

SYSTEMIC RACISM REVIEW COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

August 10, 2021 12:00 PM

Zoom Webinar

Zoom Webinar <https://juneau.zoom.us/j/92303909454> or call 1-253-215-8782 Webinar

ID: 923 0390 9454

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

A. 2021-07-27 SRRC Work Session Minutes-Draft

V. AGENDA TOPICS

A. Foundational Training on CBJ Legislative Process & the CBJ Organization

VI. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

VII. NEXT MEETING DATE

A. August 24, 2021 at 12:00pm

B. August 30, 2021 at 6:00pm Joint Meeting of SRRC & Assembly COW

VIII. ADJOURNMENT

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

SYSTEMIC RACISM REVIEW COMMITTEE

July 27, 2021 12:00 PM

Zoom Webinar

MINUTES

I. CALL TO ORDER

Chair Worl called the Systemic Racism Review Committee Work Session to order at 12:00 p.m.

II. ROLL CALL

Present: Chair Lisa Worl, Dominic Branson, Gail Dabaluz, David Russell-Jensen, Grace Lee, Carla Casulucan, Kelli Patterson (joined at 12:30pm)

Absent: none

Staff: Mila Cosgrove, Adam Gottschalk, Robert Barr and Di Cathcart

Others in attendee mode: Assemblymember Loren Jones, Jeremy Hsiesh w/ KTOO

III. APPROVAL OF AGENDA

Agenda approved as presented.

IV. APPROVAL OF MINUTES

Minutes approved as presented.

A. 2021-06-22 SRRC Work Session Minutes-Draft

B. 2021-06-29 SRRC Work Session Minutes-Draft

C. 2021-07-13 SRRC Work Session Minutes-Draft

V. AGENDA TOPICS

A. Continued Work Outlining Legislation Review Criteria & Process

Included in the packet:

- Legislative Criteria Review Checklist Form v5
- Example Review Checklist Forms for Various Example Ordinances/Resolutions
- Examples of Type of CBJ Legislation that SRRC would be reviewing [Code/Non-Code Ordinances, Resolutions] from City Attorney Rob Palmer
 - Ord2019-06(E)
 - Resolution 2882
 - Resolution 2923

Chair Worl requested the committee hold the last 15-20 minutes for discussion on scheduling a future meeting with the Committee of the Whole and additional training sessions.

Chair Worl opened up the work session to discussion on the example legislation in the agenda packet, the first ordinance the committee reviewed was Ordinance 2019-06(E).

Mr. Russell-Jensen asked how the 1% for the Arts fit into Ordinance 2019-06(E). Ms. Cosgrove explained that this ordinance would not include a 1% piece since it is for runways and roadways; the 1% does come into effect when the airport is doing terminal reconstruction.

Ms. Cosgrove elaborated that non-code ordinances are typically finance ordinances, they don't change the current code of the City and they are enacted immediately vs. a code ordinance that does change the current code and goes into effect 30 days, or a time specific, after the ordinance is passed.

Mr. Russell-Jensen wondered about process, where is our role as the SRRC noting that Ordinance 2019-06(E) is straight forward but the master plan it references is a larger issue and may have some systemic implication. Ms. Cosgrove responded that all CBJ master plans go through a long review and public comment period prior to final adoption.

Ms. Cosgrove next walked the committee through example Resolution 2882. Ms. Lee asked if it was possible to get photos as a reference. It was noted by committee members there is Exhibit A attached to the resolution within the packet that includes a diagram of the area referenced in Resolution 2882.

Mr. Russell-Jensen wondered how often easements are requested and how often requests come in to purchase public property. Ms. Cosgrove let the committee know this would be discussed in one of the foundation trainings; stating you wouldn't see it on every Assembly agenda but is relatively common. An applicant typically works with the Lands Division and the request would go to the Lands, Housing and Economic Development Committee for discussion and recommendation prior to going to the full Assembly.

The committee then reviewed the final example Resolution 2923. Ms. Cosgrove walked the committee through the checklist staff section. Chair Worl asked if this resolution would be included in a Capital Improvement Project (CIP) process and do they tie into an Assembly prioritization list or is it simply taking advantage of a state grant that is available. Is this action tied into some of the overall plans within the city and does it feed into a capital improvements request? Ms. Cosgrove stated that for this particular resolution the answer would be no; however, Docks & Harbors does prioritize its projects and submit those projects into the CIP plan.

Ms. Dabaluz thanked staff for all their work in putting this information together.

Chair Worl seconded that thought and thanked the committee for all their work, review and engagement in working through this process.

