



REGULAR ASSEMBLY MEETING 2025-18 -

UPDATED 9/22/2025

September 22, 2025 at 6:00 PM

Centennial Hall Ballroom #3/Zoom Webinar

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

Submitted by:

Katie Koester, City Manager

A. FLAG SALUTE

B. LAND ACKNOWLEDGEMENT

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

C. ROLL CALL

D. SPECIAL ORDER OF BUSINESS

E. APPROVAL OF MINUTES

1. August 15, 2025 Special Assembly 2025-16 Minutes - Draft

2. August 18, 2025 Regular Assembly 2025-17 Minutes - Draft

F. MANAGER'S REQUEST FOR AGENDA CHANGES

G. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS (Limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed three minutes.)

H. CONSENT AGENDA

1. Public Request for Consent Agenda Changes Other Than Ordinances for Introduction

2. Assembly Request for Consent Agenda Changes

3. Assembly Action

A) Ordinances for Introduction

1) Ordinance 2025-29 An Ordinance Amending City and Borough of Juneau Code Relating to Reports of Outside Employment by Borough Employees.

This is a housekeeping ordinance requested and drafted by the Department of Law to codify the timeframes and requirements for submission of reports of outside employment. The ordinance clarifies that a report of outside employment or service must be submitted to a department director before employment or service commences. Employees must further report any change to this employment or service when the change occurs. The Department of Law will maintain the records pursuant to retention policies.

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

2) Ordinance 2024-01(b)(BB) An Ordinance Appropriating \$4,261,464 to the Manager to Fund the City and Borough of Juneau and Bartlett Regional Hospital's Fiscal Year 2025 Public Employees' Retirement System (PERS) Contribution; Funding Provided by the Alaska Department of Administration.

This ordinance would appropriate \$4,261,464 for the State of Alaska's FY2025 4.76% PERS benefit rate paid on-behalf of the CBJ and BRH, distributed as follows:

Bartlett Regional Hospital	\$ 2,220,943
City and Borough of Juneau	\$ 2,040,521

Funding is provided by the Alaska Department of Administration, authorized by passage of HB268 during the 2025 legislative session.

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

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

3) Ordinance 2025-01(b)(H) An Ordinance Appropriating \$1,857,300 to the Manager for the City and Borough of Juneau's Fiscal Year 2026 Marine Engineers Beneficial Association (MEBA) and Unrepresented Employee Negotiated Wage Increases; Funding Provided by Various Sources.

This ordinance appropriates \$1,857,300 for CBJ's FY26 Marine Engineers Beneficial Association (MEBA) and Unrepresented Employee negotiated wage increases. The FY26 Adopted Budget included 2% of the 3% wage increase approved for the current year. This appropriation provides authority for the remaining 1%, along with lump-sum payments of \$2,750 per employee (prorated for part-time staff), and increases to standby pay, shift differentials, and tool allowances.

Negotiated wage and benefit adjustments for FY27 and FY28 will be included in the Manager's Proposed Budget for each respective year.

The Assembly approved the MEBA labor agreements at its [Special Assembly meeting](#)

[on June 11, 2025.](#)

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

4) Ordinance 2025-01(b)(J) An Ordinance Appropriating \$125,000 to the Manager for Fiscal Year 2026 Cold Weather Emergency Shelter Operations; Funding Provided by General Funds.

This ordinance appropriates \$125,000 of additional general funds for Cold Weather Emergency Shelter (CWES) operations this year. The CWES operates from October 15 through April 15 and is Juneau's only low barrier emergency shelter. The shelter's primary cost is personnel, and it is scheduled to operate this year with 10 FTE. Additional costs this year were included to account for sick leave coverage to comply with Ballot Measure 1 in last year's state election. Our contractor budgets an additional 20% for overtime associated with coverage during emergencies, peak guest nights, and staffing shortages. Other significant costs in CWES operations include facility costs (janitorial, laundry, blankets), food, and transportation. Assuming nightly operation and an average of 55 guests/night, FY26 CWES operations will cost approximately \$43.3 per guest, per night.

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

5) Ordinance 2025-01(b)(L) An Ordinance Appropriating \$15,000 to the Manager for the Departure Lounge ADA Elevator Capital Improvement Project; Funding Provided by Airport Capital Reserve Funds.

This ordinance would appropriate \$15,000 to the Departure Lounge ADA Elevator CIP. These funds would contribute toward architecture costs to identify locations and associated expenses for an elevator in the Departure Lounge. The total cost of the design and installation is currently estimated at \$2.5M and has been deemed eligible for Federal Aviation Administration (FAA) funding.

The Airport Board of Directors reviewed this at the [September 11, 2025 meeting](#).

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

6) Ordinance 2025-01(b)(M) An Ordinance Appropriating \$762,900 to the Manager for Renovations to Support the Capital City Fire and Rescue Sobering Center at the St. Vincent de Paul Teal Street Facility; Funding Provided by General Funds and Hospital Funds.

The St. Vincent de Paul Teal Street facility currently used for the CCFR Sobering Center requires significant structural rehabilitation to improve the experience and safety for both clients and employees in order to continue operations. The Sobering Center is a vital community health program that serves Juneau's vulnerable populations while reducing demand on emergency services at Bartlett Regional Hospital. This ordinance

appropriates \$762,900 for capital improvements to adapt the facility for the Sobering Center's long-term operational needs.

The Assembly Finance Committee reviewed this request at the [September 3, 2025 meeting](#) and directed staff to prepare an appropriating ordinance for introduction to the full Assembly.

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

7) Ordinance 2025-01(b)(N) An Ordinance Appropriating \$762,900 to the Manager for Renovations to Support the Capital City Fire and Rescue Sobering Center at the St. Vincent de Paul Teal Street Facility; Funding Provided by Hospital Funds.

The St. Vincent de Paul Teal Street facility currently used for the CCFR Sobering Center requires significant structural rehabilitation to improve the experience and safety for both clients and employees in order to continue operations. The Sobering Center is a vital community health program that serves Juneau's vulnerable populations while reducing demand on emergency services at Bartlett Regional Hospital. This ordinance appropriates \$762,900 for capital improvements to adapt the facility for the Sobering Center's long-term operational needs.

The Assembly Finance Committee reviewed this request at the [September 3, 2025, meeting](#) and directed staff to prepare an appropriating ordinance for introduction to the full Assembly.

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

8) Ordinance 2025-01(b)(O) An Ordinance Appropriating \$25,000 to the Manager for the Air Traffic Control Tower Capital Improvement Project; Funding Provided by Airport Capital Reserve Funds.

This ordinance would appropriate \$25,000 to the Air Traffic Control Tower (ATCT) CIP. The ATCT is airport-owned but federally operated, which limits traditional funding for structural improvements. It has been announced that federal funding may be made available for projects that are ready to begin work. Funds appropriated through this ordinance would allow the airport to begin preliminary design work, ensuring the Airport is well positioned to compete for and secure this rare funding opportunity.

The Airport Board of Directors reviewed this at the [September 11, 2025 meeting](#).

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

9) Ordinance 2025-40 An Ordinance Amending Title 49 Land Use Code Relating to Reasonable Accommodation, Zoning Maps, Subdivisions on Arterials, And

Remove References to Committees and Programs No Longer in Existence.

The rewrite of Title 49, Land Use Code, is a multi-phase project. Phase 1 is focused on updates that are not dependent on the ongoing rewrite of the Comprehensive Plan. This ordinance is part of the second wave of Phase 1 amendments for the project. The first wave (Ordinance 2025-15am) was adopted by the Assembly in April 2025.

Ordinance 2025-40 creates a process for granting reasonable accommodations to Title 49 to ensure equal access to housing under the Federal Fair Housing Act; allows for parcels adjacent to arterial streets to be subdivided based on the standards of the underlying zone district (current code requires subdivided lots to meet D-1 standards regardless of zone district which is a major barrier to development); modernizes the zoning map code to allow for the use of a digital map as the official zoning map of the Borough; allows the CDD Director to revise the official zoning map to reflect changes resulting from naturally occurring changes to land like erosion or accretion; and removes references to committees and programs no longer in existence (i.e., Subdivision Review Committee, Coastal Management Program).

The Ad Hoc Title 49 Advisory Committee discussed and supported the development of a text amendment for the concepts included in Ordinance 2025-40 at their [February 13, 2025, meeting](#). The ordinance will be presented at the Lands, Housing, & Economic Development Committee on [September 29, 2025](#), for discussion.

The City Manager recommends the Assembly introduce the ordinance, refer it to the Planning Commission for a 60-day comment period and set it for public hearing at the December 15, 2025, regular Assembly meeting.

10) Ordinance 2025-38 An Ordinance Amending Chapter 3.15, Special Offices, to Include Non-Departmental Office Designation.

This ordinance designates the department utilized by Finance to recognize revenue and expenses not associated with a regular department, all capital projects and debt service funds as a special office in the CBJ Code. The establishment of "Non Departmental" in code allows the transfer of unencumbered budget and funding between capital projects by the manager per CBJ Charter 9.11(b). Transfer requests for capital projects will continue to be brought to the Assembly on the consent agenda.

This ordinance was reviewed and forwarded to the Assembly by the Assembly Finance Committee at its [September 3, 2025, meeting](#).

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

11) Ordinance 2025-01(b)(E)(b) An Ordinance Transferring \$1,800,000 from CIP H51-113 Waterfront Seawalk to P41-105 Marine Park Improvements.

This ordinance would transfer \$1,800,000 of State Marine Passenger Fee funds from the Waterfront Seawalk CIP to the Marine Park Improvements CIP. This transfer would

provide funding for the most recent project estimate. The original transfer amount requested was \$3.5 million but was subsequently reduced per the Public Works and Facilities Committee action on September 8, 2025, which removed the clamshell covering from the project. The current project work is estimated to be \$8.75 million. Sufficient funds will remain in the Waterfront Seawalk CIP for currently anticipated work. The Marine Park Improvements CIP is an eligible use of passenger fees.

The Public Works and Facilities Committee reviewed this request at the [June 2, 2025](#), and [September 8, 2025](#) meetings.

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

12) Ordinance 2025-01(b)(R) An Ordinance Transferring \$5,000,000 from CIP D12-051 Capital Civic Center to CIPs D14-105 HESCO Barriers Additional Phases and D24-102 HESCO Maintenance and Repairs.

This ordinance would transfer \$5,000,000 of General funds and Hotel-Bed tax funds from the Capital Civic Center (CCC) CIP to the HESCO Barriers Additional Phases CIP and the HESCO Maintenance and Repairs CIP. \$4,000,000 of the funds would contribute toward ongoing overall project costs (i.e., site preparation, armoring, environmental, installation, legal, etc.) for HESCO barrier installation along areas of the Mendenhall River that do not currently have barriers. \$1,000,000 of the funds would contribute toward ongoing maintenance and repairs of the existing HESCO barriers and associated armoring. These funds were originally appropriated to the CCC CIP to act as federal or state grant match for the project, but no grant has been secured so the funds have remained unspent.

The Committee of the Whole reviewed this request at the September 8, 2025 meeting.

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

B) Resolutions

1) Resolution 4025 A Resolution Amending the Rate and Fare Structure for the Capital Transit System.

The Public Works and Facilities Committee (PWFC) met on July 14 and August 4, 2025, to consider improvements to Capital Transit accessibility.

At the [July 14 meeting](#), PWFC approved a motion to broaden the definition of “treating professional” eligible to certify VIP Pass applications. This change responds to feedback from Gastineau Human Services, noting that some state-authorized providers, especially in behavioral health, were previously excluded. At the [August 4 meeting](#), PWFC passed a motion to make Capital Transit fare-free on all municipal and state

election days to support voter access.

The City Manager recommends the Assembly adopt this Resolution.

2) Resolution 4028 A Resolution Amending the City and Borough of Juneau Personnel Rules to Convert Eaglecrest Employees to the City and Borough of Juneau Pay Plan and Implement Changes to Modern Human Resources Practices.

This resolution would approve changes to CBJ Personnel Rules, which, along with the collective bargaining agreements, govern the rights and responsibilities of CBJ employees. The revised rules are set forth in the attachment to the resolution and would apply to employees, unless there is a provision otherwise covering a bargaining unit member in a collective bargaining agreement.

The majority of the proposed changes to the Personnel Rules involve converting Eaglecrest employees to the CBJ pay plan and the manner in which the conversion will occur. There are also housekeeping changes to the Personnel Rules to modernize the language in the rules. These changes were reviewed and approved by the Assembly Finance Committee at the [September 3, 2025, meeting](#) and the costs associated with these changes have been previously approved and incorporated into the fiscal year 2026 budget by the Assembly.

The City Manager recommends the Assembly adopt this Resolution.

3) Resolution 4029 A Resolution Deappropriating \$540,348 from the Eaglecrest Fiscal Year 2026 Operating Budget.

Eaglecrest's FY26 adopted personnel services budget included a 40% increase to address wage scale challenges and support recruitment and retention. At the direction of the Assembly Finance Committee, staff worked with Eaglecrest to evaluate converting Eaglecrest positions to the CBJ classification and compensation plan. This conversion was subsequently approved by the Eaglecrest Board of Directors on August 26, 2025, and by the Assembly Finance Committee on September 3, 2025. The conversion is projected to cost \$540,348 less than the adopted FY26 Eaglecrest personnel services budget. This resolution would deappropriate the excess budget authority from Eaglecrest's FY26 operating budget.

The Assembly Finance Committee reviewed and referred this request to the Regular Assembly during the September 3, 2025 meeting.

The City Manager recommends the Assembly adopt this resolution.

4) Resolution 3001 A Resolution Authorizing the City and Borough of Juneau to Participate in the Community Development Block Grant Program from the Alaska Department of Community and Economic Development, with Southeast Childhood Collective for the Design of a Family Center – Phase 1.

Each year, the City and Borough of Juneau is eligible to sponsor a local project for the U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) Program facilitated through the State of Alaska Department of Commerce, Community, and Economic Development (DCCED). CDBG competitive grants are single-purpose project grants with a maximum of \$850,000 per community.

CBJ received two applications for the FY26 Community Development Block Grant. After review at the September 8, 2025 Assembly Lands Housing and Economic Development Committee meeting, the Committee motioned by unanimous consent for a resolution of support be drafted for the Southeast Childhood Collective Family Center Phase 1 project and forwarded to the full assembly.

Southeast Childhood Collective proposes to use CDBG funds for the architectural design, schematic drawings, and construction documents for the Southeast Childhood Collective Family Center Phase 1.

Printed grant applications, with original signatures must be delivered to DCCED by the deadline expected to be the first week of December 2025.

The City Manager recommends the Assembly adopt this Resolution.

5) Resolution 3096 A Resolution Authorizing the Installation of a Lone Sailor Statue Along the Waterfront and Authorizing the City Manager to Enter into a Memorandum of Agreement with Pioneers of Alaska for Installation and Maintenance of the Statue.

This resolution would authorize the City Manager to enter into a Memorandum of Agreement with Pioneers of Alaska for Installation and Maintenance of the Lone Sailor statue. Pioneers of Alaska (Igloo 6) have presented a plan to erect a statue of the Lone Sailor along the Juneau waterfront. The “United States Navy Memorial” oversees the casting of the statue and detailed specifications for placement. The Pioneers require support of the Assembly to place the statue on CBJ property in order to advance the US Navy Memorial process. Assembly approval would enable the Pioneers to commence fundraising activities. The Docks & Harbors Board and Central Council of Tlingit & Haida Indian Tribes of Alaska (CCTHITA) have reviewed the Pioneers proposal and support the initiative.

This resolution was first presented to the Public Works & Facilities Committee (PWFC) on [March 17, 2025](#), and subsequently forwarded to the Historic Resources Advisory Committee (HRAC). HRAC reviewed the resolution at its [April 2, 2025, meeting](#) and approved the motion to support the placement of the statue. The PWFC then reviewed both the ordinance and HRAC’s letter of support at its [April 21, 2025, meeting](#), and forwarded the ordinance to the full Assembly with the condition that Docks & Harbors and the Pioneers of Alaska consult with relevant groups.

The City Manager recommends the Assembly adopt this Resolution.

C) Liquor/Marijuana Licenses

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

Liquor License — Renewal

Licensee: Juneau Yacht Club Inc. d/b/a Juneau Yacht Club

License Type: Club License: #5747 Location: 1301 Harbor Way

Licensee: Barnaby Brewing Company LLC d/b/a Barnaby Brewing Company

License Type: Brewery Manufacturer License: #5524 Location: 165 Shattuck Way

Licensee: Amalga Distillery LLC d/b/a Amalga Distillery

License Type: Distillery Manufacturer License: #5506 Location: 134 N. Franklin St.

Licensee: PINZ LLC d/b/a PINZ

License Type: Recreational Site License: #5095 Location: 608 W. Willoughby Ave.

Licensee: Alaska Travel Adventures Inc. d/b/a Alaska Travel Adventures

License Type: Recreational Site - Seasonal License: #4881 Location: 9999 Glacier Hwy.

Licensee: Alaska Travel Adventuress Inc. d/b/a Gold Creek Salmon Bake

License Type: Recreational Site - Seasonal License: #3409 Location: 1061 Salmon Creek Ln

Licensee: Sandbar Inc. d/b/a Sandbar and Grille

License Type: Beverage Dispensary License: #2844 Location: 2525 Industrial Blvd.

Licensee: Midnight Ninja Ventures Inc. d/b/a Lupo

License Type: Restaurant Eating Place License: #2175 Location: 120 2nd St. Suite B

Licensee: Molly Venture's Inc. d/b/a McGivney's Sports Bar & Grill

License Type: Beverage Dispensary License: #2728 Location: 9101 Mendenhall Mall Rd

Marijuana License — Renewal

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

License Type: Retail Marijuana Store License: #38398 Location: 5690 Glacier Hwy Unit 19

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

License Type: Retail Marijuana Store License: #28102 Location: 613/619 W. Willoughby Ave.

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

License Type: Retail Marijuana Store License: #13279 Location: 2771 Sherwood Ln Unit E

Licensee: Treadwell Herb Company LLC d/b/a Treadwell Herb Company LLC

License Type: Retail Marijuana Store License: #33270 Location: 824 Front St. Douglas

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

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

D) Bid Awards**1) Bid Award No. 26-002 Term Contract for CBJ Paratransit Services Contractor**

The intent of this project is to enter a five-year term contract with a qualified contractor who, under the direction of CBJ Capital Transit, will operate the CBJ CAPITAL AKcess services program.

Funding Source: Capital Transit Operations, Contractual Services

Commitment: \$797,978.32

Bid opened on the subject project on August 18, 2025. The Protest Period ended 4:30 p.m. on August 21, 2025.

The following bids were received:

Bidder	Total Bid
Ground Transport Solutions Inc. (GTS)	\$797,978.32
Catholic Community Service (CCS)	\$1,141,556.00

With the concurrence of the Capital Transit Superintendent, the CBJ Purchasing Division recommends an award to Ground Transport Solutions Inc. (GTS) based on having the lowest responsive and responsible bid price in the amount of \$797,978.32 per year, based on Total Bid.

