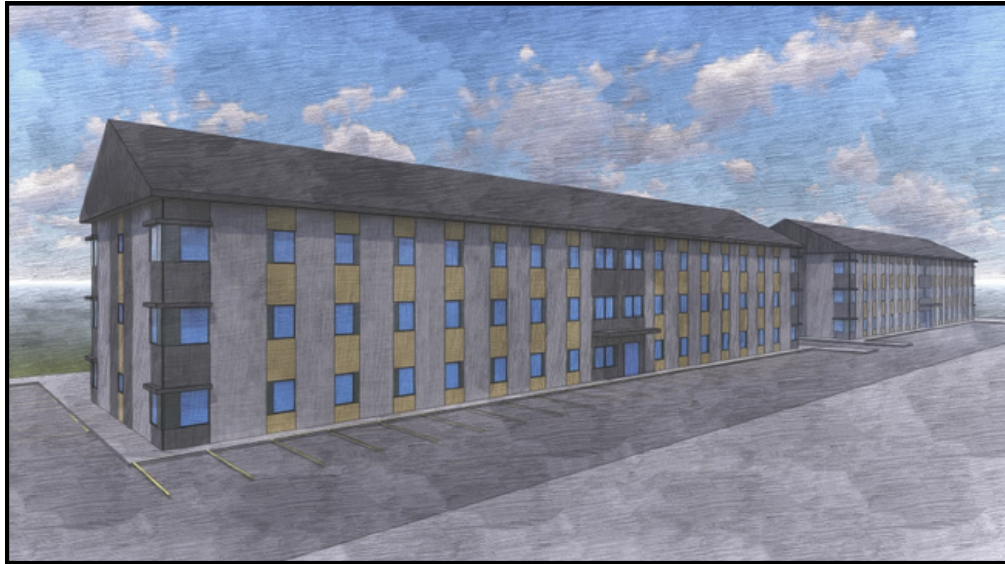
While the full project includes two docks, the amount requested this year with the amount secured would fund the completion of one dock. CBJ plans to pursue additional grant funding for the project.

TIMELINE: Preconstruction phase to be completed by 2025. Construction phase to be completed by 2027.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Reduce emissions, improve air quality and economic development.

Eaglecrest Employee & Tourism Workforce Housing



AMOUNT REQUESTED: \$12M

TOTAL PROJECT COST: \$12M

PROJECT DESCRIPTION & UPDATE:

The project would develop onsite workforce housing to assist with recruitment and retention of summer and winter employees. Possibilities will exist for other summer tourism or service industry workers to be housed. As the labor market tightens and finding entry level service and ski area workers becomes increasingly difficult, the availability of housing will be critical to meeting our staffing needs. Affordable workforce housing located at Eaglecrest will help to attract the next generation of residents to Juneau and support the growth of the winter tourism economy so that it can support the conversion of summer tourism and service industry workers into more stable year around employment opportunities.

Northwind Architects was contracted to develop the designs and cost estimates for a 96 bedroom modular workforce housing unit that could be located and expanded upon at Eaglecrest. Site specific engineering will need to be performed using the current preliminary engineered design for the modular dormitory as a jumping off point.

TIMELINE: Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? Eaglecrest Ski Area

PROJECT GOAL: Increase recruitment and retention while helping to manage tourism growth in Juneau.

Waterfront Juneau Douglas City Museum



AMOUNT REQUESTED: \$2M

AMOUNT SECURED: \$2M (CBJ Voter Approved Sales Tax)

TOTAL PROJECT COST: \$12M

PROJECT DESCRIPTION & UPDATE:

This project will construct a new museum on the waterfront to house art and other local collections. The museum will leverage its waterfront location to become a destination for visitors and locals. It will also free up the current museum adjacent to the State Capitol for expansion of the Capitol campus.

PUBLIC PROCESS: Identified as Legislative Priority in FY2023 & FY2024.

TIMELINE: Once funding is secured, 2-3 year design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Grow the arts in Juneau and expand the Capitol campus.

West Douglas Extension

AMOUNT REQUESTED: \$4M

TOTAL PROJECT COST: \$7.5M

PROJECT DESCRIPTION & UPDATE:

This project will continue construction of the gravel surface pioneer road from near the current end of the Douglas Highway to Hilda Point. The road will promote development, increase opportunities for recreational access to public lands, and enable closer access to new growth development areas that are identified in the CBJ Comprehensive Plan. Road access will assist land owners in their on-the-ground investigations required for formulating future development plans.