VI. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

Ms. Dabaluz and Chair Worl thanked Ms. Cosgrove for all her hard work and service during this challenging year and hoped she enjoyed her retirement. Ms. Cosgrove thanked the committee for all their hard work and appreciated all they are doing; she noted it will be fun to watch how you all develop this process.

Chair Worl brought up the discussion about foundations training for the SRRC.

Ms. Cosgrove noted a deeper dive into 3 major areas might be helpful. 1. Legislation flow and committee process training to help understand big picture and will members a better expectation of things as they sit in their liaison roles of other committees they are monitoring. 2. A grounding in the CBJ Master Plans that tend to touch a lot of what CBJ does as well as the Assembly priority list. 3.

An overview of CBJ operations and how it interacts with the policy pieces. This should help give committee members the 30,000 foot level of what they are reviewing.

Mr. Russell-Jensen, appreciated all the proposed trainings and taking a deeper dive into demographics; he asked besides the census, how does the City track who is using services such as the libraries or city buses; what data can we get around that to see where there are gaps. Ms. Cosgrove thanked Mr. Russell-Jensen and said staff can touch on some of that when discussing CBJ operations during a future training. Ms. Cosgrove noted that staff having a conversation with this committee around gaps in service would be helpful. Chair Worl agreed that demographics information would be helpful in finding those gaps.

Chair Worl asked the committee if the trainings sounded helpful, no objections from the committee.

Ms. Cosgrove asked how would want the information; noting the SRRC's two noontime meetings in August. Depending on how deeply members wish to dive into issues, two to three one-hour sessions would work and as the SRRC starts to review live legislation they may end up taking a deeper dive depending on what legislation they are reviewing.

Chair Worl thought starting with a "30,000 foot view" and adding future trainings as needed would be offered as members work through legislation and watch for indicators of where members may continue to have questions on a certain topic or issue. Chair Worl asked if when the new Assembly comes on could members do additional training with them. Ms. Cosgrove explained that new Assemblymember training does happens; and it depends on how much turn over happened on the Assembly as to how long or how deep of a training dive is needed. Typically, if it's only one new Assemblymember the training is a more informal one on one process.

Chair Worl recommended for training, the committee look at legislative flow and process for August 10 training and major legislation at August 24 training and noted the committee will need to set meeting times for September at the August 10 meeting.

Chair Worl put the question to the committee to think about – do we, as a committee, add in a process to review legislation prior to it coming to us as we watch legislation move through the committees we are each assigned to tracking? It could be having CBJ staff do an initial review and flagging low, medium, high impacts or the SRRC could have a working group or subcommittee that would bring forth those thoughts to the full committee. Think about and be ready to discuss at the next meeting.

Ms. Lee noted she will not be at the August 10 meeting.

VII. NEXT MEETING DATE

In addition to the August 10 and August 24 training session dates, the SRRC is scheduled to meet with the Assembly Committee of the Whole on August 30 to review the final SRRC legislative checklist prior to beginning active review of upcoming CBJ legislation.

A. Tuesday, August 10, 2021 at 12:00pm

B. Tuesday, August 24, 2021 at 12:00pm

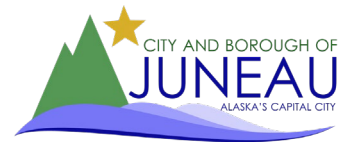
VIII. ADJOURNMENT

With no further business to come before the committee, meeting adjourned at 1:03 p.m.

CBJ Legislation Overview

Systemic Racism Review Committee

August 10, 2021



Purpose

Provide an overview of different types of CBJ legislation and how it moves from public process and committee review to Assembly action.