The City Manager recommends approval of this bid award.

E) Transfers

1) Transfer Request 2522 A Transfer of \$2,500 from CIP D12-100 Lemon Creek Multimodal Path to CIP D24-099 Safe Streets for All (SS4A).

This housekeeping request would transfer \$2,500 from the Lemon Creek Multimodal Path CIP to the Safe Streets for All (SS4A) CIP. This transfer would provide for expenses on the project that were incurred prior to the Federal Highway Administration grants' period of performance, making the expenses ineligible for reimbursement. The Lemon Creek Multimodal Path CIP will retain sufficient funds for current planned work.

The Manager recommends approval of this transfer.

2) Transfer Request 2601 A Transfer of \$3,668,830 from Various CIPs to CIPs R72-184 Taku Boulevard - Loop to Poplar, R72-185 Calhoun Pedestrian Bridge, and R72-186 Bear Creek Culvert - 1st Douglas.

This request would transfer \$3,668,830 from various CIPs to new CIPs Taku Boulevard - Loop to Poplar, Calhoun Pedestrian Bridge, and Bear Creek Culvert - 1st Douglas. This transfer would provide funding for projects that are ready to begin work repairing and replacing street infrastructure. Calhoun Avenue Improvements, Hospital Drive Improvements and Tongass Boulevard – Trinity to Loop are ready to be closed and remaining funds are not needed. All other projects transferring funds will retain sufficient funding for currently scheduled project work.

The Public Works and Facilities Committee reviewed this request at the [August 4, 2025](#)

[meeting.](#)

The Manager recommends approval of this transfer.

3) Transfer Request 2602 A Transfer of \$27,244 from CIP A50-102 Terminal Construction to CIP A50-104 Ramp Improvements & RON.

This request would transfer \$27,244 of Airport Funds from the Terminal Construction CIP to the Ramp Improvements & RON CIP. These funds would contribute toward the modification of previously installed light poles on the 121 apron to meet Federal Aviation Administration (FAA) height requirements. The modification work is not FAA reimbursable. The work associated with the design correction is estimated to cost \$72,244. DOWL and Morris Engineering Group have offered to provide a total of \$45,000 to offset the costs, leaving \$27,244 remaining to be covered by Airport funds. The Terminal Construction CIP will retain sufficient funds for current project work.

The Airport Board approved this request at the [September 11, 2025 meeting.](#)

The Manager recommends approval of this transfer.

4) Transfer Request 2603 A Transfer of \$100,00 from CIP D24-101 Emergency Services Grant Coordination to D24-102 HESCO Maintenance and Repairs.

This request would transfer \$100,000 of Sales Tax funds from the Emergency Services Grant Coordination CIP to the HESCO Maintenance and Repairs CIP. These funds were appropriated through the Fiscal Year 2026 CIP Resolution 3093(b) to support work performed by the Grants Manager position. This position was eliminated in FY26, and these funds are no longer necessary. The funds would be used toward ongoing HESCO barrier maintenance and repairs.

The Manager recommends approval of this transfer.

I. PUBLIC HEARING

1. Ordinance 2025-01(b)(F) An Ordinance Appropriating \$735,000 to the Manager for the Dzantik'i Heeni Playground Capital Improvement Project; Funding Provided by General Funds.

This ordinance would appropriate \$735,000 of general funds to the Dzantik'i Heeni Playground CIP. These funds would contribute toward the design and construction of ADA improvements at the Dzantik'i Heeni School playground. Project work would include the design and installation of safety surfacing for the pre-K and K-5 play equipment, a concrete ADA sidewalk, and fencing around the playground to create a safer and more accessible facility for children of all abilities. This appropriation does not cover the cost of playground equipment. The Juneau School District will spearhead fundraising efforts for the playground equipment.

This project was discussed at the Joint Assembly and Juneau School District Facilities Committee meeting on May 6, 2025. This project was discussed and referred to the

Assembly Finance Committee at the Regular Assembly Meeting on July 28, 2025. The Assembly Finance Committee reviewed this ordinance at the [August 6, 2025, meeting](#). The Systemic Racism Review Committee reviewed this ordinance at its [August 19, 2025, meeting](#).

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

2. Ordinance 2025-39 An Ordinance Authorizing the Negotiation and Execution of a Purchase of Two Floors of the Michael J. Burns Building and Formation of a Commercial Condominium Association.

The current City Hall is not large enough to house the CBJ downtown workforce, which has led the CBJ to lease office space since the 1980s. The buildings that the CBJ has historically leased are either no longer available for lease or have lease rates and building conditions that are unfavorable as office spaces. The Burns Building is large enough for CBJ offices and Assembly Chambers. The 2023 Proposition 1, a general obligation bond to build a new city hall, was estimated to cost a total of \$43.3 million dollars. The acquisition of the Burns Building is a cost-effective solution to meet the need for CBJ offices and provides the opportunity for the existing City Hall and leased office space to be redeveloped to meet the community goals. The Alaska Permanent Fund Corporation has agreed to sell the CBJ two floors of their building in order to provide the community with City Hall for appraised value (\$9.3M with \$2.7M dedicated to a sinking fund to cover future capital needs at the facility). The CBJ has worked closely with the Alaska Permanent Fund Corporation (APFC) to establish a partnership which meets the needs of both the CBJ and the Corporation. At the February 24, 2025, meeting, the Committee of the Whole (COW) reviewed the appraisal of the Burns Building which valued the acquisition of two floors as a business condo at \$9.3 million. The COW reviewed a draft letter of intent and provided a motion of support to enter into negotiations with the APFC for the purchase of two floors of the Burns Building.

This ordinance was introduced and referred to the Assembly Committee of the Whole at the Regular Assembly Meeting on [August 18, 2025](#). The Systemic Racism Review Committee reviewed this ordinance at its [August 19, 2025, meeting](#). The Committee of the Whole reviewed this ordinance at its [September 8, 2025, meeting](#).

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

3. Ordinance 2025-01(b)(I) An Ordinance Appropriating \$150,000 to the Manager for Assembly Chamber Audiovisual Upgrades; Funding Provided by General Funds.

This ordinance would appropriate \$150,000 for Assembly Chamber audiovisual upgrades. Assembly Chamber's audiovisual system is outdated and is not easy for viewers to hear or see the meetings. The replacement of this audiovisual equipment will allow the public to have a better listening and visual experience.

The Systemic Racism Review Committee reviewed this ordinance at its [August 19, 2025, meeting](#).

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

4. Ordinance 2025-26 An Ordinance Amending Title 19 Building Regulations.

The rewrite of Title 19 – Building and Fire Codes is a multi-step and multi-agency process. On a three-year cycle, the International Code Council updates and publishes the codes, most recently in 2024. The State of Alaska Fire Marshal reviews and amends the code for any specific safety measures necessary for Alaska. The Building Division incorporates those amendments into Title 19 and reviews the code for items that may need to be amended that are specific to Juneau. The process is similar for the Plumbing and Electrical Codes, which are adopted by the Alaska Department of Labor.

This ordinance brings CBJ into compliance with its deferred jurisdiction mandate to meet or exceed the requirements adopted by the State Fire Marshal, and Department of Labor. We are currently three code cycles behind the State, putting the city's deferred status in jeopardy.

The Lands, Housing and Economic Development Committee discussed the purpose of the rewrite, and the items related specifically to Juneau at the [August 4, 2025, meeting](#) and passed a motion to support the adoption of the ordinance. The Systemic Racism Review Committee reviewed this ordinance at its [August 19, 2025, meeting](#).

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

5. Ordinance 2025-01(b)(C) An Ordinance Appropriating up to \$77,000 to the Manager for Fiscal Year 2026 Airport Operations; Funding Provided by Airport Funds.

This ordinance would appropriate \$77,000 of Airport funds to increase the Maintenance Mechanic II (PCN 116003) FTE from .38 to 1.0. The Airport has added 91,000 square feet of buildings in recent years, and the current position's FTE is not sufficient to monitor and maintain the total square footage of buildings. To meet maintenance demands, the Airport has relied on the .38 FTE, outsourcing maintenance professionals, or work has been delayed. Increasing the FTE will be more cost efficient in the long run and decrease the time it takes to make repairs. This increased FTE would be split 50% terminal buildings and 50% snow removal equipment buildings. If this FTE is not increased, repairs and ongoing maintenance would continue to experience delays or not be completed.

The Airport Board approved this request at the [August 14, 2025 meeting](#) and the Systemic Racism Review Committee reviewed this ordinance at its [August 19, 2025,](#)

meeting.

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

- 6. Ordinance 2025-01(b)(D) An Ordinance Appropriating \$1,007,116 to the Manager for the Aircraft Rescue and Fire Fighting Truck Capital Improvement Project, and Deappropriating \$1,007,116 from the Manager for the Aircraft Rescue and Fire Fighting Truck Capital Improvement Project; Funding Provided by Airport Funds.**

\$1,007,006 of Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funds were appropriated via FY25 Ordinance 2024-01(b)(F) to the Aircraft Rescue and Fire Fighting (ARFF) Truck Capital Improvement Project. The Airport has since been notified that the public cooperative used for the procurement process is not recognized by the FAA; therefore, the grant can no longer be used for the truck. The truck is expected to be received no later than March 2026. The truck is essential to maintaining the Airport's Index C rating which permits commercial jet service in Juneau. As received, Passenger Facility Charge (PFC) 10 funds would restore airport fund balance.

The Airport Board of Directors approved this request at the [August 14, 2025 board meeting](#) and the Systemic Racism Review Committee reviewed this ordinance at its [August 19, 2025, meeting](#).

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

- 7. Ordinance 2025-01(b)(G) An Ordinance Transferring \$103,546 from the General Fund to the Marine Passenger Fee Fund for Unspent Assembly Grant Awards for the Ambassador Program Between FY2020 and FY2025, Reimbursed by the Downtown Business Association.**

This ordinance would transfer a total of \$103,546 from the General Fund to the Marine Passenger Fee Fund. The Downtown Business Association reimbursed the CBJ unused Assembly grant funds from fiscal years 2020-2025 for the Ambassador Program. These grants were funded by the Marine Passenger Fee Fund and this ordinance would return the reimbursed funds to their original source. The following table details the unspent funds by fiscal year:

FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
\$3,920.99	COVID	\$13,380.11	\$34,108.31	\$20,622.73	\$31,513.58

The Systemic Racism Review Committee reviewed this ordinance at its [August 19, 2025, meeting](#).

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

ordinance.

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Recommended Protest of Restaurant/Eating Place Liquor License #2641 Renewal Spice LLC. d/b/a Spice

The CBJ Finance Department has recommended protest of liquor license renewal (Spice LLC d/b/a Spice LL#2641) due to non-compliance with Sales Tax filings and payment. This recommended protest went before the Assembly Human Resources Committee for review and to forward a recommendation to the full Assembly on whether to let the recommended protest stand or to waive the right to protest.

The State of Alaska Alcohol & Marijuana Control Office (AMCO) allows local governing bodies a 60-day comment period on all liquor and marijuana licenses throughout the borough. AMCO's 60-day comment period from the local governing body to recommend protest or to waive protest ends Tuesday, October 21, 2025.

Clerk Note: *If the Licensee comes into compliance by close of business September 22nd, staff will notify the Assembly, the protest will be removed, and this license will move from New Business to the Consent Agenda (Liquor/Marijuana Licenses).*

2. Hardship and Senior Citizen/Disabled Veteran Late-Filed Real Property Tax Exemption Applications

There are 7 property owners that have requested the Assembly authorize the Assessor to consider a late-filed exemption for their property assessment. The Assembly should consider each request separately and determine whether the property owner was unable to comply with the April 30 filing requirement. A.S. 29.45.030(f); CBJC 69.10.021(d). The burden of proof is upon the property owner to show the inability to file a timely exemption request. If the Assembly decides to accept one or more late-filed exemption requests, those applications will be referred to the Assessor for review and action.

Clerk's Note: Due to the personal nature of the back-up documents, those will be provided to the Assemblymembers only.

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

L. STAFF REPORTS

M. ASSEMBLY REPORTS

- 1. Mayor's Report**
- 2. Committee, Liaison Reports, Assemblymember Comments and Questions**
- 3. Presiding Officer Reports**

N. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

O. EXECUTIVE SESSION

1. Executive Session for City Manager and City Attorney Evaluation and Compensation Process

Suggested Motion: *I move that the Assembly enter into Executive Session for the purpose of discussing personnel matters which may tend to prejudice the reputation or character of those persons being discussed, namely City Manager Katie Koester and City Attorney Emily Wright.*

2. Executive Session for Eaglecrest Board Appointments

Suggested Motion: *I move that the Assembly enter into Executive Session for the purpose of discussing matters which may tend to prejudice the reputation or character of those persons being discussed, specifically regarding candidates for the Eaglecrest Board appointments.*

P. SUPPLEMENTAL MATERIALS

Q. INSTRUCTION FOR PUBLIC PARTICIPATION

The public may participate in person or via Zoom webinar. Testimony time will be limited by the Mayor based on the number of participants. **Members of the public that want to provide oral testimony via remote participation must notify the Municipal Clerk prior to 4pm the day of the meeting by calling 907-586-5278 and indicating the topic(s) upon which they wish to testify.** For in-person participation at the meeting, a sign-up sheet will be made available at the back of the Chambers and advance sign-up is not required. Members of the public are encouraged to send their comments in advance of the meeting to BoroughAssembly@juneau.gov.

R. 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, e-mail: city.clerk@juneau.gov.



SPECIAL ASSEMBLY MEETING 2025-16

DRAFT - MINUTES

August 15, 2025 at 12:00 PM

Zoom Webinar Only

A. CALL TO ORDER

Mayor Weldon called the Special Assembly meeting to order at 12:01 PM via Zoom.

B. ROLL CALL

Assemblymembers Present: Mayor Beth Weldon, Deputy Mayor Greg Smith, Assemblymembers Wade Bryson, Alicia Hughes-Skandijs, Christine Woll, Paul Kelly, Ella Adkison, Neil Steininger, and Maureen Hall.

Assemblymembers Absent: None.

Staff Present: City Manager Katie Koester, Deputy City Manager Robert Barr, Emergency Programs Manager Ryan O'Shaughnessy, Municipal Clerk Breckan Hendricks.

C. AGENDA TOPICS

1. Resolution 4027: A Resolution of the City and Borough of Juneau Declaring a Local Emergency in Response to the 2025 Glacier Outburst Flood and a Request for State Assistance.

CBJ Charter 3.12(c) authorizes the Assembly to call a special meeting to affirm the Manager's disaster declaration which was issued on August 8, 2025. Resolution 4027 affirms the declaration of a local disaster emergency and requests state assistance. Governor Dunleavy has preemptively issued a state disaster declaration to ensure that the CBJ has access to all necessary resources. The flooding from the glacier outburst flood started August 12, 2025, and is once again unprecedented. The City Manager recommends the Assembly adopt this Resolution.

Mayor Weldon asked City Manager Koester for a briefing.

Manager Koester explained that under CBJ Charter 3.12(c), the Assembly is authorized to call a special meeting to affirm the City Manager's disaster declaration. Resolution 4027 affirms the emergency declaration made on August 8, 2025, in response to the recent glacial lake outburst flood. She emphasized the significance of this year's event, noting that Governor Dunleavy had issued the first-ever pre-disaster declaration for the region, which activated both state public assistance and individual assistance programs. Manager Koester reported the City and Borough of Juneau (CBJ) has already begun utilizing these state-level resources and is relying heavily on

the assistance as local response efforts ramp up. She concluded her remarks by urging the Assembly to adopt the resolution.

Mayor Weldon thanked the Manager and asked the Clerk if anyone from the public had signed up to testify.

Ms. Hendricks confirmed that no members of the public had signed up in advance for public comment.

Mayor Weldon then opened the floor to Assembly discussion.

MOTION: by Mr. Bryson to adopt Resolution 4027 A Resolution of the City and Borough of Juneau Declaring a Local Emergency in Response to the 2025 Glacier Outburst Flood and a Request for State Assistance and asked for unanimous consent. ***Hearing no objection, the resolution was adopted by unanimous consent.***

Emergency Operations Update – Manager Koester and Emergency Programs Manager O’Shaughnessy.

Manager Koester provided an update on the recent flood event response, highlighting the coordinated efforts between CBJ, Tlingit & Haida, the U.S. Coast Guard, state agencies, and federal partners. An Emergency Operations Center (EOC) was activated, staffed by approximately 150 personnel, and Floyd Dryden was opened as a shelter, though most displaced residents stayed with friends or family.

The flooding from Suicide Basin crested Wednesday morning at 16.6 feet. The HESCO barriers were largely effective in preventing major damage, though seepage was reported behind Meander Way, with up to 2 feet of water accumulating. There were no barrier breaches, but some sections were damaged by tree strikes and repaired using Super Sacks. Public safety concerns remain high, as people continue to enter restricted areas during events. Manager Koester emphasized the importance of public education and livestream coverage that helped keep residents away from danger zones.

Brigadier General Goetz from the U.S. Army Corps of Engineers is on-site, with continued support from Senator Sullivan and planned visits from Senator Murkowski and Congressman Begich. The Army Corps considers Juneau a case study for future flood response solutions.

Emergency Manager O’Shaughnessy reported that 16 homes were classified and assessed as affected, 25 sustained minor damage, and 6 had major damage, one of which was behind the HESCO barriers. No homes were destroyed. A public hotline [907-500-0890] received over 100 calls, easing the burden on 911 dispatch, and VOAD [Voluntary Organizations Active in Disaster] volunteers have assisted with clean-up and support for impacted families.

Next steps include a full assessment of the barriers, cost analysis for maintenance, and a forthcoming Phase 2 proposal for a longer-term solution. Infrastructure damage includes the Mendenhall Back Loop Bridge abutment and a damaged water line, though no water service was interrupted. Internet service was also affected, with restoration efforts ongoing.

Manager Koester concluded by noting the national media attention the event has received, and the urgency of transitioning from temporary protections to permanent infrastructure.

Mr. Bryson asked about the Army Corps' view of the HESCO barriers. Manager Koester confirmed they were very pleased and committed to continued support.

Ms. Woll inquired whether the barriers would need to be raised, as video footage showed water nearing the top. Manager Koester agreed it appeared water came within 6 inches of overtopping in some areas and said a full assessment is underway. While initial planning aimed to protect up to 18 feet, some reinforcement and additional height may be necessary.

Ms. Hall noted that both internet and cell service were out in parts of View Drive and Montana Creek. Mayor Weldon acknowledged the issue, confirming it was affecting much of the Back Loop area. Manager Koester clarified that the fiber optic line is expected to be restored soon, which should resolve the broader service disruptions.

Ms. Hughes-Skandijs asked whether more HESCO barriers would be used in areas where seepage occurred, or if installation issues contributed. Manager Koester said it's too early to say, but seepage appeared in high-pressure areas like Meander Way. Further study by the Corps and project managers will inform next steps.

Mayor Weldon added that 15–18 hours of drone footage will aid in understanding barrier performance.