PUBLIC PROCESS: West Douglas Roadway corridor alignment has been approved by Assembly and Planning Commission. This project has been identified as priority 'New Growth Area' by CBJ Comprehensive Plan and West Douglas Conceptual Plan.

TIMELINE: Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Support long-term development.



Auke Bay New Breakwater



AMOUNT REQUESTED: \$5M

AMOUNT SECURED: \$1.8M (CBJ commitment)

TOTAL PROJECT COST: TBD (\$50M placeholder)

PROJECT DESCRIPTION & UPDATE:

The requested funding would allow for the preliminary planning and design phases, including permit acquisition. This opens the opportunity for the construction of a new breakwater at the end of Statter Harbor. The current facility has reached its useful life and needs to be replaced. The new facility would allow for more moorage and provide economic stimulus to the community. CBJ would be the local sponsor for the US Army Corps of Engineers, who is federally responsible for the feasibility analysis, design and construction of the breakwater. Local match is required under federal law and is available through Docks & Harbors. Senator Murkowski has added \$500K as Congressionally Designated Spending in the FY24 appropriation bill and is awaiting Congressional action.

PUBLIC PROCESS: Identified as a Legislative Priority for FY2023.

TIMELINE: Once funding is secured, 3 year design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Increase moorage and recapitalization of aging infrastructure.

Jackie Renninger Park Development & Pipeline Skatepark Improvements



AMOUNT REQUESTED: \$4M

AMOUNT SECURED: \$75,000

TOTAL PROJECT COST: \$4.075M

PROJECT DESCRIPTION & UPDATE:

This project will implement the master plan for Jackie Renninger Memorial Park, providing much needed access to outdoor recreation and open space for Juneau's most underserved neighborhoods. This 4.6-acre parcel is home to the Pipeline Skate Park and a small public restroom. This project would ensure the surrounding neighborhood has convenient and safe access to a playground.

PUBLIC PROCESS: In 2022 the Assembly appropriated funding to develop a master plan for Jackie Renninger Park which will be completed by the end of 2023. This process will result in a conceptual design that will be fully developed in a subsequent design phase.

TIMELINE: Once funding is secured, within 2 years of start date.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: To provide access to parks and outdoor recreation services for Juneau's most underserved neighborhood.

North Douglas Boat Ramp Expansion



AMOUNT REQUESTED: \$250,000

TOTAL PROJECT COST: \$20M

PROJECT DESCRIPTION & UPDATE:

Requested funding would accomplish the first steps to expanding the North Douglas Launch Ramp Facility. These include planning, research and permitting to initiate the project.

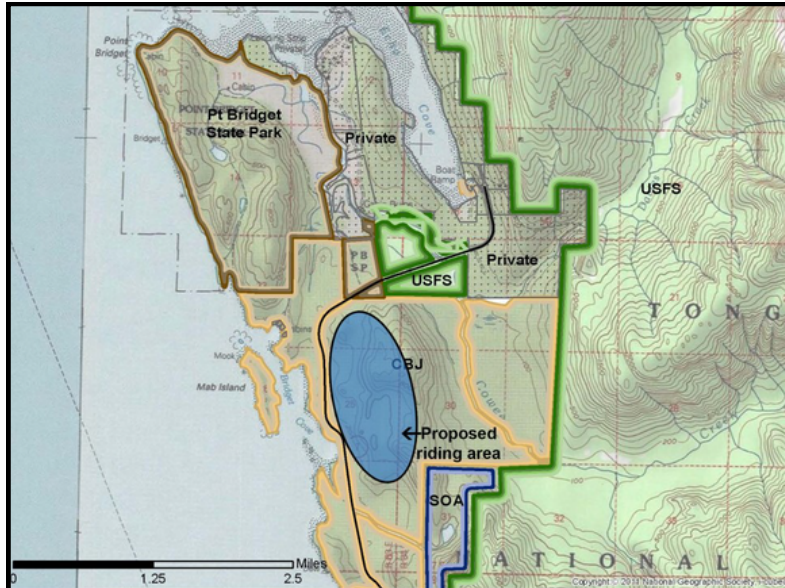
PUBLIC PROCESS: Docks and Harbors has solicited public input on the concept.

TIMELINE: Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: Improve safety and expand boating access & transportation.