Finance Related Ordinances

Land Management/Land Use Related Ordinances

Code Establishment/Revision Ordinances

Governance Ordinances

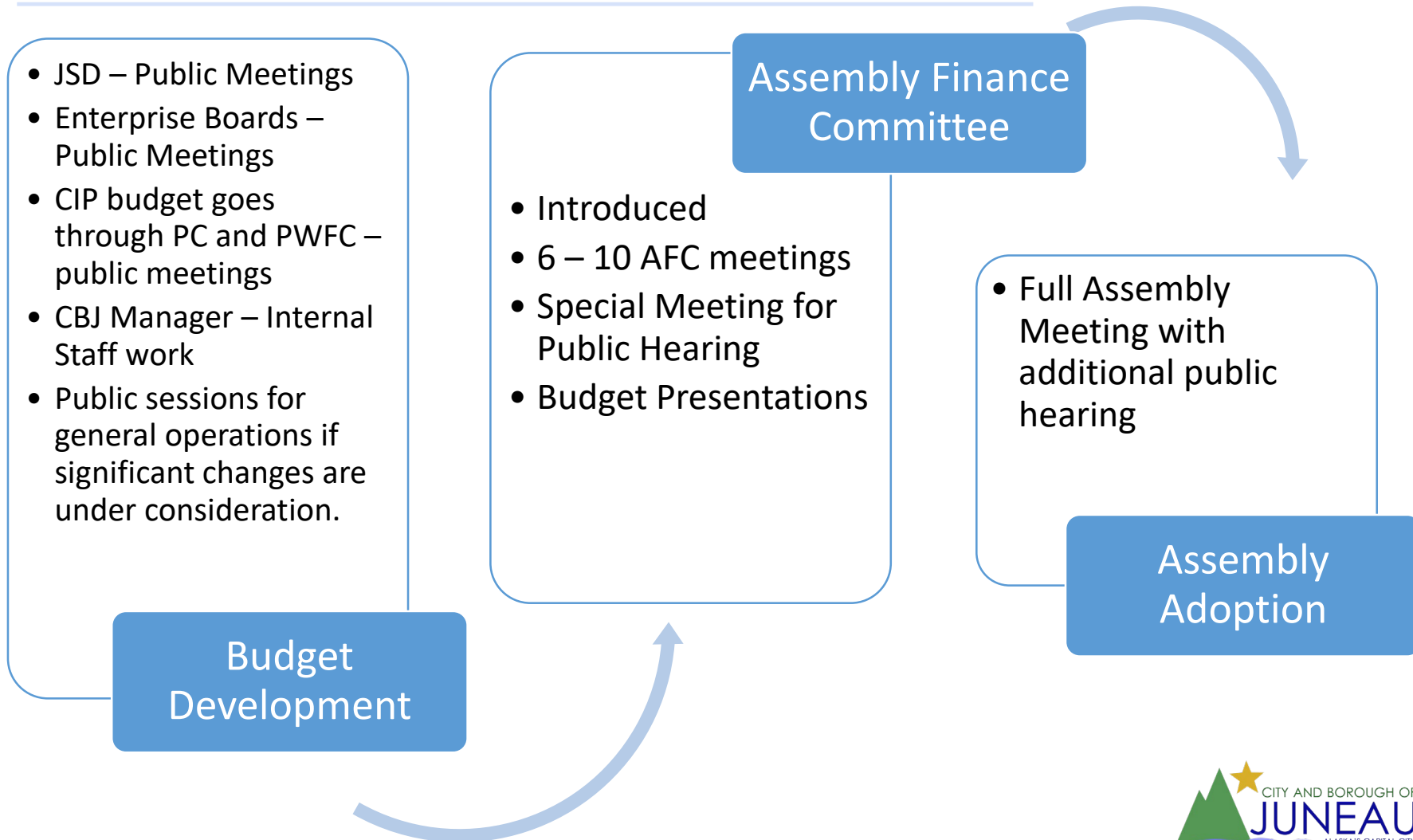
Resolutions

Legislative flow is provided as an example of normal workflow. It is possible that deviations in process may occur depending on the issue and urgency of required action.

Finance Related Ordinances

- Operating Budget
- Appropriating Ordinances
- Transfer Ordinances
- Tax/Revenue Collection Ordinances
- Bond Debt Ordinances

Operating Budget



Operating Budget – Components & Workflow

- School District Operating Budget
 - JSD holds multiple public meetings and School Board work sessions to set the requested budget.
- CBJ Operating Budget (CBJ, BRH, Airport, Docks & Harbors, Eaglecrest)
 - Enterprise departments hold public work sessions to develop their department budgets. CBJ general government budget is developed by staff and provided to the Assembly.
- Mill Levy (Property Tax rate)
 - The Mill Levy is discussed in AFC meetings prior to and during the budget cycle.
- CIP Plan (6 year with next fiscal year's funding)
 - Developed by staff with input from JSD and BRH and submitted to the Planning Commission, PWFC for review prior to introduction at the AFC.

Operating Budget - Process

- Introduced at a Special Assembly Meeting on the 1st Wednesday of April – referred to Assembly Finance Committee for review.
- AFC meets every Wednesday in April and May (6 – 8 sessions)
- Assembly hears from enterprise boards, nonprofits requesting funding, and staff regarding various budget components.
- Special Assembly meeting held in late April to allow for public hearing on the budget.
- The portion of the School District Budget that is within the cap has to be approved **no later than 30 days after submission** to the Assembly.
- The Assembly prioritizes available funds and makes final determination on any needed adjustments. Finalized budget is forwarded to the Full Assembly for approval in early June.