Mr. Smith expressed deep appreciation for city staff and agency partners, crediting the improved response compared to 2023. He specifically mentioned Tlingit & Haida, the National Weather Service, and USGS.

Mayor Weldon noted the National Weather Service received 5,000 website hits on the day of the flood.

Mr. Kelly thanked staff and volunteers, asking about ongoing opportunities for community involvement. Manager Koester directed people to United Way's website for volunteering and donations. Cleanup coordination is in progress, with debris removal beginning Monday.

Mr. Bryson asked about coordinated trash or debris pickup for impacted homes. Manager Koester confirmed debris pickup will begin Monday from the right-of-way, and site-specific assistance will be provided as needed over the coming weeks.

D. PUBLIC PARTICIPATION - None

E. SUPPLEMENTAL MATERIALS - None

F. ADJOURNMENT

Mayor Weldon concluded by thanking all partners and staff, noting while Wednesday night brought relief, preparations must continue, as the basin is already refilling. She confirmed another briefing will be held Monday, August 18, 2025, with opportunity for public comment.

There being no further business to come before the Assembly, the meeting adjourned at 12:30 PM.

Breckan L. Hendricks,
Municipal Clerk

Beth A. Weldon,
Mayor



REGULAR ASSEMBLY MEETING 2025-17

DRAFT - MINUTES

August 18, 2025 at 6:00 PM

Assembly Chambers/Zoom Webinar

MEETING NO. 2025-17: The Regular Meeting of the City and Borough of Juneau Assembly was called to order at 6:01 p.m. by Mayor Weldon. The meeting was conducted as a hybrid format, allowing for both in-person attendance and virtual participation via Zoom webinar

A. FLAG SALUTE - Led by Mr. Kelly

B. LAND ACKNOWLEDGEMENT - Led by Mr. Bryson

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

C. ROLL CALL

Assemblymembers Present: Mayor Beth Weldon, Paul Kelly, Assemblymembers Maureen Hall (*arrived at 6:05p.m.*), Neil Steininger, Ella Adkison, Christine Woll, Alicia Hughes-Skandijis (Zoom) and Wade Bryson.

Assemblymembers Absent: Deputy Mayor Greg Smith

Staff Present: City Manager Katie Koester, Deputy Manager Robert Barr, City Attorney Emily Wright, Municipal Clerk Breckan Hendricks, Emergency Programs Manager/Incident Commander Ryan O'Shaughnessy, and Finance Director Angie Flick.

Other: Incident Commanders Sabrina Grubitz

D. SPECIAL ORDER OF BUSINESS

Manager Koester provided a comprehensive update on the 2025 Glacial Lake Outburst Flood (GLOF) response and recovery efforts, inviting Incident Commanders Sabrina Grubitz and Ryan O'Shaughnessy to present an overview of the incident. Ms. Grubitz, representing Tlingit & Haida, described the implementation of a Unified Command structure, which enabled close coordination among over 60 responders from CBJ, Tlingit & Haida, DOT, United Way, and other local and state partners. The response was based out of the Tlingit & Haida Public Safety Building and supported by months of pre-disaster planning, exercises, and a 24-hour operation leading up to and during the flood, which crested at 16.65 feet. Mr. O'Shaughnessy reported that the HESCO barriers performed

well overall, despite minor seepage and a single breach caused by a tree strike in the Diamond Park area. The incident saw a peak river flow of approximately 50,000 cubic feet per second. Damage assessments indicated 16 affected homes, 25 with minor damage, and 6 with major damage, five of which were located on View Drive, which lies outside the protected area.

Manager Koester discussed next steps, emphasizing the need for significant repairs to the current barrier system and associated bank stabilization, with preliminary damage assessments estimating costs up to \$1 million. She outlined the development of “Phase 2” of the flood mitigation project, which will require additional engineering, funding, and Assembly decisions. This next phase involves more costly bank armoring and protection for commercial and multifamily structures. While a technical study is underway, Manager Koester clarified that it does not constitute a full engineering study, and additional federal and local funding will be necessary to develop and implement long-term solutions. Coordination with the Army Corps of Engineers continues, with strong federal support from Senator Sullivan and his team. The Assembly was informed that various funding mechanisms are being explored, including grants, tax districts, and congressional earmarks.

Mr. Kelly and Ms. Hughes-Skandijs inquired about the cost-sharing breakdown and the timeline for future preparedness planning. Manager Koester indicated that more detailed proposals would be brought forward in the coming months, once hydrologic and engineering data can be collected. Buyouts for unprotected properties such as those on View Drive are under consideration through the NRCS program, which requires a 25% local match and includes demolition and land restoration.

Mr. Steininger inquired about downstream impacts. Mr. O’Shaughnessy noted that there was no residential flooding reported beyond the barriers, though trails and infrastructure on the west side of the river were affected.

Ms. Hall inquired about the Back Loop Road bridge. Mr. O’Shaughnessy responded that the bridge remains closed due to damage, though DOT is working quickly on assessment and repairs.

E. APPROVAL OF MINUTES

1. 2025-07-28 Regular Assembly 2025-15 Minutes - Draft

[These minutes will be added to the packet under Supplemental Materials prior to the Monday, August 18 meeting.]

MOTION by Mr. Kelly to approve the July 28, 2025 Regular meeting minutes and asked for unanimous consent. *Hearing no objection, the minutes were approved.*

F. MANAGER'S REQUEST FOR AGENDA CHANGES

Manager Koester requested that Ordinance 2025-28, related to disorderly conduct, be pulled from the agenda and tabled. She explained that tabling, rather than postponing or simply removing it, would formally end consideration of the ordinance unless reintroduced by a future Assembly. The City Attorney Wright confirmed this procedural outcome, noting the ordinance would effectively die and could not return in similar form until after the next election. Ms. Hughes-Skandijs expressed support for the action, and ***hearing no objection, the ordinance was tabled.***

G. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS (Limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed three minutes.)

Joshua Adams, a member of Friends of Telephone Hill, urged the Assembly to reconsider the plan to evict tenants and demolish homes given worsening economic conditions. He cited high interest rates, inflation, and a stagnant housing market, warning that developers are unlikely to invest in such uncertain times. He called the \$9 million project a political and financial risk and asked the Assembly to allow tenants to remain through the winter.

Mary Alice McKeen, a downtown resident since 1978 and housing advocate, criticized the Assembly's plan to demolish Telephone Hill without securing a developer or a clear plan for affordable housing. She argued it was irresponsible to spend \$9 million without knowing what the city would get in return and urged the Assembly not to move forward without a credible, detailed proposal.

Karla Hart, a resident of Auke Bay, called on the Assembly to rescind the \$5.5 million allocation for demolition and to consider selling the homes instead. She highlighted competing financial needs, including flood damage repairs, and emphasized that many rundown homes in Juneau have been successfully restored.

Carlos Cadiente, a downtown homeowner and Tlingit community member, shared his personal experience with police misconduct and called for greater accountability and required body cameras at JPD (Juneau Police Department). His comments focused on law enforcement reform and Indigenous representation rather than the Telephone Hill project.

Bruce Simonson, a downtown resident, asked the Assembly to delay demolition until a concrete, public plan is in place. He noted there were no responses to the city's request for development proposals and warned that \$9 million would only be the start of the financial burden.

Lori Roland, a former Telephone Hill resident now living in West Juneau, questioned the need to create a "blank slate" for developers. As a creative professional, she argued that

design firms can work with existing homes and that eviction and demolition without a viable plan wastes funds needed elsewhere.

Shoshana Seligmen, a downtown resident, said she had collected 50 signatures opposing the October 1 eviction date. She asked the Assembly to delay the \$9 million demolition until a contractor and clear housing plan are in place and warned that public support is eroding.

Page Bridges, a resident of Carroll Way, described the historic and aesthetic value of Telephone Hill and warned that demolishing it without a plan would create a depressing, empty space downtown. She asked for a three-month pause to explore preservation and community-driven solutions.

Alyson Cooper, a Mendenhall Valley resident, thanked the city, emergency services, and public works teams for flood protections that spared her home this year. She emphasized the improvement over last year and praised the city for its continued response and planning efforts.

John Cooper, also of the Mendenhall Valley, echoed his wife's appreciation for the successful flood mitigation. He noted that while last year's flood severely damaged their home, this year they were safe, and he thanked the city and cleanup crews for their support.

Steve Behnke, a Thane (downtown) resident, invited the Assembly to the September 21 Electrify Juneau Clean Energy Fair and requested a resolution of support. He encouraged city participation.

James McCants, Statter Harbor resident, acknowledged the unanimous vote on the disorderly conduct ordinance and thanked the city for improved flood barriers. He also urged city leaders to explore support for Afghan allies and praised the city's Veterans Dinner and downtown landscaping efforts.

Ephraim Froehlich, a downtown resident and chair of the Systemic Racism Review Committee (speaking on his own behalf), thanked the Assembly for tabling Ordinance 2025-28. He expressed serious concerns about its constitutionality, potential for discriminatory enforcement, and expansion of police authority, comparing it to historically unjust laws. He urged the Assembly not to revisit similar proposals. He briefly expressed support for ranked choice voting before being reminded that it was not a topic for non-agenda public participation.

Charles Wheaton, an unhoused resident living near Gold Creek Bridge, opposed the disorderly conduct ordinance and distinguished between homeless and "hopeless"

individuals. He emphasized his desire to help others off the streets spoke to his proposal for running a shelter. He thanked the Assembly for allowing him to speak.

Elizabeth Figus, a View Drive resident, raised concerns about repeated catastrophic flooding in her neighborhood. She highlighted the contradiction in the city's flood narrative, both treating the floods as unforeseeable and blaming residents for living in a risk zone. She urged the city to either invest in meaningful flood mitigation or fund home buyouts.

Amanda Hatch, of Meander Way, criticized the portrayal of the HESCO flood barrier project as a complete success. She detailed severe issues in her neighborhood, including flooding behind barriers, failed drainage, and lack of CBJ response after the event. She called for permanent flood solutions such as dredging or damming and rejected the continued reliance on temporary barriers.

Debbie Penrose-Fisher, of Gee Street (Mendenhall Valley), echoed concerns about the HESCO barriers, citing community fear and structural issues observed during the event. She emphasized the mental and physical toll on residents and urged the Assembly to support long-term federal solutions and act quickly to secure matching funds.

Karen Perkins, a Valley resident, called for a lighted intersection near Fred Meyer and the airport turnoff. She described the area as unsafe for both pedestrians and drivers due to lack of infrastructure and high-risk left turns.

Angela Rodell, a downtown resident, opposed the proposed seasonal sales tax increase on the October ballot. She argued it disproportionately affects residents during peak months and pointed to existing city savings and reappropriation pledges as alternative funding sources. She urged the Assembly to prioritize affordability and budget cuts over tax increases.

Martin Stepetin, a Noel Avenue resident, spoke about his missing homeless brother and the emotional toll of his search. He thanked the Assembly for tabling the disorderly conduct ordinance and commended Juneau's ongoing efforts to support the homeless. He urged the city to remain committed to compassionate solutions and continue investing in housing and services.

H. CONSENT AGENDA

- 1. Public Request for Consent Agenda Changes - None**
- 2. Assembly Request for Consent Agenda Changes - None**
- 3. Assembly Action**

MOTION by Mr. Bryson to adopt the consent agenda as amended. ***Hearing no objection, the motion was adopted by unanimous consent.***

A) Ordinances for Introduction

1) Ordinance 2025-26 An Ordinance Amending Title 19 Building Regulations.

The rewrite of Title 19 – Building and Fire Codes is a multi-step and multi-agency process. On a three-year cycle, the International Code Council updates and publishes the codes, most recently in 2024. The State of Alaska Fire Marshal reviews and amends the code for any specific safety measures necessary for Alaska. The Building Division incorporates those amendments into Title 19 and reviews the code for items that may need to be amended that are specific to Juneau. The process is similar for the Plumbing and Electrical Codes, which are adopted by the Alaska Department of Labor.

This ordinance brings CBJ into compliance with its deferred jurisdiction mandate to meet or exceed the requirements adopted by the State Fire Marshal, and Department of Labor. We are currently three code cycles behind the State, putting the city's deferred status in jeopardy.

The Lands, Housing and Economic Development Committee discussed the purpose of the rewrite, and the items related specifically to Juneau at the August 4, 2025, meeting and passed a motion to support the adoption of the ordinance.

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

2) Ordinance 2025-01(b)(C) An Ordinance Appropriating up to \$77,000 to the Manager for Fiscal Year 2026 Airport Operations; Funding Provided by Airport Funds.

This ordinance would appropriate \$77,000 of Airport funds to increase the Maintenance Mechanic II (PCN 116003) FTE from .38 to 1.0. The Airport has added 91,000 square feet of buildings in recent years, and the current position's FTE is not sufficient to monitor and maintain the total square footage of buildings. To meet maintenance demands, the Airport has relied on the .38 FTE, outsourcing maintenance professionals, or work has been delayed. Increasing the FTE will be more cost efficient in the long run and decrease the time it takes to make repairs. This increased FTE would be split 50% terminal buildings and 50% snow removal equipment buildings. If this FTE is not increased, repairs and ongoing maintenance would continue to experience delays or not be completed.

The Airport Board approved this request at the August 14, 2025 meeting.

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

3) Ordinance 2025-01(b)(D) An Ordinance Appropriating \$1,007,116 to the Manager for the Aircraft Rescue and Fire Fighting Truck Capital Improvement Project, and Deappropriating \$1,007,116 from the Manager for the Aircraft Rescue and Fire Fighting Truck Capital Improvement Project; Funding Provided by Airport Funds.

\$1,007,006 of Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funds were appropriated via FY25 Ordinance 2024-01(b)(F) to the Aircraft Rescue and Fire Fighting (ARFF) Truck Capital Improvement Project. The Airport has since been notified that the public cooperative used for the procurement process is not recognized by the FAA; therefore, the grant can no longer be used for the truck. The truck is expected to be received no later than March 2026. The truck is essential to maintaining the Airport's Index C rating which permits commercial jet service in Juneau. As received, Passenger Facility Charge (PFC) 10 funds would restore airport fund balance.

The Airport Board of Directors approved this request at the August 14, 2025 board meeting.

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

4) Ordinance 2025-01(b)(F) An Ordinance Appropriating \$735,000 to the Manager for the Dzantik'i Heeni Playground Capital Improvement Project; Funding Provided by General Funds.

This ordinance would appropriate \$735,000 of general funds to the Dzantik'i Heeni Playground CIP. These funds would contribute toward the design and construction of ADA improvements at the Dzantik'i Heeni School playground. Project work would include the design and installation of safety surfacing for the pre-K and K-5 play equipment, a concrete ADA sidewalk, and fencing around the playground to create a safer and more accessible facility for children of all abilities. This appropriation does not cover the cost of playground equipment. The Juneau School District will spearhead fundraising efforts for the playground equipment.

This project was discussed at the Joint Assembly and Juneau School District Facilities Committee meeting on May 6, 2025. This project was discussed and referred to the Assembly Finance Committee at the Regular Assembly Meeting

on July 28, 2025. The Assembly Finance Committee reviewed this ordinance at the August 6, 2025 meeting.

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

5) Ordinance 2025-01(b)(G) An Ordinance Transferring \$103,546 from the General Fund to the Marine Passenger Fee Fund for Unspent Assembly Grant Awards for the Ambassador Program Between FY2020 and FY2025, Reimbursed by the Downtown Business Association.

This ordinance would transfer a total of \$103,546 from the General Fund to the Marine Passenger Fee Fund. The Downtown Business Association reimbursed the CBJ unused Assembly grant funds from fiscal years 2020-2025 for the Ambassador Program. These grants were funded by the Marine Passenger Fee Fund and this ordinance would return the reimbursed funds to their original source. The following table details the unspent funds by fiscal year:

FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
\$3,920.99	COVID	\$13,380.11	\$34,108.31	\$20,622.73	\$31,513.58

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

6) Ordinance 2025-01(b)(I) An Ordinance Appropriating \$150,000 to the Manager for Assembly Chamber Audiovisual Upgrades; Funding Provided by General Funds.

This ordinance would appropriate \$150,000 for Assembly Chamber audiovisual upgrades. Assembly Chamber's audiovisual system is outdated and is not easy for viewers to hear or see the meetings. The replacement of this audiovisual equipment will allow the public to have a better listening and visual experience.

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

7) Ordinance 2025-39 An Ordinance Authorizing the Negotiation and Execution of a Purchase of Two Floors of the Michael J. Burns Building and Formation of a Commercial Condominium Association

The Current City Hall is not large enough to house the CBJ downtown workforce, which has led the CBJ to lease office space since the 1980s. The buildings that the CBJ has historically leased are either no longer available for lease or have lease rates and building conditions that are unfavorable as office spaces. The Burns Building is large enough for CBJ offices and Assembly Chambers. The 2023 Proposition 1, a general obligation bond to build a new city hall, was estimated to cost a total of

\$43.3 million dollars. The acquisition of the Burns Building is a cost-effective solution to meet the need for CBJ offices and provides the opportunity for the existing City Hall and leased office space to be redeveloped to meet the community goals. The Alaska Permanent Fund Corporation has agreed to sell the CBJ two floors of their building in order to provide the community with City Hall for appraised value (\$9.3M with \$2.7M dedicated to a sinking fund to cover future capital needs at the facility). The CBJ has worked closely with the Alaska Permanent Fund Corporation (APFC) to establish a partnership which meets the needs of both the CBJ and the Corporation. At the February 24, 2025, meeting, the Committee of the Whole (COW) reviewed the appraisal of the Burns Building which valued the acquisition of two floors as a business condo at \$9.3 million. The COW reviewed a draft letter of intent and provided a motion of support to enter into negotiations with the APFC for the purchase of two floors of the Burns Building.

The City Manager recommends this ordinance be introduced referred to the next Assembly Committee of the Whole (COW) meeting.

B) Resolutions

1) Resolution 4026 A Resolution Amending the Youth Activity Board Membership.

This resolution was requested by the Youth Activities Board to better reflect their board membership needs.

The City Manager recommends the Assembly adopt this Resolution.

2) Resolution 3089 A Resolution Deappropriating \$924,374 from the Aurora Harbor Improvements Capital Improvement Project; Funding Provided by the Alaska Department of Transportation and Public Facilities.

This housekeeping resolution would deappropriate \$924,374 of the Alaska Department of Transportation and Public Facilities grant from the Aurora Harbor Improvements CIP. The grant was originally appropriated in fiscal year 2025 via Ordinance 2024-01(b)(AB) in the amount of \$5,000,000. The final grant agreement was executed in the amount of \$4,075,626, \$924,374 less than the original award letter due to lower than anticipated bid awards. This resolution reduces the expenditure authority in the project reflect the final award amount. The grant amount is sufficient for currently planned work.

The Docks and Harbors Board of Directors this ordinance at the July 31, 2025 meeting.

The City Manager recommends the Assembly adopt this resolution.

C) Liquor/Marijuana Licenses

Liquor License Actions

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

Liquor License - Transfer of Ownership

Transferor: Breeze-In Corporation d/b/a Breeze-In Liquor

Transferee: BI Valley LLC d/b/a Breeze In Valley

License Type: Package Store License: #176 Location: 2200 Trout St.