Off-Road Vehicle (ORV) Park Development



AMOUNT REQUESTED: \$5.7M

AMOUNT SECURED: \$450,000 (CBJ funds and RTP grant)

TOTAL PROJECT COST: \$6M

PROJECT DESCRIPTION & UPDATE:

This project will address longstanding and unmet demand for sustainable off-road vehicle (ORV) recreation, provide a venue for training opportunities, reduce damage to sensitive habitats elsewhere, and reduce user conflicts.

PUBLIC PROCESS: A multi-year public process has been completed and design, permitting, and development of the 35-Mile ORV Riding Park is underway. This process includes stakeholders such as the Juneau Off-Road Association (JORA), Trail Mix, Inc., conservation organizations, and citizen advisory boards.

TIMELINE: Once required permits and funding is secured, a 3 year design and construction timeline is anticipated. More detailed project information available at juneau.org/parks-recreation/project-list/entry/81872.

WHO WILL MAINTAIN AND OPERATE? CBJ

PROJECT GOAL: To meet growing demand for off-road vehicle recreation, avoid user conflicts, reduce ongoing damage to sensitive resources and landscapes, and stimulate economic activity by creating new opportunities for outdoor recreation that do not currently exist in Juneau.

APPENDIX

Everything You Always Wanted to Know About the CBJ Legislative Capital Priorities List

by Katie Koester, City Manager

Q: What are the Legislative Capital Priorities?

A: The CBJ Legislative Capital Priorities (LCP) is a document that lays out community priorities for capital projects, including a project description, rationale for why it's needed (benefits to the community), description of progress to date (money raised, plans drawn up, etc.), and estimated total cost. For CBJ projects, additional information is provided on the timeline for completion. Facilities that have alternative funding streams are not included on this list: for example, the Airport, or projects that can be funded through Passenger Fees. See graphic on the following page for a diagram of how the different plans and lists relate to each other.

NOTE: Inclusion on the Legislative Capital Priorities is not a funding request. From CBJ's standpoint, it is a mechanism to prioritize projects and raise awareness of a needed project to increase chances of funding from various sources. Nominating a project for inclusion in the LCP should not be thought of as a request for municipal funding.

Q: Are the "legislative priorities" the same as the Capital Improvement Plan?

A: No, they are a prioritized list of projects that are pulled from various CBJ plans, including the Comprehensive Plan, Area Plans, and the Six-year Capital Improvement Plan. The Legislative Priorities are "short list" of projects on which CBJ will focus particular attention during the upcoming legislative session and with the federal delegation. (The goal is to get at least partial funding for a project included in the state capital budget or federal earmark.)

CBJ's "short list" of Legislative Priorities should have a limited number of projects on it. An attempt is made to phase projects so that funding requests range in size depending on available funds and objective. For the State Legislature, project descriptions are inputted into an online system lawmakers use to prioritize funding requests (CAPSIS). These are due in February. Federal priorities are also solicited by the delegation through an online platform. The Assembly will designate projects that have a nexus with federal funding opportunities for submission to the delegation through the Legislative Priority process.

Q: What is a capital project?

A: A capital project is a major, non-recurring budget item that results in a fixed asset (like a building, road, parcel of land, or major piece of equipment) with a useful life of 20-50 years. Designing and building a new library is a capital project. Planning and implementing an after-school reading program is not a capital project. Most of the projects in the LCP are CBJ projects, but some are community projects spearheaded by a non-profit organization or state or federal agency (e.g., Alaska DOT). To be included on the LCP projects must have an estimated total project cost of at least \$1,000,000.