Capital Improvement Plan (CIP) and CIP Resolution

- Capital Improvement Plan lays out infrastructure funding priorities for the next 6 years
- CIP Resolution specifies funding for next fiscal year's specific projects
- CIP Plan and Resolution are developed by staff with input from JSD and BRH
- Both are submitted to the Planning Commission for review and approval
 - Commission seeks comments from CBJ boards, committees, commissions
 - Comments are included in staff / commission review
- Both are submitted to PWFC for review and approval
- CIP Resolution introduced with operating budget on the 1st Wednesday of April – referred to Assembly Finance Committee for review.
- Special Assembly meeting held in late April to allow for public hearing on the capital improvement plan.
- Finalized CIP Resolution is forwarded to the Full Assembly for approval in early June.

Revenue Generation

Sales Tax – General & Special

- COW
- Assembly Process
- Ballot

Property Tax Mill Levy

- AFC
- Budget Process
- Assembly Action

Revenue Generation

Bond Debt – General Obligation

- COW or AFC
- Assembly Process
- Ballot

Bond Debt - Revenue

- COW or AFC
- Assembly Process

Finance - Revenue Generation

- Bonds are used as a debt financing tool for projects that require a large capital investment. AFC before or after introduction. Revenue bonds (that only obligate specific revenues) can be passed by the Assembly directly. General obligation bonds (that obligate public taxes) require voter approval.
- Sales Tax: 1% of our 5% sales tax is permanent. The other 4% is voted on by the public every 5 years (3% general and 1% special projects). COW and/or AFC before introduction.
- Specialty sales taxes: Hotel Bed Tax, and Alcohol, Marijuana, and Tobacco Tax require voter approval. COW/AFC before or after introduction.
- Sales Tax Exemptions: Can be determined by Assembly action only. COW or AFC before or after introduction.

Appropriating Ordinances

CIP

- Enterprise Board
- PWFC
- Assembly Process

Grant Acceptance

- Enterprise Board
- PWFC, HRC or COW
- Assembly Process

Appropriating Ordinances

Land Acquisition

- LHED or COW
- Assembly Process

Grant Awards

- COW or AFC
- Assembly Process

Appropriating Ordinances - Workflow

Workflow depends on the nature of the appropriation.

Capital Improvement Projects: CIP Planning process, PWFC, Enterprise Board meetings.

Grant Funding (acceptance):

If tied to construction or infrastructure projects or transit assets (i.e. buses): Goes to PWFC before or after introduction.

If tied to training, existing staffing, or other known costs may go directly to Assembly.

If it is new staffing or program development, will go to a COW or AFC meeting before or after introduction.

Appropriating Ordinances – con't

Grant Awards to other organizations:

COW or AFC before or after introduction.

Land Acquisition:

LHED or COW before or after introduction.

Litigation:

Executive Session before introduction

Housekeeping type appropriations:

May go to the AFC or directly to the Assembly



Land Related

Land Management

- LHED and/or COW
- Assembly Process

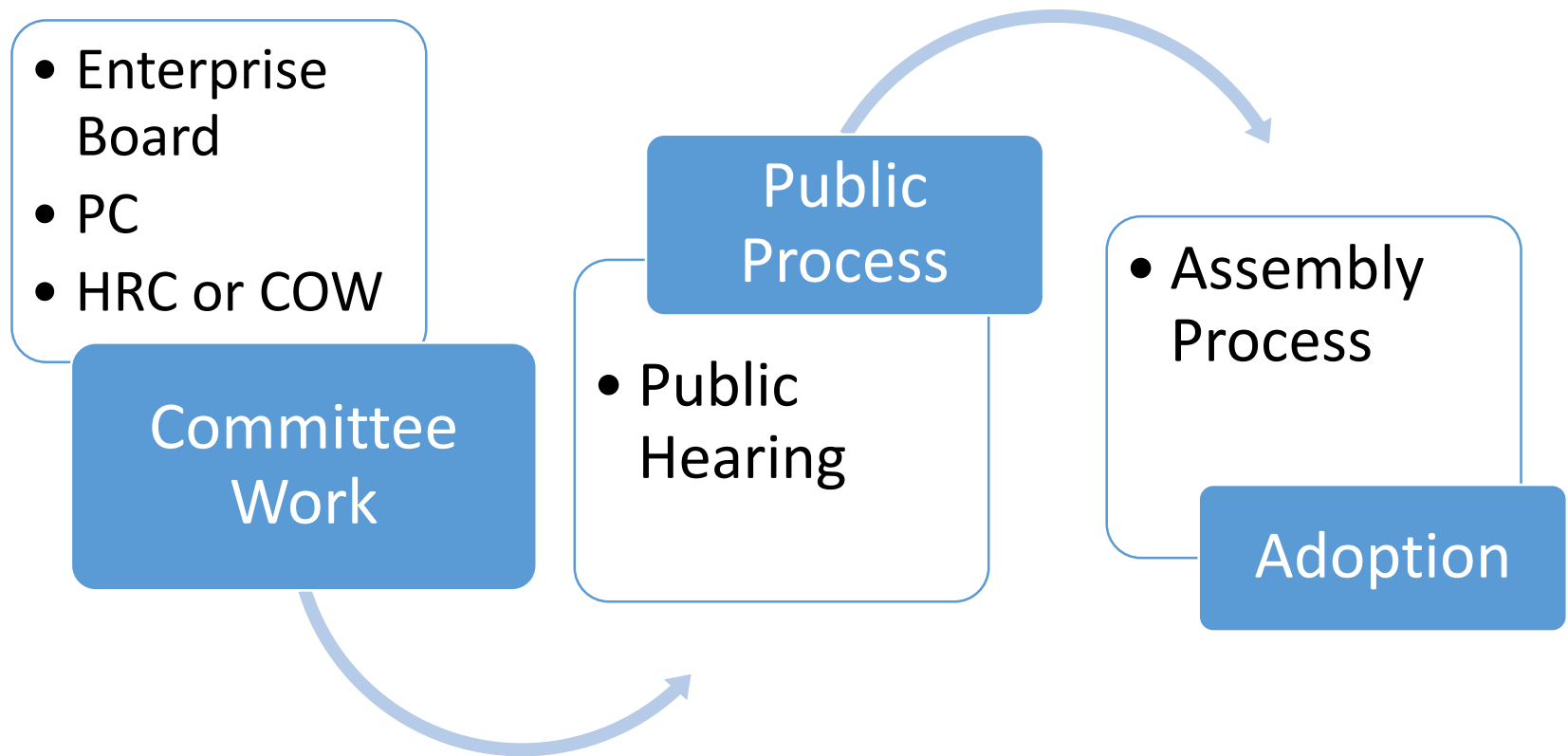
Land Use

- PC and/or LHED
- Assembly Process

Lands Management/Land Use

- Land management: (Disposal, lease, foreclosures) go to the LHED committee and possibly the COW before or after introduction.
- Land Use: Comprehensive Plan updates/revisions, Area / Neighborhood Plans, Rezones, Land Use Code Revisions (Title 49), and City / State infrastructure projects go first to the Planning Commission (and its subcommittees as needed) prior to introduction at the Assembly level.

Substantive Code Changes



General CODE amendments

Examples: Animal Control, Fireworks, Micromobility Devices, Childcare, Nuisance Ordinance, Marijuana, Building Code, Public Health Protections, Criminal, Equal Rights Ordinance.

- Substantive Changes: Generally goes to a COW or the HRC before or after introduction. New code generally requires more than one meeting. If it is a complex or sensitive topic, the more public meetings/ hearings and Assembly touch it will have.
- Housekeeping Changes: Generally not referred to committee prior to introduction.

Governance

Assembly Rules or Board Management

- HRC or COW
- Assembly Process

Charter Ammendments

- COW
- Assembly Process
- Ballot

Governance

- Most CBJ governance issues such as board establishment or revision, or Assembly rules of procedure changes, will go first to the Human Resources Committee before or after introduction.

Resolutions

Committee
First

- Land Lease & Easements
- Planning Documents
- Approving Place Names
- Request to another Government Entity
- Fees for City Services
- Deappropriating Grant Funding
- Complex Issues with high community interest
- Financial Transfers between closely related projects

Direct to
Assembly

- Ratification of Bargaining Contracts
- Resolutions of Support
- Emergency Funding
- Simple issues that are of lower general interest

Resolutions - Types

- Requesting another government entity to do something (COW or Assembly)
- Ratifying collective bargaining agreements and making changes to personnel rules for unrepresented individuals (HRC, Assembly Executive Session)
- Granting land temporary or permanent land easements. (LHED)
- Approving Planning documents where the document is a guideline rather than a set of requirements. (Committee specific to issue and then COW)
- Deappropriating Grant funding. (AFC)
- Approving place names. (COW)
- Emergency funding (AFC or Special Assembly Meeting)
- Establishing fees for city services (Committee specific to issue and then COW/AFC)
- Financial transfers between closely related projects or programs (PWFC)

Resolutions are passed in a single meeting without the requirement for public hearing. That said, the more complex/sensitive the topic is, the more likely the Assembly will refer to a committee or hold a public hearing to gather feedback on the issue.