Transferor: Breeze-In Corporation d/b/a Breeze-In

Transferee: BI Lemon Creek LLC d/b/a Breeze In Lemon Creek

License Type: Package Store License: #4543 Location: 5711 Concrete Way

Liquor License - Renewal w/ Restaurant Endorsement

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

License Type: Beverage Dispensary - Tourism License: #313 Location: 375 Whittier St.

Endorsement Type: Restaurant Endorsement #15878

Licensee: TCKS LLC d/b/a Tracy's King Crab Shack 2

License Type: Beverage Dispensary - Seasonal License: #447 Location: 300 Whittier St. Lot C1 Juneau Subport

Endorsement Type: Restaurant Endorsement #15347

Licensee: Ronald Martin Burns d/b/a Salt

License Type: Beverage Dispensary License: #644 Location: 200 Seward St.
Endorsement Type: Restaurant Endorsement #15589

Liquor License - Restaurant Endorsement

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

License Type: Beverage Dispensary License: #2533 Location: 216 Front St.
Endorsement Type: Restaurant Endorsement #Not Yet Issued by AMCO

Liquor License - Renewal

Licensee: Juneau Moose Lodge #700 d/b/a Loyal Order of Moose #700

License Type: Club License: #4034 Location: 8335 Airport Blvd.

Licensee: Southern Glazer's Wine & Spirits of Alaska LLC d/b/a Southern Glazer's of AK

License Type: General Wholesale License: #4859 Location: 5452 Shaune Dr. Bay 2

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

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

D) Transfers

1) Transfer Request 2521 A Transfer of \$21,500 from CIP D12-100 Lemon Creek Multimodal Path to CIP D24-099 Safe Streets for All (SS4A).

This housekeeping request would transfer \$21,500 from the Lemon Creek Multimodal Path CIP to the Safe Streets for All (SS4A) CIP. In FY25, Ordinance 2024-01(b)(O) appropriated \$86,000 of United States Department of Transportation grant funds to the Safe Streets for All CIP. The grant's match requirement of \$21,500 was provided by previously appropriated funds in the Lemon Creek Multimodal Path CIP. This transfer would move the grant match funds to the project with the grant budget and expenditures.

The Public Works and Facilities Committee approved this at the December 18, 2023.

The Manager recommends approval of this transfer.

I. PUBLIC HEARING

1. Ordinance 2025-28 An Ordinance Amending CBJC 42.20.090, Disorderly Conduct.

This ordinance modifies CBJC 42.20.090 to make it unlawful to obstruct a public stairwell, path, parking garage, parking lot, or other public way intended for pedestrian, bicycle, or vehicular use. In most scenarios, the types of behavior this code change prohibits are already prohibited but require additional process from JPD and/or facility managers before enforcement can take place. That process typically takes the form of either 48 hours of notice to campers, dependent on associated public impacts and internal staff capacity prior to enforcement action, or, more commonly, utilization of the trespass code when trespass is determined to be appropriate by facility managers. Due to the length of those processes, we experience capacity issues with responding to the volume of complaints in a manner that satisfies the complainant. At its core, this change enables JPD to perform work already being done more expeditiously.

The Systemic Racism Review Committee (SRRRC) strongly recommends that the Assembly reject Ordinance 2025-28, which proposes amendments to the Disorderly Conduct Code (CBJC 42.20.090). The committee expressed concern that the ordinance significantly broadens enforcement authority in ways that could disproportionately impact marginalized communities and increase the risk of discriminatory application. The SRRRC's full written recommendation is included in the Assembly meeting packet.

The City Manager requests this item be pulled from the agenda and tabled by the Assembly. The public may comment on Ordinance 2025-28 under non-agenda items.

Ordinance 2025-28 was tabled as requested by the City Manager in requests for agenda changes.

2. Ordinance 2025-13(c) An Ordinance Amending the Election Procedures: Ranked Choice Voting.

Assemblymember Adkison has proposed this ordinance to implement rank choice voting for CBJ elections. If passed, ranked choice voting would be implemented for single-member races in the October 2026 local elections. This ordinance has been reviewed by the Assembly at multiple HRC and Committee of the Whole meetings. Initial public testimony was taken on July 28, 2025, and tonight's meeting is intended for a second night of public testimony. The Assembly has asked that this ordinance be set for final action at the November 3, 2025 meeting.

The Systemic Racism Review Committee reviewed this ordinance at the July 15, 2025, meeting.

The City Manager recommends the Assembly take public testimony and set it for public hearing at the November 3, 2025, Regular Assembly meeting for final action.

Public Comment

Paulette Simpson, a resident of Douglas, opposed the ordinance, arguing that ranked choice voting (RCV) is unnecessary for local elections and not a public priority. She criticized the Assembly for prioritizing RCV over pressing community concerns like homelessness, public safety, and economic hardship. She suggested the issue be put to a public vote rather than imposed by the Assembly.

Molly Duvall, a Valley resident, also opposed RCV and mail-in voting, calling them costly and unsupported by the public. She noted past petitions to return to in-person voting and questioned the demand for RCV, arguing it should arise from grassroots support rather than Assembly direction.

Rebecca Braun, a downtown resident, supported the ordinance, saying RCV improves fairness in races with multiple candidates by reducing vote-splitting and ensuring majority support. She noted Juneau voters are familiar with RCV from state elections and likely won't find the mixed ballot formats confusing.

Kanaan Bausler, also of downtown, supported the measure, calling RCV an improvement to the democratic process. He expressed concern about state-level efforts to repeal RCV and said Juneau adopting it could help protect and normalize the system statewide.

Assembly Action

MOTION by Mr. Bryson to set Ordinance 2025-13(c) An Ordinance Amending the Election Procedures: Ranked Choice Voting for public hearing at the next Regular Assembly meeting and asked for unanimous consent. ***Hearing no objection, the motion was adopted by unanimous consent.***

3. Ordinance 2025-35 An Ordinance Authorizing the Manager to Negotiate and Execute Lease of 24,050 Square Feet of Waterfront at 1076 Jacobsen Drive from Petro 49, Inc. for Above Market Value for the Purpose of Constructing a Waterfront Seawalk.

This ordinance authorizes the City Manager to negotiate and execute a lease with Petro 49, Inc. for \$75,000 per year for a 35-year term. The appraised value of the property was \$192,400 in 2023. This rate is above market value and advances CBJ's long-term goal of constructing the south end of the Seawalk from the Franklin Dock to A.J. Dock to create public space and mitigate congestion.

The Assembly Lands Housing and Economic Development committee reviewed this ordinance at its July 14, 2025, meeting. The Systemic Racism Review Committee reviewed this ordinance at its July 29, 2025, meeting.

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

Public Comment

James McCants, a Statter Harbor resident, supported the lease and the Seawalk extension, citing traffic congestion near the docks and the benefit to both tourism flow and local businesses. He asked the Assembly to consider how the project could accommodate smaller tour operators and suggested future inclusion of vendor space or small electric vehicle access.

Heather Marlow, of Auke Bay, opposed the lease, stating it would serve private cruise interests more than public needs. She recommended instead widening the existing Jacobson Drive right-of-way to handle pedestrian traffic and preserving a long-term vision for a more justified Seawalk expansion in the future, should demand grow.

Manager Koester explained that Petro Marine opted for a lease instead of a permanent easement and that the \$75,000 annual lease value was determined through negotiation, roughly reflecting the net present value of a previously proposed capital project. While the lease rate is above market value, it was negotiated based on public access needs and not on traditional appraisal. Koester clarified that Petro's dock project is separate from the Seawalk

construction, though both will influence design coordination. Funding for the lease would come from the Marine Passenger Fee operating budget, and the Seawalk construction would proceed through design and permitting stages before the Assembly is asked to consider final funding, likely in 12–18 months.

Assembly Action

MOTION by Ms. Hughes-Skandijs to adopt the Ordinance 2025-35 An Ordinance Authorizing the Manager to Negotiate and Execute Lease of 24,050 Square Feet of Waterfront at 1076 Jacobsen Drive from Petro 49, Inc. for Above Market Value for the Purpose of Constructing a Waterfront Seawalk.

OBJECTION by Ms. Hughes-Skandijs expressed that she would be a no vote, citing outstanding questions and discomfort with moving forward without further discussion. Ms. Woll supported the ordinance but echoed concerns about the way tideland values are appraised, suggesting the process does not fully reflect actual property value. Mr. Bryson spoke in favor of adoption, highlighting the project's public benefit and the thorough vetting already conducted by the Lands Committee. Mayor Weldon also supported the ordinance, noting the fairness of the deal and the lengthy, collaborative negotiation.

Roll Call Vote on Main Motion

Yeas: Bryson, Woll, Kelly, Adkison, Steininger, Hall, Weldon

Nays: Hughes-Skandijs

Motion passes: 7 Yeas and 1 Nay

MOTION by Ms. Hughes-Skandijs to adopt Ordinance 2025-35 passes.

4. Ordinance 2025-36 An Ordinance Authorizing the Manager to Negotiate and Execute a Lease Approximately 1.25 Acres, Located between the Juneau Arts and Culture Center and Centennial Hall, to the State of Alaska for Employee Parking.

The City and Borough leases parking to the State of Alaska, Department of Administration, on the property adjacent to Centennial Hall for the purpose of providing State employee parking. The current lease will expire on August 31, 2025. This ordinance will extend the lease for a maximum of 10 years. The lease rate has been determined to be \$138,800 per year. The Lands Housing and Economic Development Committee reviewed this lease request at the June 2, 2025, meeting and provided a motion of support for continuing this lease. The Systemic Racism Review Committee reviewed this ordinance at its July 29, 2025, meeting.

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

Public Comment - None

Assembly Action

MOTION by Ms. Woll to adopt Ordinance 2025-36 An Ordinance Authorizing the Manager to Negotiate and Execute a Lease Approximately 1.25 Acres, Located between the Juneau Arts and Culture Center and Centennial Hall, to the State of Alaska for Employee Parking. ***Hearing no objection, the motion was adopted by unanimous consent.***

Clerk Note: Assemblymember Hughes-Skandijs Zoom disconnected at 8:09p.m.

5. **Ordinance 2025-37 An Ordinance Authorizing the Port Director to Negotiate and Execute a Lease Renewal with Goldbelt Aerial Tramway, LLC, ("Goldbelt") of Approximately 10,000 Square Feet Within Lots 1 and 2A, Dockside Subdivision and Lots 13B, 16, and 17, Block 83, Tidelands and Approximately 21,815 Square Feet in Air Rights.**

Goldbelt, Inc is the current lessee for approximately 10,000 sq feet of CBJ leased property and air rights to operate the Goldbelt Tram. The existing 35-year lease expires in 2030 with an option to renew for an additional thirty-five years. This action allows Goldbelt to forgo the final 5 years of the existing lease to secure the finances necessary to make repairs to the existing building.

Docks & Harbors Board reviewed this request at its June 26th meeting and recommended approval of a new lease at an initial lease rent of \$272,027 per year.

This ordinance was reviewed and forwarded to the Assembly by the Lands Housing & Economic Development Committee at its July 14, 2025 meeting. The Systemic Racism Review Committee reviewed this ordinance at its July 29, 2025, meeting.

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

Public Comment - None

Assembly Action

MOTION by Ms. Adkison to adopt Ordinance 2025-37 An Ordinance Authorizing the Port Director to Negotiate and Execute a Lease Renewal with Goldbelt Aerial Tramway, LLC, ("Goldbelt") of Approximately 10,000 Square Feet Within Lots 1 and 2A, Dockside Subdivision and Lots 13B, 16, and 17, Block 83, Tidelands and Approximately 21,815 Square Feet in Air Rights. ***Hearing no objection, the motion was adopted by unanimous consent.***

6. **Ordinance 2024-01(b)(BA) An Ordinance Appropriating \$299,970 to the Manager for the Off-Road Vehicle Park Capital Improvement Project; Grant Funding Provided by the Alaska Department of Natural Resources, Recreational Trails Program.**

The CBJ has received a \$299,970 grant from the Alaska Department of Natural Resources for the Off-Road Vehicle Park CIP. These funds would be used for phase two of the project, which is continuing to construct the Lower Loop and South Loop trails. The local match requirement would be met by previously appropriated funds in the project.

The Systemic Racism Review Committee reviewed this ordinance at its July 29, 2025 meeting. The Public Works and Facilities Committee will reviewed this request at the August 4, 2025, meeting.

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

Public Comment - None

Assembly Action

MOTION by Mr. Steininger to adopt Ordinance 2024-01(b)(BA) An Ordinance Appropriating \$299,970 to the Manager for the Off-Road Vehicle Park Capital Improvement Project; Grant Funding Provided by the Alaska Department of Natural Resources, Recreational Trails Program. *Hearing no objection, the motion was adopted by unanimous consent.*

7. Ordinance 2025-01(b)(E) An Ordinance Transferring \$3,500,000 from CIP H51-113 Waterfront Seawalk to P41-105 Marine Park Improvements.

This ordinance would transfer \$3,500,000 of State Marine Passenger Fee funds from the Waterfront Seawalk CIP to the Marine Park Improvements CIP. This transfer would provide funding for the most recent project estimate. The current project work is estimated to be \$10.25 million. Sufficient funds will remain in the Waterfront Seawalk CIP for currently anticipated work. The Marine Park Improvements CIP is an eligible use of passenger fees.

The Public Works and Facilities Committee reviewed this request at the June 2, 2025, meeting. The Systemic Racism Review Committee reviewed this ordinance at its July 29, 2025, meeting.

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

Public Comment

Heather Marlow, an Auke Bay resident, testified in support of expanding the project scope, particularly to improve pedestrian circulation and prioritize the Seawalk as a critical evacuation route.

Assembly Action

MOTION by Ms. Hall to adopt Ordinance 2025-01(b)(E), An Ordinance Transferring \$3,500,000 from CIP H51-113 Waterfront Seawalk to P41-105 Marine Park Improvements.

Clerk Note: Mayor Weldon handed the gavel to Mr. Bryson.

OBJECTION by Mayor Weldon for the purposes of offering an amendment.

AMENDMENT #1 Mayor Weldon proposed an amendment to refer the ordinance back to the Public Works and Facilities Committee (PWFC) due to concerns about the high project cost and requested unanimous consent. Hearing no objection, the amendment was adopted by unanimous consent.

Hearing no further objection, the main motion, as amended, was also adopted by unanimous consent.

J. UNFINISHED BUSINESS - None

K. NEW BUSINESS - None

L. STAFF REPORTS – None

M. ASSEMBLY REPORTS

1. Mayor's Report

Mayor Weldon thanked staff for the flood response, noting ongoing short- and long-term efforts. She attended the Coast Guard commissioning event, recognizing Juneau as the 35th Coast Guard City, and congratulated Andreas Delgado on his hire as Airport Manager.

2. Committee, Liaison Reports, Assemblymember Comments and Questions

A) Short-Term Rental Task Force (STRTF) Report to Assembly

Committee of the Whole - None

Finance Committee: Ms. Woll reported on discussions regarding integrating Eaglecrest into the city pay scale and setting Finance Committee goals. Future topics may include tax exemptions and further Eaglecrest discussion.

Lands, Housing, and Economic Development: Mr. Bryson introduced the new Assistant Lands Manager, John King. The committee received updates on Title 19, a CDD presentation by Joseph Myers, and a status report on the Ridgeview project.

Short-Term Rental Task Force: Mr. Bryson summarized the Task Force's work, highlighting closely split votes and challenges reaching consensus. A key outcome was successful implementation of marketplace facilitator sales tax collection (e.g., Airbnb, VRBO). Other recommendations included exploring permit fees, potential caps on the number of rentals, and using STR revenue for housing development. Mr. Barr noted the need for potential legal assistance to enforce compliance and stressed that future policy direction depends on

Assembly interest. Ms. Woll expressed intent to bring the topic to a future Committee of the Whole meeting.

Liaison Reports

Mr. Bryson reported attending the Storis commissioning, the Sullivan flood debrief, and an Eagle Scout ceremony.

Ms. Woll noted the Planning Commission's approval of the West Juneau Area Plan and expressed gratitude for flood response efforts.

Ms. Adkison had no liaison updates due to delayed meetings but praised the coordination and preparedness during the flood.

Mr. Steininger shared updates from the Eaglecrest Board and Parks & Rec, including discussions on the city pay scale and community recreation projects. He also thanked staff and responders for reducing stress and protecting residents during the flood.

Ms. Hall reported on the Juneau Commission on Aging, noting potential public access to Murray Drake and an upcoming AARP "Design for Life" workshop. She also provided flood-related updates from View Drive residents and Juneau schools.

Mr. Kelly shared updates from CSWA an informal housing task force focused on treatment and alternatives to dispersed camping. He emphasized appreciation for community-wide efforts during the flood and the continued need for coordinated action.

3. Presiding Officer Reports - None

N. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None

Clerk Note: A resident, Mr. Phil Moser who signed up for public comment, was no longer in attendance.

O. EXECUTIVE SESSION - None

P. SUPPLEMENTAL MATERIALS

1. 2025-07-28_Regular-Assembly-Meeting_Minutes-DRAFT

Q. INSTRUCTION FOR PUBLIC PARTICIPATION

The public may participate in person or via Zoom webinar. Testimony time will be limited by the Mayor based on the number of participants. **Members of the public that want to provide oral testimony via remote participation must notify the Municipal Clerk prior to 4pm the day of the meeting by calling 907-586-5278 and indicating the topic(s) upon which they wish to testify.** For in-person participation at the meeting, a sign-up sheet will be made available at the back of the Chambers and advance sign-up is not required. Members of the public are encouraged to send their comments in advance of the meeting to BoroughAssembly@juneau.gov.

R. ADJOURNMENT

There being no further business the Assembly the meeting was adjourned at 8:42p.m.

Signed: _____

Breckan L. Hendricks,
Municipal Clerk

Signed: _____

Beth A. Weldon,
Mayor

Presented by: The Manager
Presented: 09/22/2025
Drafted by: Law Department

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-29

An Ordinance Amending City and Borough of Juneau Code Relating to Reports of Outside Employment by Borough Employees.

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

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

Section 2. Amendment of Section. CBJC 01.45.060, Outside employment restricted, is amended to read:

01.45.060 Outside employment restricted.

(b) A public employee rendering services for compensation or engaging in employment outside the employee's agency shall report prior to commencing such services or employment to their department director and ~~by July 1 of each year thereafter the~~ outside services or employment to the City and Borough attorney who shall maintain the report pursuant to the records retention policy in a public file. The employee shall also report any change in their employee's outside service or employment activity to their department director and the City and Borough attorney when it occurs.

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

Adopted this _____ day of _____, 2025.

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Attest:

Beth A. Weldon, Mayor

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2024-01(b)(BB)

An Ordinance Appropriating \$4,261,464 to the Manager to Fund the City and Borough of Juneau and Bartlett Regional Hospital's Fiscal Year 2025 Public Employees' Retirement System (PERS) Contribution; Funding Provided by the Alaska Department of Administration.