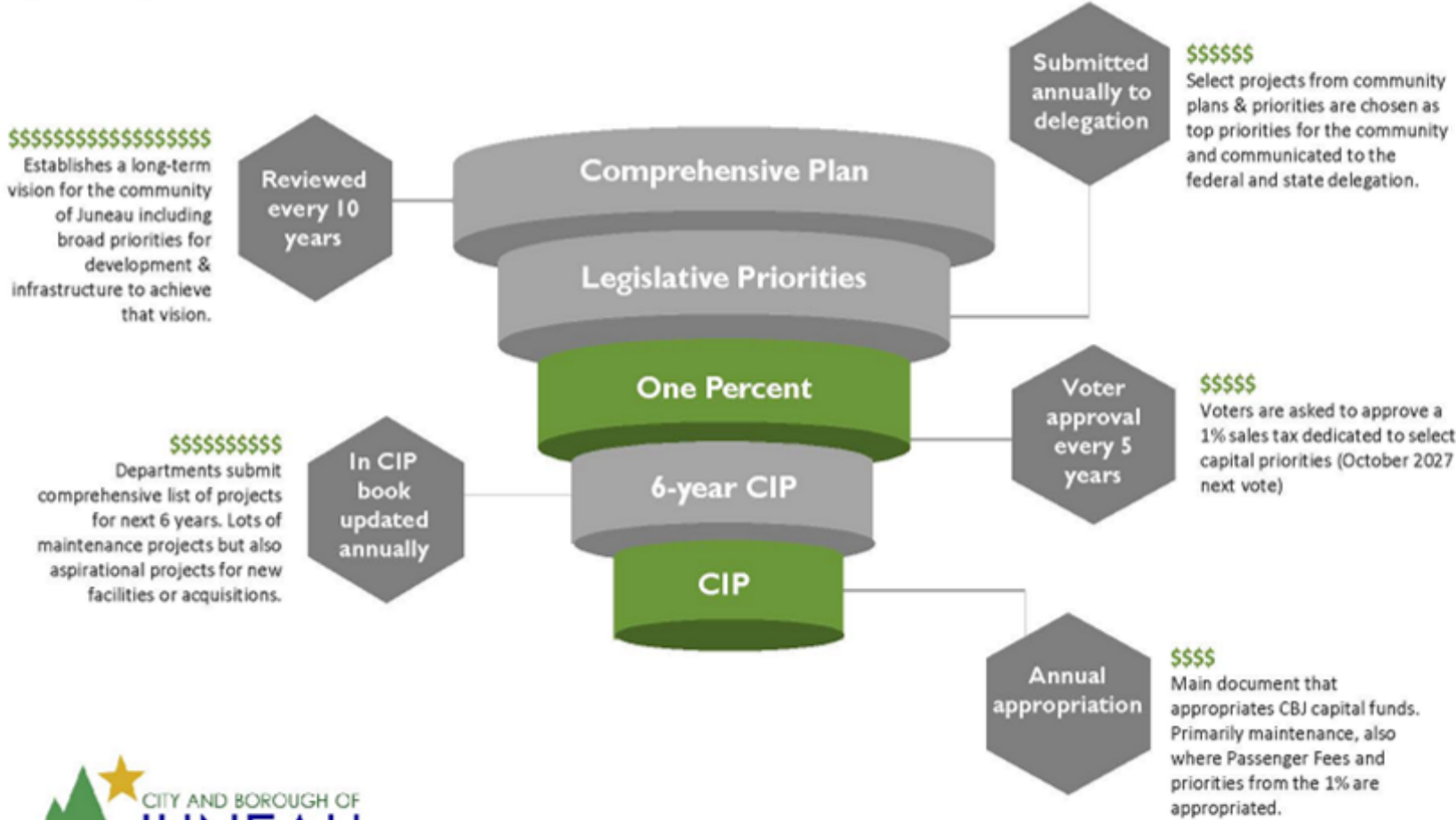
Q: Is the Legislative Capital Priorities list just "wish list," and if so, what's the point of writing one?

A: The Legislative Priorities list does include projects that are aspirational, and as such may have items that are so large or expensive, that it is hard to imagine completion in the near future. However, articulating these priorities helps guide the Assembly and the community through small steps that lead up to the larger goal and advocate towards a common goal. It will take time and discipline to keep the list an accurate and living document.

There are several reasons to include longer term projects on the Legislative Priority List, even when it seems like little progress is being made in accomplishing projects: 1) It helps focus attention on community needs. 2) It helps groups raise money for projects if the sponsor can say that the project has been identified as a community priority in the CIP. 3) Typically the more priority a municipality places on a project, the greater the chances it for a legislative appropriation.

CBJ Lists, Plans and Priorities

How do the many CBJ lists of projects, plans and priorities relate to each other? This diagram shows how each document informs the one below it. The dollar signs represent the general volume of funds needed, but only the green rings are lists that come with the commitment of actual dollars.





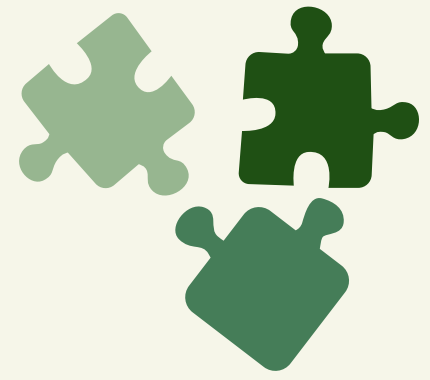
BOARD OF EDUCATION MEETING SCHEDULE 2023-2024 SCHOOL YEAR

Work Sessions w/a regular meeting: 4:30-5:45 PM
 Meetings w/work session: 6:00 PM
 Just a meeting or work session: (listed by location)
 Retreats: 8:30 AM to 12:00 PM (Juneau-Douglas High School: Yadaa.at Kale)
 Location for Regular Meetings: Juneau-Douglas High School: Yadaa.at Kale
 Location for Budget Meetings: JDHS, TMHS, and Dzantik'i Heeni Middle School

July 11, 2023	Regular Meeting	Library, JDHS 4:00 PM
August 8, 2023	Work Session w/ Regular Meeting	Library, JDHS
August 26, 2023	Retreat	RM 206, JDHS
September 12, 2023	Work Session w/ Regular Meeting	Library, JDHS
October 24, 2023	Work Session w/Regular Meeting	Library, JDHS
October 28, 2023	Retreat	RM 206, JDHS
November 9-12, 2023	AASB Annual Conference	ANC
November 14, 2023	Work Session w/ Regular Meeting	Library, JDHS
Nov./Dec. Site Council Meetings	Budget Discussions	Various Locations
November 16, 2023	Super Super Site Council	Library, TMHS 5:30 PM
December 12, 2023	Work Session w/ Regular Meeting	Library, JDHS
January 9, 2024	Work Session (Budget Process) w/ Regular Meeting	Library, JDHS
January 18, 2024	Budget Process – Combined Site Council meeting With breakouts into elementary, middle school, & high school groups. (Breakouts: Library & upstairs and downstairs computer labs)	Auditorium, Library, Upstairs Computer Lab, Downstairs Computer Lab, TMHS – 5:30 PM
January 20, 2024	Retreat (Budget)	RM 206, JDHS
January 23, 2024	Work Session (Budget)	Library, TMHS 5:30 PM
February 1, 2024	Public Forum – Budget	Library, DHMS – 5:30 PM
February 10-13	AASB Leadership/Legislative Fly-in	Juneau
February 13, 2024	Work Session w/ Regular Meeting	Library, JDHS
February 17, 2024	Work Session – Budget Process	Room 206, JDHS 8:30 AM-12 PM
February 22, 2024	Special meeting - Budget Process	Library, JDHS – 5:30 PM
March 7, 2024	Work Session – Budget	Library, TMHS 5:30 PM
March 12, 2024	Work Session w/ Regular Meeting-FY25 Budget, First Reading	Library, JDHS
March 14, 2024	Special Meeting- FY25 Budget, Final Reading	Library, JDHS – 5:30 PM
April 6-8, 2024	NSBA Annual Conference	New Orleans, LA
April 16, 2024	Work Session w/ Regular Meeting	Library, JDHS
April 27, 2024	Retreat	RM B202, DHMS
May 14, 2024	Work Session w/ Regular Meeting	Library, JDHS
June 11, 2024	Work Session w/ Regular Meeting	Library, JDHS

Adopted: June 13, 2023

JUNEAU SCHOOL DISTRICT STRATEGIC PLAN 2020 - 2025



MISSION: In Juneau, we partner to provide each student with meaningful, relevant, and rigorous learning experiences in order to graduate diverse, engaged citizens ready for a changing world.

ACHIEVEMENT

Support students in meeting their short and long-term academic goals to be prepared for future opportunities.

- Increase use of evidence-based instructional practices through deployment of system-wide resources, high quality teaching, and effective intervention strategies.
- Integrate culturally relevant and place-based/experiential instruction using a rigorous, standards-based curriculum.
- Support coordinated professional learning opportunities focused on expanding expertise in equity, academic standards, teaching, and learning.

EQUITY

Ensure equity, access, and success for every student through prioritization of support structures, high quality instruction, and resources

- Prioritize equity and effectiveness when allocating resources and support structures to ensure success for all students.
- Ensure equitable opportunity for team participation in classroom and extra-curricular activities.
- Appropriately challenge identified students to advance their individual academic skills and abilities.
- Collaborate with community partners to foster the revitalization of Tlingit language.

PARTNERSHIPS

Actively create an environment of collaboration where staff, students, families, and community engage to support all students.