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

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$4,605,480 to fund the City and Borough of Juneau and Bartlett Regional Hospital's fiscal year 2025 Public Employees' Retirement System contribution, distributed as follows:

Bartlett Regional Hospital

Bartlett Regional Hospital	\$ 2,220,943
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City & Borough of Juneau

General Fund:

Finance	\$ 143,166
General Engineering	81,677
Community Development	79,988
Libraries	70,928
Manager's Office	51,670
Information Technology	50,595
Law	47,167
Parks & Landscape	38,347
Human Resources	21,788
Clerk's Office	14,387
Arboretum	4,204
RecycleWorks	3,773
Print Shop	2,714
Total General Fund	\$ 610,404

Special Revenue Funds:

Police	\$ 391,482
Capital City Fire	257,261
Capital Transit	123,191
Parks & Recreation	111,300
Streets	78,169
Eaglecrest Ski Area	30,512
Lands & Resources	8,381

Total Special Revenue Funds	\$ 1,000,296
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Enterprise Funds:

Airport	\$ 102,735
Wastewater	102,659
Water	50,780
Harbors	49,129
Docks	38,712

Total Enterprise Funds	\$ 344,015
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Internal Service Funds:

Facilities Maintenance	\$ 44,641
Public Works Fleet	21,297
Self-Insurance	19,868

Total Internal Service Funds	\$ 85,806
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Total City & Borough of Juneau	\$ 2,040,521
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<u>Total Appropriation</u>	<u>\$ 4,261,464</u>
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Section 3. Source of Funds

Alaska Department of Administration	\$ 4,261,464
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this ____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(H)

An Ordinance Appropriating \$1,857,300 to the Manager for the City and Borough of Juneau's Fiscal Year 2026 Marine Engineers Beneficial Association (MEBA) and Unrepresented Employee Negotiated Wage Increases; Funding Provided by Various Sources.

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

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$1,857,300 for the City and Borough of Juneau's fiscal year 2026 Marine Engineers Beneficial Association (MEBA) and Unrepresented Employee negotiated wage increases, distributed as follows:

General Governmental Funds:

Administration:

City Manager	\$ 47,700
City Clerk	16,200
Information Technology	50,800

Community Development	91,600
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Engineering and Public Works:

Engineering	82,900
RecycleWorks	4,500
Streets	99,800
Transit	174,600

Finance	168,100
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Fire/Emergency Medical Services	40,100
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Human Resources	21,900
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Law	36,200
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Libraries	88,600
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Parks and Recreation:

Administration and Recreation	49,700
Arboretum	5,900
Aquatics	51,800
Parks and Landscape	59,100
Youth Services	80,200

Police	76,500
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Total General Governmental Funds	<u>\$ 1,246,200</u>
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Special Revenue Funds:

Downtown Parking	800
Lands and Resources	<u>10,700</u>
Total Special Revenue Funds	<u>\$ 11,500</u>

Enterprise Funds:

Airport	143,200
Docks	53,300
Harbors	86,400
Wastewater	131,700
Water	<u>68,800</u>
Total Enterprise Funds	<u>\$ 483,400</u>

Internal Service Funds:

Facilities Maintenance	63,100
Public Works Fleet	29,500
Risk Management	<u>23,600</u>
Total Internal Service Funds	<u>\$ 116,200</u>

Total Appropriation **\$ 1,857,300**

Section 3. Source of Funds

General Funds	\$ 1,246,200
Airport Funds	143,200
Wastewater Funds	131,700
Harbors Funds	86,400
Water Funds	68,800
Facilities Maintenance Funds	63,100
Docks Funds	53,300
Fleet Funds	29,500
Risk Management Funds	23,600
Lands & Resources Funds	10,700
Downtown Parking Funds	800

Total Source of Funds **\$ 1,857,300**

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

Adopted this ____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(J)

An Ordinance Appropriating \$125,000 to the Manager for Fiscal Year 2026 Cold Weather Emergency Shelter Operations; Funding Provided by General Funds.

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

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$125,000 for fiscal year 2026 cold weather emergency shelter operations.

Section 3. Source of Funds

General Funds	\$ 125,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(L)

An Ordinance Appropriating \$15,000 to the Manager for the Departure Lounge ADA Elevator Capital Improvement Project; Funding Provided by Airport Capital Reserve Funds.

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

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$15,000 as funding for the Departure Lounge ADA Elevator Capital Improvement Project (A50-115).

Section 3. Source of Funds

Airport Capital Reserve Funds	\$ 15,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(M)

An Ordinance Appropriating \$762,900 to the Manager for Renovations to Support the Capital City Fire and Rescue Sobering Center at the St. Vincent de Paul Teal Street Facility; Funding Provided by General Funds and Hospital Funds.

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

WHEREAS, the St. Vincent de Paul Teal Street facility requires significant structural rehabilitation to improve the experience and safety for both clients and employees in order to continue operations of the Capital City Fire and Rescue Sobering Center; and

WHEREAS, this ordinance would provide for capital improvements to adapt the St. Vincent de Paul Teal Street facility for the Sobering Center's long-term operational needs; and

WHEREAS, it is the Assembly's intent that up to \$290,000 of the General Fund appropriation be derived from National Opioid Settlement funds; and

WHEREAS, it is the further intent of the Assembly that the Bartlett Regional Hospital-funded portion of this appropriation be applied toward the voluntary repayment of the \$2 million grant issued to the hospital in fiscal year 2024.

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$762,900 for renovations to support the Capital City Fire and Rescue Sobering Center at the St. Vincent de Paul Teal Street facility.

Section 3. Source of Funds

General Funds	\$ 290,000
Hospital Funds	\$ 472,900

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

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(N)

An Ordinance Appropriating \$762,900 to the Manager for Renovations to Support the Capital City Fire and Rescue Sobering Center at the St. Vincent de Paul Teal Street Facility; Funding Provided by Hospital Funds.

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

WHEREAS, the St. Vincent de Paul Teal Street facility requires significant structural rehabilitation to improve the experience and safety for both clients and employees in order to continue operations of the Capital City Fire and Rescue Sobering Center; and

WHEREAS, this ordinance would provide for capital improvements to adapt the St. Vincent de Paul Teal Street facility for the Sobering Center's long-term operational needs; and

WHEREAS, it is the intent of the Assembly that the amount of this appropriation be applied toward the voluntary repayment of the \$2 million grant issued to the hospital in fiscal year 2024.

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$762,900 for renovations to support the Capital City Fire and Rescue Sobering Center at the St. Vincent de Paul Teal Street facility.

Section 3. Source of Funds

Hospital Funds	\$ 762,900
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(O)

An Ordinance Appropriating \$25,000 to the Manager for the Air Traffic Control Tower Capital Improvement Project; Funding Provided by Airport Capital Reserve Funds.

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

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$25,000 for the Air Traffic Control Tower Improvements Capital Improvement Project (A50-117).

Section 3. Source of Funds

Airport Capital Reserve Funds	\$ 25,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk



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

TO: Mayor Weldon and Assembly
FROM: Rob Dumouchel, Special Project Planning Manager
THROUGH: Katie Koester, City Manager
DATE: September 22, 2025
RE: Title 49 Phase 1 Text Amendments, Second Wave

This memo is a brief overview of the amendments contained within Phase 1 Wave 2 (P1W2) of the Title 49 Rewrite Project. The proposed ordinance touches on reasonable accommodations, zoning maps, subdivisions on arterials, and some general housekeeping items. A separate ordinance addressing marijuana regulations will follow in the very near future. The table below describes each element of P1W2 at a high level, more in-depth memos for each major topic follow this memo.

Topic	Code Sections	Overview of Changes
Reasonable Accommodation	Creates: 49.15.170 – Reasonable Accommodations Edits: 49.80.120 – Definitions	Creates a section governing Reasonable Accommodations to land use code requirements to help CBJ comply with Federal Fair Housing Act regulations for individuals with disabilities
Zoning Maps	Edits: 49.25.110 – Zoning Maps	Modernizes the zoning map code and allows a digital map to be the "official zoning map" of CBJ
Subdivisions on Arterials	Edits: 49.35.210 – Street System	Removes the requirement that all parcels subdivided along arterials, regardless of underlying zone district, must meet minimum lot size standards for the D1 zone district (36,000 square feet)
Housekeeping	Edits: 49.05.100 – Purpose and Intent (General Provisions); 49.10.520 – Meetings (Community Development Director); 49.15.401 – Minor Subdivisions; 49.15.404 – Public Way Vacations; 49.15.411 – Preliminary Plat Requirements; 49.70.130 – Concept Review (New Growth Areas); 49.80.120 - Definitions	Removes references to the coastal management program and subdivision review committee which no longer exist; removes a reference to landslide areas that was missed by Ordinance 2023-18(am)

The Ad Hoc Title 49 Advisory Committee was presented a group of concepts for P1W2 inclusion at their February 13, 2025 meeting. The topics in this proposed text amendment were selected from that list, researched, and preliminary drafts written in house. The Title 49 contract attorney reviewed and updated the drafts in collaboration with staff. The Planning Commission and Title 49 Advisory Committee will have an opportunity to review the proposed language before the Assembly considers the text amendment for adoption.

Staff Recommendation: Introduce ordinance with proposed text amendments to Title 49 and refer to the Planning Commission for a review to be completed within 60 days.

Attachments:

- Memo: Reasonable Accommodation in Zoning & Land Use for Individuals with Disabilities
- Memo: Zoning Map Code Modernization
- Memo: Minimum Lot Sizes for Arterial Subdivisions



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

TO: Mayor Weldon and Assembly
FROM: Rob Dumouchel, Special Project Planning Manager
THROUGH: Katie Koester, City Manager
DATE: September 22, 2025
RE: Reasonable Accommodation in Zoning & Land Use for Individuals with Disabilities

Reasonable accommodation for individuals with disabilities has become a common component of modern zoning codes. This trend is mainly driven by the Federal Fair Housing Act¹. I do not believe that it is common for Title 49 – Land Use code to create barriers to housing development for individuals with disabilities in Juneau, however, it is important to create a mechanism for the Community Development Director and Planning Commission to grant reasonable accommodations when necessary to stay compliant with federal law while also advancing multiple Assembly goals.²

The Fair Housing Act prohibits housing practices that discriminate against individuals on the basis of disability,³ among many other factors. Zoning and land use regulations can create barriers to a person with a disability having equal opportunity to housing. Providing individuals or groups of individuals with disabilities a mechanism for requesting reasonable accommodations from the City and Borough's land use provisions ensures that these individuals have equal access to housing within the City and Borough and protects the City and Borough from costly allegations of violations of federal law.

A reasonable accommodation is a reasonable change, exception, or adjustment to a rule, policy, practice or service that is necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. A simple example of a reasonable accommodation is granting a reduced front setback and/or increase in lot coverage in a residential zone to allow for the construction of a wheelchair ramp to access the front door of an existing home where doing so is reasonable. This type of accommodation may be reasonable in one area but not another depending upon the purpose served by the setbacks. Thus, having a permitting process that authorizes the Director to consider the requested accommodation, and the reasonableness and necessity of that accommodation, ensures that the City and Borough is protecting the rights of individuals or groups of individuals with a disability to have equal access to housing within the City and Borough's borders.

The Fair Housing Act does not require local governments to create formal processes for reasonable accommodations; however, the Department of Justice (DOJ) and the Department of Housing and Urban Development (HUD) strongly encourage adopting specific procedures and ensuring that they are publicized appropriately. Many modern zoning codes are including explicit reasonable accommodation sections to ensure that there are clear guidelines for both staff and the public to navigate requests. Because reasonable

¹ 42 U.S.C. §§ 3601-19

² **Related Assembly Goals:** Housing – Assure adequate and affordable housing for all CBJ residents; Community Wellness, and Public Safety – Juneau is safe and welcoming for all citizens; and, Sustainable Community – Juneau will maintain a resilient social, economic, and environmental habitat for existing population and future generations.

³ According to a 2016 interpretation of the Fair Housing Act by the Department of Housing and Urban Development and the Department of Justice (<https://www.justice.gov/opa/file/912366/dl>), a person with a disability includes individuals with a physical or mental impairment that substantially limits one or more major life activities. A “physical or mental impairment” includes, but is not limited to, diseases and conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV infection, developmental disabilities, mental illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance), and alcoholism.

accommodations are driven by unique circumstances related to an individual's disability and characteristics of the property and regulations in question, they must be determined on a case-by-case basis.

A local government is not obligated to accept a suggested reasonable accommodation if it would impose an undue financial and administrative burden or fundamentally alter the local government's zoning. When a proposed reasonable accommodation is rejected, the local government should work with the requestor to determine if there is an alternative that would address the disability-related barrier to use of a dwelling.

Proposal Highlights

The proposed text amendment would create section **49.15.170 – Reasonable Accommodations**. The section includes the following:

- Description of the purpose of the section which is to allow modifications to development regulations to support equal access to housing for people with disabilities in compliance with the Fair Housing Act when certain criteria are met.
- A framework for eligibility to request a reasonable accommodation and the criteria that the CDD Director must consider when reviewing an application for reasonable accommodation.
- A right to appeal the CDD Director's determination of a reasonable accommodation to the Planning Commission and authority for such an appeal to be consolidated with any other permit applications on the same property before the Commission.

Additionally, a definition for "reasonable accommodation" will be created within **49.80.120 - Definitions**.



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

TO: Mayor Weldon and Assembly
FROM: Rob Dumouchel, Special Project Planning Manager
THROUGH: Katie Koester, City Manager
DATE: September 22, 2025
RE: Zoning Map Code Modernization

The zoning map is very important to the development process. Currently, the official zoning map is referenced as a 184-page atlas. In practice, property owners and developers are referring to CBJ's online digital GIS maps to research zoning information for specific parcels, not the paper atlas referred to in code. The divergence between code and practice is a vulnerability where potential differences between the GIS map and the atlas could lead to confusion at best, and expensive legal conflict in the worst-case scenario. Additionally, the reference to all of the City and Borough's maps, whether digital or in hard copy, as the "official zoning map" potentially creates confusion and increases the burden placed on the City to ensure all of the maps are updated contemporaneously. The purpose of an "official zoning map" is to have one map that shows the boundaries of each zoning district. This can be accomplished on a single map, especially when using GIS technology.

The intent of the amendments to **49.25.110 – Zoning maps** is to modernize and clarify the Code, allowing for a digital GIS map to be the "official" CBJ zoning map and ensuring that there is one map that reflects City and Borough zoning district boundaries. The modernization of zoning maps with digital replacements for paper maps is slowly becoming more common throughout the United States and Alaska. In Alaska, the Ketchikan Gateway Borough elected to move to a digital official zoning map in 2022 as part of a zoning code rewrite.

While the medium is proposed to change, it's important to note that processes that impact the map, like rezonings, remain the same.

An additional consideration while we are focusing on regarding zoning maps is ensuring that there are efficient mechanisms for maintenance and corrections by Community Development staff. This is particularly important in Juneau due to the dynamic nature of our physical geography. Many geologic and hydrologic processes are creating and destroying land through isostatic rebound, river meanders, silt accretion along waterways, erosion, landslides, etc. There needs to be mechanisms in code that allow staff to account for changes to the land that extend or contract the existing boundaries of platted parcels. Additionally, with the improvements to **49.70.720 – Zoning upgrade (Transition Zones)**, we need to ensure that the official zoning map can be updated to reflect upgraded transition zoned parcels without having to send the changes to the Planning Commission for review which would defeat the purpose of the recent amendment to the transition zone section. The proposed changes preserve the ability to change the map so long as those changes are performed in accordance with the law.



City & Borough Manager's Office
155 Heritage Way
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Mayor Weldon and Assembly
FROM: Rob Dumouchel, Special Project Planning Manager
THROUGH: Katie Koester, City Manager
DATE: September 22, 2025
RE: Minimum Lot Sizes for Arterial Subdivisions

Minimum lot sizes for subdivisions on arterials are impeding the reasonable development of housing in Juneau. A solution was proposed in 2023, but it was not adopted. This amendment resurrects that proposal and brings it to the Assembly for consideration.

Feedback from the Community Development team is that the current rules for the minimum lot size of a subdivision along an arterial have been a frequent barrier to property owners who wish to subdivide their land to build new housing. Under **49.35.210(3)(A)**, all resultant lots from a subdivision, regardless of its underlying zone district, must be a minimum of 36,000 square feet (the minimum size in D-1). This is incredibly restrictive. It requires, at a minimum, that a parcel be 72,000 square feet to be considered for subdivision into two lots.¹

The Community Development Department and the Planning Commission identified minimum lot sizes on arterials as a barrier to housing and reviewed a proposed amendment in August of 2023. That amendment never made it to the Assembly as an ordinance for a vote, and the barrier remains.

Proposal Highlights

The proposal includes the following:

- Allowing the underlying zone district to govern the minimum lot size for a subdivision on an arterial street.
- Allowing the subdivided lots' access to be determined by the owner of the right-of-way (CBJ or Alaska Department of Transportation).
- Defining arterial and connector streets and "major" and "minor" streets. These definitions make the section more user-friendly and accessible and eliminate any confusion.

Future Considerations:

The original proposal that inspired this text amendment (case AME2023 0003) included changes to private shared access standards. Those changes will be reviewed and included in a future wave for consideration.

Additionally, in a future wave, a proposal will be brought forward to remove **Chapter 49.35 – Public and Private Improvements** from Title 49 and place it in a new title along with **Chapter 49.15 Article IV – Subdivisions** and **Chapter 49.55 – Financial Responsibility**. These existing portions of Title 49 are not zoning concerns and would be more appropriately administered as a separate title.

¹ Minimum lot sizes in residential zone districts are as follows: RR, 36,000 sq. ft.; D-1, 36,000 sq. ft.; D-3, 12,000 sq. ft.; D-5, 7,000 sq. ft.; D-10 SF, 3,600 sq. ft.; D-10, 6,000 sq. ft.; D-15, 5,000 sq. ft.; D-18, 5,000 sq. ft.

Presented by: The Manager
Presented: 09/22/2025
Drafted by: Birch Horton

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-40

An Ordinance Amending Title 49 Land Use Code Relating to Reasonable Accommodation, Zoning Maps, Subdivisions on Arterials, And Remove References to Committees and Programs No Longer in Existence.

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

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

Section 2. Amendment of Section. CBJC 49.05.100, Purpose and intent, is amended to read as follows:

49.05.100 Purpose and intent.

The several purposes of this title are:

- (1) To achieve the goals and objectives, and implement the policies, of the Juneau comprehensive plan, ~~and coastal management program;~~
- (2) To ensure that future growth and development in the City and Borough is in accord with the values of its residents;
- (3) To identify and secure, for present and future residents, the beneficial impacts of growth while minimizing the negative impacts;
- (4) To ensure that future growth is of the appropriate type, design and location, and is served by a proper range of public services and facilities such as water, sewage, and electrical distribution systems, transportation, schools, parks and

1
2 other public requirements, and in general to promote public health, safety and
3 general welfare;

4 (5) To provide adequate open space for light and air; and

5 (6) To recognize the economic value of land and encourage its proper and beneficial
6 use.