- Create an environment with a sense of well-being and safety for all students and families.
- Create an environment where all staff are engaged and supported to meet their students' academic and social-emotional needs.
- Support social-emotional health of all students using a trauma engaged lens and restorative practices.

RELATIONSHIPS

Ensure students, staff, and families have access to effective support and communication.

- Partner with staff, students, parents, caregivers, Alaska Native organizations, labor organizations, and community to enrich student learning experiences and success.
- Utilize community resources to support student needs.
- Engage community organizations in partnership to develop and implement practices to prepare young children for kindergarten.

CORE VALUES

**Equity Safety & Well-Being Acceptance Relationships Student-Centered Focus
Accountability Transparency Evidence-Based Decision Making
Environmental Stewardship Innovation Preparation Life-Long Learning
Family & Community Engagement**



STRATEGIC PLAN OUTCOMES

ACHIEVEMENT

- Increase proportion of students who achieve grade-level proficiency in reading.
- Increase proportion of third grade students who achieve grade-level proficiency in reading.
- Increase proportion of students who show one or more years of academic growth for every year of instruction.
- Increase percentage of students each year who have completed at least one post-secondary credit or participate by certification in a career pathway prior to graduation.
- Increase 4-year and 5-year graduation rates of all students.
- Increase percentage of students credit current at the end of grades 9, 10, 11.
- Increase student access to culturally relevant, place-based instruction.
- Increase proportion of 8th grade students who show one or more years of academic growth in math.

EQUITY

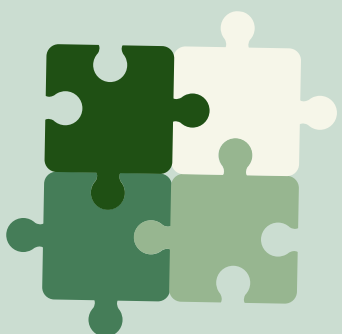
- Increase proportion of third grade students who are Alaska Native, English Learner, economically disadvantaged, or Students with Disabilities who achieve grade level proficiency in reading.
- Increase 4-year and 5-year graduation rates for Alaska Native, English Learner, economically disadvantaged students.
- Increase number of Alaska Native, English Learner, and economically disadvantaged students credit current at the end of grades 9, 10, and 11.
- Increase students' development of strong team and life skills through curricular and extra-curricular experiences.
- Increase academic performance of TED students at all grade levels in reading and math.
- Increase count of students in MS/HS Tlingit courses.
- Increase percentage and number of Tlingit language course sections at MS and HS taught by a certified Tlingit language teacher.

PARTNERSHIPS

- Increase the number of district partnerships and deepen existing partnerships.
- Increase volunteer hour counts and increase quality of volunteer experiences.
- Increase proportion of students who enter school ready for Kindergarten.
- Increase messaging from all partners and JSD that regular attendance is important.

RELATIONSHIPS

- Increase percentage of families responding positively in AASB SCCS Family Survey.
- Increase percentage of parents/guardians participating in P/T conferences.
- Increase AASB SCCS staff wellbeing scores.
- Decrease student chronic absence rate.
- Increase student attendance rate.
- Decrease behavioral/discipline incidences.



2020 - 2025

How to Run for Local Office

The Job

Links to helpful documents:

Board of Education

Homepage: <https://www.juneauschools.org/en-US/board-of-education-ddebe663>

Policy Manual: <https://www.boardpolicyonline.com/?b=juneau>

Association of Alaska School Board Potential Candidate and First-Term Member Guide: <https://aasb.org/first-year-members/>

Assembly

Homepage: <https://juneau.org/assembly>

Minutes: <https://juneau-ak.municodemeetings.com/>

Videos of meetings: <https://www.youtube.com/channel/UCbC37ygkTn7MdlLadv92kaQ>

Some videos can also be found on the minutes page

Assembly Rules of Procedure: <https://juneau.org/assembly> (found in “About the Assembly”)

CBJ Elections website <https://juneau.org/clerk/elections>

CBJ Meeting Calendar <https://juneau.org/calendar>

Alaska Local Government Primer from the Alaska Municipal League: <https://www.akml.org/wp-content/uploads/2023/02/AML-Govt-Primer-2023-revise-web.pdf>

Alaska Municipal League: <https://www.akml.org/>

Boards and Committees:

Information: <https://juneau.org/clerk/boards-committees>

Application: <https://juneau-ak.municodemeetings.com/bc/application>