7
8 **Section 3. Amendment of Section.** CBJC 49.10.520, Meetings, is amended to read
9 as follows:

10 **49.10.520 Meetings.**

11 The director or the director's designee should attend all regular and special commission
12 meetings, committee of the whole meetings, ~~and subdivision review committee meetings~~, as well
13 as any public hearing or public meeting of the commission.

14 **Section 4. Amendment of Chapter.** Chapter 49.15, Permits, is amended to add the
15 following section:

16 **CHAPTER 49.15 PERMITS**

17 ***

18 **49.15.170 Reasonable accommodation.**

19
20 (a) *Purpose.* The purpose of this section is to authorize the director to permit reasonable
21 accommodations in land use and zoning regulations necessary to provide persons with
22 disabilities equal access to housing consistent with the Federal Fair Housing Act (42
23 U.S.C. § 3601 et seq.).

24 (b) *Application.* A property owner may request a change or exemption from the
25 requirements of Title 49 of this code if the change or exemption is reasonable and
necessary to provide an individual or individuals with disabilities equal access to

housing consistent with the Federal Fair Housing Act. A request for a change or exemption under this section may only be granted if the following are met:

- (1) A completed application requesting a change or exemption under this section is filed with the Department on a form provided by the Department; and
- (2) The application required in this section is filed with any required fees, scale-drawn site plans and floor plans, and any other materials required by the Department at the time the application is submitted.

(c) *Review authority.*

- (1) The Director has authority to grant or deny an application for accommodation under this section when the director determines doing so is reasonable and necessary to provide an individual or individuals with disabilities equal access to housing consistent with the Federal Fair Housing Act.
- (2) Reasonable accommodation determinations made by the director may be appealed to the Planning Commission pursuant to chapter 49.20 of this code. An appeal of a reasonable accommodation determination under this section may be consolidated with the Commission's consideration of other permit applications for the same property.

(d) *Review procedure.*

- (1) *Time period.* The Director shall grant, grant with conditions or deny an application under this section within 45 days of receiving a complete application.
- (2) *Information.* If necessary to reach a determination under this section, the Director may request further information from the applicant consistent with law.

1
2 If a request for additional information is made, the 45-day period to issue a
3 decision is stayed until the applicant submits the requested information.

4 (c) *Criteria.* The Director may grant a reasonable accommodation under this section if the
5 director finds that the applicant has demonstrated that the following criteria are
6 substantially met:

- 7
8 (1) The requested accommodation is necessary to provide an individual or group of
9 individuals with a qualifying disability equal access to housing consistent with
10 the Federal Fair Housing Act.
- 11 (2) There is no reasonable alternative accommodation that would provide the
12 individual or group of individuals with a qualifying disability equal access to
13 housing consistent with the Federal Fair Housing Act.
- 14 (3) The accommodation requested does not negatively impact neighboring property
15 in the City and Borough or any negative impact is outweighed by the harm to the
16 individuals or group of individuals for which the accommodation has been sought
- 17 (4) The accommodation is narrowly tailored to the need of the individual or group of
18 individuals with the qualifying disability.
- 19 (5) The accommodation does not place an undue financial or administrative burden
20 on the City and Borough.
- 21 (6) The accommodation does not violate the City and Borough of Juneau
22 Comprehensive Plan unless the failure to grant the accommodation otherwise
23 constitutes a violation of applicable law.
24
25

- 1
- 2 (7) The accommodation will not result in a concentration of uses otherwise not
- 3 allowed in a residential neighborhood to the substantial detriment of the
- 4 residential character of that neighborhood.

5 ***

6 **Section 5. Amendment of Section.** CBJC 49.15.401, Minor subdivisions, is

7 amended to read:

8 **49.15.401 Minor subdivisions.**

9 ***

- 10 (c) *Preliminary plat.* The directory shall be responsible for review and approval of the
- 11 application for a preliminary plat.

- 12 (1) An applicant for a preliminary plat shall submit an application on a form
- 13 provided by the department, accompanied by a draft preliminary plat and the
- 14 appropriate fee. The draft plat shall meet the standards set forth in CBJ
- 15 49.15.411.
- 16 (2) For subdivisions of four or fewer lots, the department shall mail written notice of
- 17 the application to the owners of abutting property following the director's
- 18 determination that the application is complete. For subdivisions of five to 13 lots,
- 19 the department shall mail notice of the application to the owners of record of all
- 20 property, and all neighborhood associations listed with the municipal clerk in
- 21 accordance with CBJ 11.35, located within 500 feet of the property being
- 22 subdivided, following the director's determination that the application is
- 23 complete. The actual cost of mailing shall be paid by the applicant.

- 24 (3) ~~The director may request review by the subdivision review committee.~~ Reserved.

25 ***

Section 6. Amendment of Section. CBJC 49.15.404, Public way vacations, is amended to read:

49.15.404 Public way vacations.

(d) Commission review process.

- (1) After determining the application is complete, the department shall provide public notice consistent with CBJ 49.15.230.
- (2) The director may transmit copies to other public or private entities that may have an interest in the proposal for their comments.
- (3) The director of engineering and public works shall review the application and present written comments, including any recommended conditions of approval, to the director of community development.
- ~~(4) The director or applicant may request review and comment by the subdivision review committee.~~

Section 7. Amendment of Section. CBJC 49.15.411, Preliminary plat requirements, is amended to read:

49.15.411 Preliminary plat requirements.

- (i) Additional mapping or reports. If required by this title or by the director, the following additional mapping or reports shall be submitted with the preliminary plat:
 - (1) Any portion of a special flood hazard area, ~~landslide or~~ avalanche area, habitat area as defined by CBJ 49.70.310, or watersheds, either existing at the proposed

subdivision site or shown on the overlay maps, adopted pursuant to this title, to exist at the proposed subdivision site, must be depicted on the preliminary plat;

Section 8. Amendment of Section. CBJC 49.25.110, Zoning maps, is amended to read:

49.25.110 Official ~~z~~Zoning maps.

- (a) *Adopted.* The maps ~~contained in the atlas~~ publicly available on or through the City and Borough's website entitled "Zoning Map of the City and Borough of Juneau, Alaska," dated June 5, 2006, and consisting of sheets 1-184, as the same may be amended from time to time by the assembly by ordinance, are adopted and made a part of this title. shall constitute the official zoning map of the City and Borough.
- (b) *Changes to the official zoning map.* Changes made in zoning district boundaries or other matters portrayed on the official zoning map shall be made only by the director or the director's designee and only to reflect lawfully adopted changes.
- (c) *Naturally-occurring changes to the land.* The director may revise the official zoning map to reflect changes to zoning district boundaries that result from naturally occurring changes to the land, including but not limited to erosion, avulsion or accretion. Changes to the zoning map arising from naturally occurring changes to the land are exempt from the amendment procedures in this code.
- (~~b~~d) *Maintained on file.* All versions of the~~The~~ official zoning maps shall be retained by the City and Borough in accordance with the City and Borough retention schedule ~~remain on file in the department and shall be identified by signatures of the City and Borough municipal clerk and mayor.~~

- 1
- 2 ~~(e) *Amendment.* If, in accordance with provisions of this chapter, changes are made in the~~
- 3 ~~district classification, such changes shall be entered on the official zoning map promptly~~
- 4 ~~after the amendment has been adopted by the assembly by ordinance~~
- 5 ~~(de) *Final authority.* The official zoning map shall be the final authority as to the current~~
- 6 ~~zoning status of land in the City and Borough, regardless of the existence of copies of the~~
- 7 ~~official zoning maps which may be published from time to time.~~
- 8
- 9 ~~(e) *Replacement of official map.* In the event that the official zoning map becomes damaged,~~
- 10 ~~destroyed, lost or difficult to interpret because of the nature or number of changes and~~
- 11 ~~additions, the assembly may by resolution adopt a new copy of the official zoning map,~~
- 12 ~~which shall supersede the prior copy of the official zoning map, but no such replacement~~
- 13 ~~shall have the effect of amending the contents or meaning of the original zoning map. The~~
- 14 ~~prior map or any significant parts thereof remaining shall be preserved, together with all~~
- 15 ~~available records pertaining to its adoption or amendment.~~
- 16 (f) District boundary lines. Except where reference is made on the zoning map to a street
- 17 line, political boundary or other designated line, the district boundary lines are intended
- 18 to follow property lines, centerlines of streets, alleys, streams, or the extension of such
- 19 lines as they existed on the date of adoption of the ordinance codified in this title.
- 20
- 21 (g) *Public way vacations.* Whenever any street, alley or other public way is vacated as
- 22 provided by CBJ 49.15.404, the zoning districts adjoining the side of such public way shall
- 23 automatically be extended to follow property lines legally created by such vacation.
- 24 (h) *Tidelands.* Areas under water or tidelands which are not shown as included within any
- 25 district shall be subject to the regulation of the adjacent district.

Section 9. Amendment of Section. CBJC 49.35.210, Street system, is amended to read:

49.35.210 Street system.

(a) *[in general.]* Subdivision street systems shall be designed for the most advantageous development of the entire neighborhood area and shall meet the following criteria:

- (1) The street system shall provide for connecting streets into adjoining unsubdivided lands.
- (2) Subdivision street systems shall be designed to maximize the number of connecting streets in a given area in order to reduce the volume of traffic and traffic delays on major streets (arterials and major collectors), to minimize bypass and through trips on residential streets, and to increase the number of local street connections facilitating safer bicycle and pedestrian travel.
- (3) Traffic calming should be taken into account in street layout and design.
- (4) For purposes of this section, “arterial street” means a street or road that carries traffic between different areas of the City and Borough. “Collector street” means a street or road that is designed to collect traffic from neighborhood streets and channel it towards major and minor arterial streets. A “major” street means a street or road that has high volumes of traffic. A “minor” street has low volumes of traffic.

(b) *Major and minor arterials.* Except as provided in subsection (c) of this section, if a new subdivision involves frontage along a major or minor arterial street, the following criteria must be met:

(1) ~~No lots shall access directly onto the arterial street and the~~ The plat shall note ~~this restriction that no lots shall access directly onto the arterial street; and~~

(2) Access shall be provided onto an interior access street or a separate frontage road.

(3c) Minor arterial access exception. A parcel of land with less than 500 feet of frontage on a street, or with less than 350 feet in depth may be subdivided so as to allow access directly onto a minor arterial street if all of the following conditions are met:

(1)(A) ~~All of the resulting lots must meet the minimum lot area standard for a single-family dwelling in the D-1~~ the underlying zoning district ~~(36,000 square feet).~~

(2)(B) ~~All of the lots must share a common access point~~ unless the owner of a right-of-way approves an alternative access point onto that right-of-way. ~~and further subdivision of the newly created lots is not allowed.~~

(3)(C) ~~Common access to all lots is required and back out parking is prohibited.~~ The applicant must submit a plan that ~~shows the feasibility of~~ includes off-street parking for all lots that does not require or promote parking that would result in a vehicle backing up onto an arterial street and provides for an adequate area for a turnaround to prevent back out parking.

(D) ~~The applicant must provide assurance in the form of an easement, plat note, and a maintenance agreement that is recorded with the subdivision, all of which must be acceptable to~~ and approved by the director, that ~~ensures the requireds~~ that common access will be constructed and maintained by the property owners.

(4)(D) The proposed subdivision must meet all other applicable subdivision standards and requirements.

(de) *Collector streets, general.* Collector streets in adjoining subdivisions shall be continued in the new subdivision as needed.

(1) *Major collectors.* Except as provided ~~in subsection (C) of~~ otherwise in this section, if a new subdivision involves frontage along a major collector street, the following criteria shall be met:

(A) The plat shall note that no lots shall access directly onto the major collector.

(B) Access shall be provided onto an interior access street or a separate frontage road.

~~(2C) Exception~~ a parcel of land with less than 500 feet of frontage or less than 350 feet of depth may be subdivided so as to allow access directly onto a major collector street.

~~(32)~~ *Minor collectors.* Access for lots is allowed directly onto minor collector streets if no other restrictions apply.

Section 10. Amendment of Section. CBJC 49.70.130, Concept review, is amended to read:

49.70.130 Concept review.

~~(d) Subdivision review committee. Prior to formal submittal, the master plan shall be reviewed for conceptual approval by the subdivision review committee of the commission.~~

Section 11. Amendment of Section. CBJC 49.80.120, Definitions, is amended to read:

49.80.120 Definitions.

~~Coastal zone means the area subject to the policies of this title as depicted on JCMP Map 1.~~

~~*Juneau Coastal Management Program* or *JCMP* mean the coastal management program for the City and Borough.~~

Reasonable accommodation means an adjustment or exception to a law, rule, policy, practice, or service that is necessary to afford an individual or a group of individuals with a disability equal opportunity to use and enjoy a dwelling, or to participate in and benefit from a program, service, or activity, as required under the Fair Housing Act, the Americans with Disabilities Act, or other applicable laws.

Section 12. Repeal of Section. CBJC 49.25.120, Districts adjoining water or tidelands, is repealed and incorporated into CBJC 49.25.120, Official zoning maps.

Section 13. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

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2 Attest:

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4 Breckan L. Hendricks, Municipal Clerk
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Presented by: The Manager
Presented: 9/22/2025
Drafted by: Law Department

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-38

An Ordinance Amending Chapter 3.15, Special Offices, to Include Non-Departmental Office Designation.

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

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

Section 2. Amendment of Chapter. Chapter 03.15, Special offices, is amended by creating a new section to read:

CHAPTER 03.15 SPECIAL OFFICES

03.15.070 Non-departmental.

Under general accounting principles, the following non-departmental roles are established:

- (1) Capital funds and capital projects;
- (2) City-wide revenues and expenses, not associated with a specific department, office, or agency; and
- (3) Debt service.

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

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Page 2 of 2

Page 72 of 357

Presented by: The Manager
Introduced: July 28, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(E)(b)

An Ordinance Transferring \$1,800,000 from CIP H51-113 Waterfront Seawalk to P41-105 Marine Park Improvements.

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

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

Section 2. Transfer of Appropriation. It is hereby ordered by the Assembly of the City and Borough of Juneau, Alaska, that \$1,800,000 be transferred:

From: CIP

H51-113	Waterfront Seawalk	(\$ 1,800,000)
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To: CIP

P41-105	Marine Park Improvements	\$ 1,800,000
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Section 3. Source of Funds.

State Marine Passenger Fees	\$ 1,800,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(R)

An Ordinance Transferring \$5,000,000 from CIP D12-051 Capital Civic Center to CIPs D14-105 HESCO Barriers Additional Phases and D24-102 HESCO Maintenance and Repairs.

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

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

Section 2. Transfer of Appropriation. It is hereby ordered by the Assembly of the City and Borough of Juneau, Alaska, that \$5,000,000 be transferred:

From: CIP

D12-051	Capital Civic Center	(\$ 5,000,000)
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To: CIP

D14-105	HESCO Barriers Additional Phases	\$ 4,000,000
D24-102	HESCO Maintenance and Repairs	\$ 1,000,000

Section 3. Source of Funds.

General Funds	\$ 2,500,000
Hotel-Bed Tax	\$ 2,500,000

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

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Presented: 09/22/2025
Drafted by: Law Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 4025

A Resolution Amending the Rate and Fare Structure for the Capital Transit System.

WHEREAS, the Assembly, by Resolution Serial No. 3033, amended the comprehensive rate and fare structure for the Capital Transit System; and

WHEREAS, the Assembly must approve further amendments to the rate and fare structure by Resolution; and

WHEREAS, eligibility requirements for obtaining a VIP Bus Pass and Certificate of Eligibility for ADA Paratransit Service currently requires a licensed physician to certify eligibility; and

WHEREAS, new guidance from the Federal Transit Administration is to allow other health care professionals to make that certification; and

WHEREAS, transit agencies from across the country provide free public transit on election day to make it easier for residents to get to the polls; and

WHEREAS, the Assembly Public Works and Facilities committee reviewed recommended changes at its August 4, 2025, meeting.

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

Section 1. Capital Transit Rates and Fares. Prices in this Section 1 include sales tax. The following rates and fares are established for the Capital Transit System:

A. One-Way Trip Fare. The fare for any one-way trip shall be:

\$2.00 cash or one token or \$1.00 for persons six years of age and older, but under the age of 19.

B. Tokens. Tokens shall be sold in the following units at the following rates:

Twenty tokens for \$31.50.

C. Senior Citizens, Children, and Military Personnel.

- (1) A person over 65 years of age will be exempt from paying Capital Transit fare upon presenting a valid City and Borough of Juneau Senior Sales Tax Exemption identity card upon boarding the bus.
- (2) No charge will be made for a child five years of age and under when that child is accompanied by a passenger more than five years of age.
- (3) No charge will be made for active-duty United States military personnel in uniform or carrying current military identification, but not assigned to permanent duty in Juneau.
- (4) No charge will be made for low-income persons with disabilities, as defined by policies and procedures adopted by the Manager.

D. Monthly Passes. In lieu of a fare, a person may display a pass issued by the City and Borough allowing unlimited use by that person during the month for which it is issued, at a cost of \$40.00 per month.

- (1) The purchase price for students attending the University of Alaska Southeast and taking nine or more hours of credit per semester, or full-time short course students participating in programs with a minimum duration of four weeks, shall be \$20.00 per month. Passes for these students may be purchased only by the University of Alaska Southeast for issuance to and use by students enrolled in the university.
- (2) The purchase price for a youth monthly pass shall be \$12.00 per month. The youth monthly pass shall be used only by persons six years of age and older but under the age of 19.

E. VIP Bus Passes for Persons with Disabilities. Except as provided in Section 1. C. (4) above, persons with disabilities who have applied for and received a VIP Bus Pass issued by Capital Transit or another agency of the City and Borough shall be required to pay the cash fare or purchase a monthly pass at a cost of \$12.00. Persons presenting a VIP Bus Pass and Certificate of Eligibility for ADA Paratransit Service by Capital Transit or another agency of the City and Borough shall be allowed to use the Care-A-Van at no cost. Such persons may be accompanied by one guest and, if so indicated on the VIP Bus Pass, one personal care attendant, each of whom shall travel at no cost.

Those persons so authorized by the receipt of a Certificate of Eligibility for ADA Paratransit Service from another United States community will be afforded the same privileges as persons having a VIP Bus Pass and Certificate of Eligibility for ADA Paratransit Service.

Those persons who represent themselves as able to qualify for a VIP Bus Pass and Certificate of Eligibility for ADA Paratransit Service will be afforded the same privileges as persons having a VIP Bus Pass and Certificate of Eligibility for ADA Paratransit Service for a period of 21 days following their initial use of the Care-A-Van Service.

(1) Eligibility Requirements.

(a) Eligibility requirements for obtaining a VIP Bus Pass.

“Persons with disabilities” generally refers to those persons who, by reason of illness, injury, congenital malfunction, or other permanent or temporary incapacity or disability, including those who are non-ambulatory, wheelchair users, and those with semi-ambulatory capabilities, are unable without special facilities or special planning or design to utilize mass transportation facilities and services as effectively as persons who are not so affected. A person with disabilities who presents proof of one of the following conditions is eligible to obtain a VIP Bus Pass:

- (i) Is currently eligible for social security disability benefits or currently receives supplemental security income benefits due to a disability;
- (ii) Is currently certified by the Veterans Administration at a 40 percent or greater disability level;
- (iii) Has a valid medicare card issued by the Social Security Administration; or
- (iv) Is certified by a licensed physician as eligible.

(b) Eligibility requirements for obtaining a VIP Bus Pass and Certificate of Eligibility for ADA Paratransit Service. A person who is certified by a treating professional who is familiar with the applicant’s disability, including, but not limited to, a physician, physical therapist, occupational therapist, registered nurse, rehabilitation specialist, licensed social worker, optometrist, or psychologist as eligible, as is further certified by a licensed physician as being "ADA Paratransit Eligible" shall be eligible for a VIP Bus Pass and Certificate of Eligibility for ADA Paratransit Service. A certification of ADA paratransit eligibility shall be based upon the applicant's inability to perform one of the following tasks, as attested to by the physician's certification:

- (i) If the person has a disability effecting mobility:

Move 200 feet without the assistance of another person;

Move 1/4 mile without the assistance of another person;

Climb three 12-inch steps without the assistance of another person;
Wait outside without support for 10 minutes.
- (ii) If the person has a cognitive disability:

Give addresses and telephone numbers upon request;

Recognize a destination or landmark;

Deal with unexpected situations, or change in routine;

Ask for, understand, and follow simple directions;

Safely negotiate traffic as a pedestrian.
- (iii) If the person has a visual impairment:

It is certified by an optometrist or ophthalmologist as eligible.

- (2) Temporary VIP bus passes may be issued to persons with disabilities that will last at least three months but no longer than one year.
- (3) Replacement VIP bus passes shall be issued upon payment of a fee of \$2.00.

- F. Experimental Rates. Experimental rates designed to improve the service or utilization, or both, of the Capital Transit System may be instituted if approved for a definite period by the Assembly by motion. The manager shall report to the Assembly on the effects of experimental rates at a time sufficient to allow the Assembly to institute a permanent rate change prior to the end of the experimental period.
- G. Fare Free Election Day. All riders will be exempt from paying Capital Transit fare on Municipal, State, and Federal election days, until 11:59pm on the day of elections.

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

Adopted this _____ of September 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Presented: 09/22/2025
Drafted by: Human Resources

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 4028

A Resolution Amending the City and Borough of Juneau Personnel Rules to Convert Eaglecrest Employees to the City and Borough of Juneau Classification and Compensation System and Implement Changes to Modern Human Resource Practices.

WHEREAS, the Assembly has adopted personnel rules in accordance with CBJC 44.05.050; and

WHEREAS, the personnel rules apply to non-represented employees of the City and Borough of Juneau and to represented employees when the collective bargaining agreement does not apply; and

WHEREAS, the personnel rules occasionally should be updated to reflect modern human resources practices or to address recruitment and retention needs; and

WHEREAS, the Eaglecrest Board of Directors has considered and approved changes to the personnel rules that would convert Eaglecrest employees to the City and Borough of Juneau classification and compensation system; and

WHEREAS, the Eaglecrest Board of Directors has considered and approved parameters to convert current Eaglecrest employees to the City and Borough of Juneau pay plan; and

WHEREAS, the Assembly has approved additional funding for Eaglecrest to address employee compensation; and

WHEREAS, the personnel rules should occasionally be updated to implement changes related to modern human resources practices; and

WHEREAS, the personnel rules are being amended to make the changes necessary to convert the Eaglecrest employees to the City and Borough of Juneau pay plan and other updates to modernize the rules.

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

42 **Section 1.** The Assembly of the City and Borough of Juneau approves the
43 following and hereby modifies the Personnel Rules to reflect the language changes in the
44 attached.
45

46 **Section 2.** The Assembly of the City and Borough of Juneau approves the
47 attached rules to convert current Eaglecrest employees to the City and Borough of Juneau
48 pay plan.
49

50 **Section 3. Effective Date.** This resolution shall be effective immediately after
51 its adoption.
52

53 Adopted this _____ day of _____, 2025.
54
55

56
57 _____
58 Beth A. Weldon, Mayor

59 Attest:
60
61

62 _____
63 Breckan L. Hendricks, Municipal Clerk

RULE 1
POSITION CLASSIFICATION**Section****005. Classification Plan****010. Classification Specifications****015. Use of Classification Titles****020. Allocation of Positions****025. Effective Date of Allocation Actions****1 PR 005. Classification Plan.**

The Human Resources and Risk Management Director shall prepare and maintain a position classification plan which provides for a grouping of all positions in the classified service and the partially exempt service on the basis of typical duties, responsibilities and qualifications. (*Res. No. 2370, 2006*)

1 PR 010. Classification Specifications.

(a) The Human Resources and Risk Management Director shall provide and maintain written specifications for each classification. Each specification for the classified service must include a title, a description of the duties, responsibilities and minimum qualifications. Each specification for the partially exempt service must include a title, a description of the duties, responsibilities and desired qualifications. The duties and responsibilities included in classification specifications are guidelines and are not inclusive of all duties and responsibilities in positions allocated to a particular class.

(b) The statement of minimum qualifications is the minimum education, experience, and other qualifications required of a new appointee to a position in the classification. When minimum qualifications change as a result of federal, state, occupational or professional requirements, current employees in the job classification may be required to meet the new minimum qualifications and shall be given a reasonable time to do so. (*Res. No. 2370, 2006*)

1 PR 015. Use of Classification Titles.

The title of a classification is the official title for every position allocated to that classification. For the purpose of internal management, abbreviations or working titles may be used.

1 PR 020. Allocation of Positions.

(a) The Human Resources and Risk Management Director shall allocate all existing and new positions in the classified service and the partially exempt service to classifications according to established classification specifications.

(b) The department director requesting allocation action shall provide the Human Resources and Risk Management Director with a written description of the duties, responsibilities and authority

assigned to the position. The department director shall also submit other information as may be required by the Human Resources and Risk Management Director and such classification recommendations that are appropriate.

(c) The department director shall provide the Human Resources and Risk Management Director with a revised position description if any change is made which may affect the allocation of a position or the standards for evaluating the performance of the employee occupying the position.

(d) The department director shall provide the incumbent of a position with a copy of the current position description no later than the effective date of the position description.

(e) An employee who considers his or her position improperly allocated may submit a request for allocation to a different classification in writing to his or her immediate supervisor. The immediate supervisor and the department director shall review, and revise if necessary, the employee's position description to assure that the duties and responsibilities of the position are accurately recorded. The department director shall submit the position description to the Human Resources and Risk Management Director for review. The Human Resources and Risk Management Director shall review the position description for proper allocation. Final allocations are subject to budget constraints as determined by the City Manager. This process shall be the sole and exclusive remedy for disputes regarding the allocation of a position or a group of positions. (*Res. No. 2370, 2006; 2422(c), 2007*)

1 PR 025. Effective Date of Allocation Action.

The effective date of any allocation action shall be the first day of the pay period following the date of the action, unless another date is specified.

RULE 2

RECRUITMENT

Section

005. General

010. Announcements

015. Announcement Distribution

020. Recruitment Outside of Juneau

025. Applications

030. Notice to Applicants

2 PR 005. General.

This Rule applies only to the classified service. The Human Resources and Risk Management Director may use whatever methods are appropriate to recruit qualified applicants. Recruitment may be restricted to current employees including general government, Bartlett Regional Memorial Hospital, Airport, Eaglecrest, Harbors, and School District employees. (*Res. No. 2370, 2006; 2422(c), 2007*)

2 PR 010. Announcements.

(a) Recruitment for permanent full time, permanent part time, permanent seasonal, Eaglecrest seasonal, benefited Eaglecrest limited, and long term temporary vacancies must be publicly announced prior to appointment. Part-time limited, non-benefited Eaglecrest limited, short term temporary, preferential appointments made in accordance with 4 PR 006 – 009 and nonpreferential appointments in made accordance with 4 PR 010 – 011 are not subject to public announcement. Vacancies filled through the transfer of a current employee in accordance with 5 PR 035 need not be publicly noticed provided the position to which the employee is transferring from is the same status type as the position the employee is transferring to.

(1) Announcements must be in writing and must include: the title of the position, the department, the division, position status, type of appointment, the pay range or rate, minimum qualifications, typical duties, the dates applications will be accepted, and the place and manner of filing applications. The Human Resources and Risk Management Director may add any additional information believed advisable.

(2) All announcements must be posted for not less than five days, excluding Saturdays, Sundays and those holidays listed in these Rules.

(3) The Human Resources and Risk Management Director may authorize the use of an applicant pool to fill more than one vacancy provided that the additional appointment from the applicant pool occurs within 60 days of the original announcement closing. The additional position to be filled must be in the same job classification and the duties performed shall be reasonably similar to the original vacancy announced. (*Res. No. 2210, 2003; 2370, 2006; 2422(c), 2007; 2500, 2009; 2649, 2013*)

2 PR 015. Announcement Distribution.

~~(a) The Human Resources and Risk Management Director shall distribute post Job Announcements to all departments for posting online.~~

~~(b) The Human Resources and Risk Management Director shall distribute all Job Announcements not restricted to current employees to the Alaska State Employment Service and local minority and women's organizations as provided for by the Affirmative Action Plan.~~

~~(c) The Human Resources and Risk Management Director shall place an advertisement in the local newspaper when deemed appropriate by the Human Resources and Risk Management Director or the department director. (Res. No. 2370, 2006; 4028, 2025)~~

2 PR 020. Recruitment Outside of Juneau.

(a) If the Human Resources and Risk Management Director determines that insufficient competition exists or will exist, the announcement of a vacancy may include recruitment of any applicant with the legal right to work in the United States. The department director shall rank candidates for selection in accordance with 4 PR 020.

(b) The Human Resources and Risk Management Director shall prepare and place all advertisements. (Res. No. 2210, 2003; 2370, 2006)

2 PR 025. Applications.

All applications must be made on a form provided by the Human Resources and Risk Management Director. (Res. No. 2370, 2006)

2 PR 030. Notice to Applicants.

~~The Human Resources and Risk Management Director shall notify each applicant in writing of the status of the application within ten days of the closing period. Notice to applicants shall be done in accordance with 4 PR 025. (Res. No. 2370, 2006; 4028, 2025)~~

RULE 3 EXAMINATION

Section

005. General

010. Examination Methods

015. Medical Examination

020. Disqualification of Applicants

025. Criminal Convictions

030. Notice of Examination Results

035. Confidential Information

040. Retention of Records

3 PR 005. General.

(a) Except for the provisions on medical examinations and medical records, this Rule applies only to the classified service.

(b) The department director shall provide the Human Resources and Risk Management Director with a written copy of the methods and materials for the examination of applicants prior to ~~receiving the application file~~ gaining access to applicant materials. All examinations must relate to the applicant's job-related knowledge, skills, ability and willingness to discharge the duties and responsibilities of the position. If the department director changes the methods and materials for examination subsequent to ~~receiving the application file~~ access to the applicant materials, the changes must first be reviewed by the Human Resources and Risk Management Director. The Human Resources and Risk Management Director shall keep a written copy of the methods and materials. (*Res. No. 1551, 1992; 2210, 2003; 2370, 2006; 4028, 2025*)

3 PR 010. Examination Methods.

The appropriate form of each examination shall be determined by the department director and may include oral, written, medical or physical examinations or tests, ratings of training and experience, assessment centers, employment references, background investigations, reports of supervisors, performance evaluations, work samples and personal references. The department director is responsible for setting any minimum qualifying scores for examinations.

3 PR 015. Medical Examination.

A department director requiring medical examinations must establish medical standards related to the duties and responsibilities of the position. Standards may differ based on the duties and responsibilities of each position. Medical examinations must be conducted by a licensed physician approved by the department director. Medical examinations may not be required except as a condition of appointment when a formal job offer has been made. No appointment is effective until the applicant meets the medical standards. (*Res. No. 1551, 1992*)

3 PR 020. Disqualification of Applicants.

- (a) The Human Resources and Risk Management Director shall disqualify an applicant who has failed to submit an application within the prescribed time limit.
- (b) A department director, with the concurrence of the Human Resources and Risk Management Director, shall disqualify an applicant who fails to meet the minimum qualifications established for the job classification.
- (c) A department director, with the concurrence of the Human Resources and Risk Management Director, shall disqualify an applicant who:
 - (1) Has made a false statement of fact material to the position applied for;
 - (2) Has used or attempted to use political influence or bribery to secure an advantage in the examination or appointment, or;
 - (3) Has directly or indirectly obtained information regarding examinations which an applicant is not entitled to obtain.
- (d) A department director, with the concurrence of the Human Resources and Risk Management Director, may disqualify an applicant who has been dismissed from employment for misconduct, unsatisfactory performance of duties or other similar cause.
 - (1) In making the determination of whether an applicant should be disqualified, the relationship of the dismissal to the duties and responsibilities of the position and the amount of time which has passed since the dismissal shall be considered. The circumstances under which the dismissal occurred and the age of the applicant at the time of the dismissal may be considered. (*Res. No. 2049, 2000; 2210, 2003; 2370, 2006*)

3 PR 025. Criminal Convictions.

- (a) An applicant must report a misdemeanor conviction that occurred within the preceding 5 years, and any felony conviction regardless of the date it occurred.
- (b) The Human Resources and Risk Management Director shall review the applications of applicants convicted of crimes and may disqualify the applicant if the offense for which the applicant was convicted directly relates to the ability to discharge the duties and responsibilities of the position.
- (c) In making the determination of whether an applicant should be disqualified, the Human Resources and Risk Management Director shall consider: the nature and seriousness of the offense; the position for which the applicant is applying and the requirements of the position; the circumstances under which the offense occurred; the amount of time that has passed since

commission of the offense; the age of the applicant at the time the offense was committed; whether the offense was an isolated or repeated violation; and, any aggravating, mitigating, or other facts or circumstances that might have a bearing on the suitability of the applicant for employment in the position sought. (*Res. No. 2370, 2006; 2740, 2016*)

3 PR 030. Notice of Examination Results.

~~Within 10 days of the determination the department director shall provide written notice to all disqualified applicants including written notice of examination results to all eligible applicants.~~
Notice of examination results shall be provided in accordance with 4 PR 025. (*Res. No. 2370, 2006; 4028, 2025*)

3 PR 035. Confidential Information.

- (a) Reports regarding reputation, previous employment, background investigations and similar information obtained as a result of confidential inquiries are confidential and are not available to the applicant.
- (b) Medical records are confidential and may not be included within an employee's personnel file. Medical records are available to the employee unless the medical officer who authored the record has prohibited the employee's access to the record.
- (c) Examination items which may be used in future examinations may not be made available to any applicant or potential applicant. (*Res. No. 1551, 1992*)

3 PR 040. Retention of Records.

- (a) Except as provided in subsection (b), examination records must be retained by the department director or the Human Resources and Risk Management Director for:
 - (1) Two years from the date the position is filled where an eligible list is not used, or
 - (2) Two years from the date the eligible list expires where an eligible list is used.
- (b) Certain examinations are leased from independent contractors who are responsible for proper retention of the examinations. (*Res. No. 2370, 2006*)

**RULE 4
SELECTION****Section****005. General****006. Preferential Appointment Rights****007. Preferential Rights Due to a Request from a Pregnant Employee or an Employee with a Temporary Disability.****008. Preferential Rights Due to Layoff.****009. Preferential Rights Due to ADA Reassignment****010. Nonpreferential Appointment Rights without Public Announcement****011. Nonpreferential Appointment Rights of Injured Employees.****015. Eligible Lists****020. Local Hire Preference****021. Veteran's Preference****025. Notice to Applicants****030. Applicant Appeal Process***(Res. No. 2370, 2006)***4 PR 005. General.**

(a) This Rule applies only to the classified service.

(b) The department director shall first offer a vacant position to a qualified employee who holds preferential appointment rights in accordance with 4 PR 006. If there are no employees with preferential appointment rights, the department director may fill a position through the use of nonpreferential, non competitive appointment rights in accordance with 4 PR 010 or through a competitive selection process. *(Res. No. 2370, 2006)*

4 PR 006. Preferential Appointment Rights.

(a) If there is an employee with a preferential employment right, the department director may fill a vacancy without public announcement. The order of preferential appointment shall be:

(1) Due to a request to transfer by a pregnant employee under AS 39.20.520 or an employee with a temporary disability;

(2) Due to return from layoff in accordance with 14 PR 015;

(3) Due to reassignment of duties under the Americans with Disabilities Act. *(Res. No. 2370, 2006; 2422(c), 2007)*

4 PR 007. Preferential Rights due to a Request from a Pregnant Employee or an Employee with a Temporary Disability.

The department director shall offer the position to a qualified employee of the department if:

- (1) The employee is pregnant or has a temporary disability;
- (2) The employee requests appointment to the position;
- (3) The employee is qualified for transfer or demotion into the position;
- (4) The duties of the vacant position are less strenuous or less hazardous than those of the employee's current position.
- (5) An employee voluntarily transferred or demoted because of pregnancy or temporary disability shall return to the position previously held at such time as the employee's condition permits, provided that service in the alternate position does not exceed 18 weeks. (*Res. No. 2370, 2006*)

4 PR 008. Preferential Rights Due to Layoff.

If there are employees on layoff status for the job classification, the department director shall offer a vacant position to the employee with the highest number of points calculated in accordance with 14 PR 025, (reduction in work force). (*Res. No. 2370, 2006*)

4 PR 009. Preferential Rights due to ADA Reassignment.

If an employee is eligible for reassignment under the Americans with Disabilities Act, the Human Resources and Risk Management Director shall offer a vacant position that would otherwise be publicly announced for appointment in accordance with 2 PR 010, to that employee provided the employee is qualified for the position and can perform the essential duties of the position with or without reasonable accommodation. (*Res. No. 2370, 2006*)

4 PR 010. Nonpreferential Appointment Rights without Public Announcement.

(a) The department director may select an employee for appointment without public announcement under the following circumstances;

- (1) The employee is eligible for a transfer under 5 PR 035;
- (2) The employee is eligible for a demotion under 05 PR 050;
- (3) The employee is eligible for reemployment under 5 PR 060; or

(4) The employee is eligible for reemployment under the injured employee provisions of 4 PR 011. (*Res. No. 2370, 2006*)

4 PR 011. Nonpreferential Appointment Rights of Injured Employees.

(a) The department director may offer a position to an individual who was injured on duty and has separated from service for the purposes of treatment and recovery from the injury. The department director may offer a position to a current employee who was injured on duty and whose doctor has certified that maximum medical recovery has been reached and the employee cannot perform the essential duties of his or her current position with or without a reasonable accommodation.. Such appointment shall be subject to the following rules:

(1) A request for nonpreferential placement must be made in writing to the Human Resources and Risk Management Director within 90 days after the date the injured employee is released to full or modified duty by the injured employee's treating physician; the request for placement must be accompanied by a copy of the treating physician's release. The request must also include;

(A) A completed CBJ employment application,

(B) A physical capacities evaluation form completed and signed by the employee's treating physician, and

(C) Any other material that the Human Resources and Risk Management Director may require to evaluate the request for nonpreferential placement.

(2) The Human Resources and Risk Management Director shall forward the completed packet of materials to the State of Alaska, Department of Labor, Division of Vocational Rehabilitation. If the injured employee is certified, they will be eligible for nonpreferential placement.

(3) The injured employee must meet the minimum qualifications of the position prior to being appointed.

(4) Nonpreferential appointment rights under this provision expire three years from the date of the employee's injury. (*Res. No. 2370, 2006; 2422(c), 2007*)

4 PR 015. Eligible Lists.

(a) As part of the selection process for job classifications unique to a department, the department director may use an eligible list according to the following procedure:

(1) Each list must be by job classification and must contain the names in rank order of all persons who have passed the required examinations;

(2) If there are no employees with preferential appointment rights to the job classification, an offer of appointment will be made first to that person with the highest score on the eligible list;

(3) Eligible lists may remain in effect no longer than 2 years from the effective date of the list.

(b) To maintain an adequate pool of eligibles, the department director may combine a new list with an existing list. Eligible lists may only be combined if the same examination procedure is used to compile each list. If a different examination is used, applicants on the existing list must take the new examination to be placed on the new list.

(c) If the same examination procedure is used to compile each list, applicants remaining on an active eligible list will be re-ranked into the new eligible list based on their existing scores. An applicant may re-test if he or she so chooses; however, the applicant's ranking on the eligible list will be based on the updated score.

(d) The department director may remove names from eligible lists for any of the following reasons:

(1) Failure to respond to a written inquiry on availability for appointment within 10 days, or upon return as undeliverable a properly addressed letter;

(2) Refusal to accept appointment;

(3) Failure to report for duty at the time prescribed; or

(4) Failure to satisfactorily complete a required examination, such as a background investigation or a medical examination.

(5) Documented misconduct or less than fully acceptable performance for current employees during the period of time between eligibility determination and appointment.

(e) The department director may return a name to an eligible list when removal from the list was because:

(1) The candidate failed to respond to a written inquiry; or

(2) The candidate refused appointment. (*Res. No. 2370, 2006; 3000, 2022*)

4 PR 020. Local Hire Preference.

(a) When an applicant pool consists of both CBJ residents and non residents, the department director will give a preference in ranking to applicants eligible to claim residency in CBJ by;

(1) Utilizing a point scoring system to provide for relative ranking of applicants in the screening process, and

(2) Increasing the score of an applicant eligible to claim residency by 10% of the available score.

(b) If an applicant is eligible for more than one preference, no more that 10% may be added to the applicant's score.

4 PR 021. Veteran's Preference.

(a) When an applicant is a veteran who has been honorably discharged from military service, the department director will give a preference in ranking to the applicant by:

(1) Utilizing a point scoring system to provide for relative ranking of applicants in the screening process, and

(2) Increasing the score of an applicant eligible to claim a veteran's preference by 10% of the available score.

(b) If an applicant is eligible for more than one preference, no more than 10% may be added to the applicant's score. (*Res. No. 2370, 2006; 2422(c), 2007; 2500, 2009*)

4 PR 025. Notice to Applicants.

The department director shall send notification to all applicants not selected within ten days of making an appointment. (*Res. No. 2370, 2006*)

4 PR 030. Applicant Appeal Process

(a) An applicant may file an appeal to a decision made by the department director or Human Resource staff during the application, examination, or selection process for CBJ employment.

(1) Appeals must be submitted in writing to the Human Resources and Risk Management Director within in 10 days of the action giving rise to the complaint.

(2) Inquiries made by telephone or personal appearance will be treated as informal inquiries. An informal inquiry may be submitted in writing, or reduced to writing for submission at the request of the Department Director or Human Resource staff.

(3) The Human Resources and Risk Management Director shall investigate the complaint, take appropriate action to resolve the complaint, and issue a final written decision within 21 days of receipt of the appeal. The decision of the Human Resources and Risk Management Director is final. (*Res. No. 2370, 2006*)

RULE 5 APPOINTMENTS

Section

005. General

010. Emergency Appointments

015. Temporary Appointments

018. Locum Tenens Appointments

020. Permanent/Probationary Appointments

021. Eaglecrest Appointments

025. Acting in a Higher Range Appointments

030. Subfill Appointments

035. Appointment by Transfer

045. Partially Exempt Appointments

050. Appointment by Demotion

055. Appointment by Promotion

060. Re-employment

(Res. No. 2370, 2006; 2422(c), 2007)

5 PR 005. General.

No appointment or offer of appointment or pay rate, other than an emergency appointment, may be made until the position has been allocated to a classification, the pay range assigned, the Human Resources and Risk Management Director has authorized the appointment and the procedures for filling the vacancy have been followed. *(Res. No. 2370, 2006)*

5 PR 010. Emergency Appointments.

(a) An emergency appointment is an appointment made by a department director under circumstances requiring immediate action to preserve property or protect the public. Emergency appointments may be made only under conditions that could not reasonably be anticipated. An emergency appointment may not exceed the duration of the emergency.

(b) In the event of an emergency or civil disaster declared by the President, the Governor or the Mayor, employees may be re-assigned to duties as necessary for the duration of the emergency.

(c) Individuals appointed for the sole purpose of responding to an emergency do not qualify for health or life insurance, leave, or holiday pay. *(Res. No. 2370, 2006)*

5 PR 015. Temporary Appointments.

(a) Short Term Temporary appointments are used to substitute for employees on leave, to meet temporary increases in work, unanticipated staff shortages, or to obtain short term services until a

permanent appointment can be made. Short Term Temporary appointments may not exceed 20 calendar weeks, unless significant unforeseen circumstances arise. Any extension of a Short Term Temporary appointment must be approved by the Human Resources and Risk Management Director. Short Term Temporary employees are not eligible for health or life insurance, leave or holiday pay and may be separated from employment with no notice and without cause.

(b) Long Term Temporary appointments may be used to cover periods of military leave exceeding 20 calendar weeks in accordance with 11 PR 090, to provide for knowledge transfer where an incumbent of a permanent position would benefit from on-the-job training, to cover periods of vacancy where recruitment difficulties exist and the need for coverage exceeds 20 weeks, or to perform work that is project based when the need for the position will not extend beyond the completion of the project. Long Term Temporary appointments may not exceed 50 calendar weeks unless authorized in advance by the Human Resources and Risk Management Director.

Long term temporary employees are eligible for health and life insurance, holiday pay and leave. Long term temporary employees may be separated from employment with no notice and without cause.

(c) Where eligible lists exist for a classification, short term and long term temporary appointments must be made from such lists. Offers will be made to individuals on the list in descending order of eligibility. The acceptance or refusal by an applicant of a temporary appointment will not affect the applicant's standing on the eligible list. Where no eligible list exists, the Human Resources and Risk Management Director may authorize the temporary appointment of a qualified applicant.

(d) Internship temporary appointments are used to create positions within a department for the purpose of high school, college or vocational school training programs. Internship temporary appointments may not exceed 50 calendar weeks. Such positions must be established in accordance with 9 PR 015.

Internship temporary employees are not eligible for health or life insurance, leave or holiday pay and may be separated from employment with no notice and without cause. (*Res. No. 2370, 2006; 2422(c), 2007; 2500, 2009; 2582, 2011; 2740, 2016*)

5 PR 018. Locum Tenens Appointments.

If the CBJ is unable to fill a critical position after protracted and extensive recruitment efforts, the Human Resources and Risk Management Director may authorize the locum tenens appointment of a qualified individual. These hires are temporary appointments and will last until the position can be filled or, in any case, not to exceed 50 weeks. Throughout the appointment, the department will continue to diligently recruit to fill the position with a permanent appointment. The City Manager may approve a rate of pay outside the salary range normally assigned to the position, and also may approve a per diem allowance not to exceed \$85.00 per day. Locum tenens employees do not qualify for health or life insurance, leave, retirement, or any other benefits normally applying to the permanent position. The Personnel Rules relating to recruitment, examination, selection, discipline, grievance and appeal do not apply to locum tenens employees, and they may be

terminated at the convenience of the department director on three weeks' notice. (*Res. No. 2238, 2003; 2370, 2006*)

5 PR 020. Permanent/Probationary Appointments.

(a) Permanent/probationary appointments are those appointments having an expected duration of one year or more. Permanent/probationary appointments include full-time, part-time regular, part-time limited, seasonal full-time and seasonal part-time.

(1) Full-time appointments are those positions averaging not less than 37.5 hours per week and scheduled to work on a year round basis.

Full-time employees shall receive the rights and benefits outlined in these personnel rules unless such rules are superseded by a collective bargaining agreement.

(2) Part-time appointments are those positions averaging less than 37.5 hours per week but at least 15 hours per week and scheduled to work on a year round basis.

Part time employees shall receive the rights and benefits outlined in these personnel rules unless such rules are superseded by a collective bargaining agreement.

(3) Part-time limited appointments are those positions budgeted for less than 780 hours per fiscal year performing the regular and reoccurring work of the agency. It is expected that the same employee will continue in or return to the position.

Part-time limited employees shall receive the rights outlined in these personnel rules unless such rules are superseded by a collective bargaining agreement. Part-time limited employees are not eligible for health and life insurance or leave, but are eligible for the additional pay for work on a holiday as set forth in 10 PR145.

(4) Seasonal full-time appointments are those positions averaging not less than 37.5 hours per work week and not scheduled to work on a year round basis. Seasonal positions are budgeted for at least 780 hours per fiscal year. It is expected that the same employee will return to the position each season.

Seasonal full-time employees receive the rights and benefits outlined in these personnel rules unless such rules are superseded by a collective bargaining agreement.

(5) Seasonal part-time appointments are those positions averaging less than 37.5 hours per week but at least 15 hours per week and not scheduled to work on a year round basis. Seasonal positions are budgeted for at least 780 hours per fiscal year. It is expected that the same employee will return to the position each season.

Seasonal part-time employees receive the rights and benefits outlined in these personnel rules unless such rules are superseded by a collective bargaining agreement. (*Res. No. 1866, 1997; 2282, 2004; 2370, 2006*)

5 PR 021. Eaglecrest Appointments.

(a) Eaglecrest may make appointments consistent with 5 PR 020. Eaglecrest has the following additional appointment types:

(1) Eaglecrest seasonal appointments are those positions that are assigned responsibilities as division directors or assistant directors, but are not scheduled to work on a year round basis. It is expected that the same employee will return to the position each season.

Eaglecrest seasonal employees receive the rights and benefits outlined in these personnel rules unless otherwise noted.

(2) Eaglecrest limited appointments are those positions budgeted for a limited period of time that do not have director or assistant director level responsibilities. It is expected that the same employee will return to the position each season.

Eaglecrest limited employees receive the rights outlined in these personnel rules unless otherwise noted. Eaglecrest limited employees are not eligible for health or life insurance, leave, or holiday pay. (*Res. No. 2370, 2006; 2422(c), 2007*)

5 PR 022. Impact of the Affordable Care Act on Eligibility for Health Insurance Benefits.

Regardless of assigned position status type, an employee may qualify for health insurance coverage if the employee otherwise qualifies under the hours threshold of the Affordable Care Act. (*Res. No. 2740, 2016*)

5 PR 025. Acting in a Higher Range Appointment.

(a) An acting in a higher range appointment is used to fill a permanent position with a current permanent/probationary employee while the regular employee is on leave or a position is vacant when the expected duration of the absence or vacancy is not less than 2 weeks. Acting in a Higher Range appointments are not subject to the public announcement provisions of 2 PR 010.

(b) If the expected duration of the acting in a higher range appointment is 26 weeks or less the department director may appoint a current permanent or probationary employee who meets the minimum qualifications for the classification of the position.

(1) If the need for an acting in a higher range appointment exceeds the original expected duration due to conditions that could not have been reasonably anticipated the Human Resources and Risk Management Director may grant an extension.

(c) If the expected duration of the acting in a higher range appointment is greater than 26 weeks the vacancy shall be posted for internal applicants and the appointment must be made in accordance with the recruitment and selection requirements of these rules.

(d) A permanent or probationary employee who accepts an acting in a higher range appointment will retain status in the employee's former classification and position. An employee accepting an acting in a higher range appointment does not gain any status in the position or job classification. However, time served in an acting in a higher range appointment may be used to qualify an employee for other vacancies.

(e) If the regular incumbent of the position fails to return, the position must be filled in accordance with the recruitment, examination and selection requirements of these rules.

(f) This rule does not preclude the filling of the position by a temporary appointment.

(g) Acting in a higher range appointments shall be compensated in accordance with 10 PR 098 and 19 PR 100. (*Res. No. 2342, 2005; 2370, 2006; 2422(c), 2007*)

5 PR 030. Subfill Appointments.

(a) When there are an insufficient number of local qualified applicants the department director may request to fill a position by appointment to a lower related classification. A subfill appointment may not exceed 1 year.

(b) Subfill appointments must be made in accordance with the recruitment and selection requirements of these rules.

(c) The duties, responsibilities and authority of the position must be restructured so that the work is consistent with the classification to which the employee is appointed.

(d) The employee will be paid at the range of the lower classification and evaluated on the basis of the restructured position.

(e) The employee will be promoted to the higher classification when the employee has met the minimum qualifications and the department director is assured that the employee can perform the duties of the position. The recruitment and selection requirements of these rules do not apply to these promotions. The employee must serve a new probationary period upon promotion. (*Res. No. 2370, 2006*)

5 PR 035. Appointment by Transfer.

(a) Transfer means the movement of an employee from one position to another position in the same classification or a closely related classification at the same pay range without a break in service.

- (b) An employee may transfer to a different position in the same classification within the same department at the discretion of the department director. The employee's status will not change when no change in classification results from the transfer.
- (c) An employee may transfer to a different position in the same classification in a different department at the discretion of the receiving department director. The employee must consent to the transfer. The employee's status will not change when no change in classification results from the transfer.
- (d) The transfer of an employee to a different position in a closely related classification requires the prior approval of the Human Resources and Risk Management Director. The employee must consent to the transfer.
- (e) A temporary employee may only transfer to another temporary position.
- (f) When an employee is transferred to a closely related classification the receiving department director and the Human Resources and Risk Management Director shall determine the employee's status. The department director shall inform the employee of the proposed status prior to the transfer becoming effective. *(Res. No. 2370, 2006)*

5 PR 045. Partially Exempt Appointments.

Partially exempt appointments may be full time or less and are not subject to the rules on recruitment, examination, selection, probationary periods, reduction in work force, discipline and the grievance and appeal procedures. Partially exempt employees are not within the classified service. *(Res. No. 2370, 2006)*

5 PR 050. Appointment by Demotion.

A department director may appoint a current employee to a vacant position in the same job classification series or a closely related job classification series at a lower pay range. The recruitment, examination and selection rules do not apply to these appointments. The employee must meet the minimum qualifications of the new position. *(Res. No. 2422(c), 2007)*

5 PR 055. Appointment by Promotion

- (a) Promotion means the movement of an employee from one position to another related position in a higher classification or salary range without a break in service. For the purposes of this rule, related positions means those positions that require similar, but progressively greater, knowledge, skills and abilities in order to perform the higher level duties.
- (b) Employees will be promoted only when the employee has met the minimum qualifications of the higher position.
- (c) Employees must serve a new probationary period upon promotion. *(Res. No. 2370, 2006)*

5 PR 060. Eligibility for Non-Competitive Selection.

- (a) At the discretion of the department director an employee who separated in good standing may be appointed by non-competitive selection in the same classification without examination provided the non-competitive selection takes place within three years of the employee's separation. For these appointments the recruitment, examination and selection rules do not apply.
- (b) To be eligible for non-competitive selection the former employee must meet the current minimum qualifications of the classification.
- (c) The name of a former employee eligible for non-competitive selection may be placed on the eligible list for that classification as an unranked additional eligible candidate without examination. At the discretion of the department director the former employee may be appointed prior to ranked candidates on the eligible list.
- (d) All non-competitive selection appointments of former permanent employees to a permanent position will require a new probationary period.
- (e) A former temporary employee may only be appointed under this rule as a temporary.
(*Res. No. 2370, 2006; 2740, 2016*)

RULE 6

PROBATIONARY PERIODS

Sections

005. Purpose

010. Duration

011. Examination during Probationary Period

012. Rights and Obligations of the Supervisor during the Probationary Period

015. Change in Classification

020. Separation during Probationary Period

025. Prior Permanent Status

030. Permanent Appointment

6 PR 005. Purpose.

The probationary period is a part of the examination process for employees in the classified service. The probationary period is used for orienting and training the employee, closely observing and evaluating the employee's performance, and separating an employee who fails to satisfactorily complete the probationary period, as decided by the department director based on any lawful judgment, whether or not objective. (*Res. No. 1823, 1996*)

6 PR 010. Duration.

(a) The probationary period for full time employees is:

(1) Twenty-six weeks of service for employees assigned to pay ranges 13 and below or the equivalent hourly pay rate as shown on the general pay schedule,

(2) One year of service for all other employees.

(b) For less than full time employees the equivalent of the 26 weeks probationary period is 975 hours in pay status provided it does not occur in less than 26 weeks and the equivalent of the 12 month probationary period is 1,950 hours in pay status provided it does not occur in less than 12 months.

(c) An employee on layoff status recalled to the same classification is subject to a probationary period only to the extent of completing an incomplete probationary period.

(d) With the approval of the City Manager, the probationary period may be extended one or more times provided that the original probationary period plus extensions may not exceed double the original probationary period. (*Res. No. 1823, 1996; 2370, 2006*)

6 PR 011. Examination during Probationary Period.

A probationary employee must satisfactorily complete a training plan during his or her probationary period. The training plan will include all key performance areas of the position as well as such attributes as dependability, interpersonal skills, customer service, and any other attributes or skills necessary for the employee to adequately perform the duties of the position.

Probationary employees must demonstrate proficiency in all areas of the training plan prior to successfully completing the probationary period. (*Res. No. 2370, 2006*)

6 PR 012. Rights and Obligations of the Supervisor during the Probationary Period

A supervisor must prepare a training plan for the probationary employee. Such training plan must be in place prior to the employee's first day of work. The supervisor shall meet with the employee on a regular basis to discuss the employee's progress, or lack of progress, in completing the training plan.

A supervisor shall have the right to determine, at any time during the probationary period, that the probationary employee does not have the knowledge, skills, abilities or attributes to be successful in the position. (*Res. No. 2370, 2006*)

6 PR 015. Change in Classification.

An employee who changes classifications prior to the completion of the probationary period shall start a new probationary period in the new position.

6 PR 020. Separation during Probationary Period.

A probationary employee who does not satisfactorily complete a probationary period may be separated at the direction of the department director without cause. The department director shall notify the employee in writing of the separation. A probationary employee does not have the right to appeal a separation. (*Res. No. 1823, 1996; 2370, 2006*)

6 PR 025. Prior Permanent Status.

(a) An employee with permanent status who becomes probationary because of a promotion, involuntary demotion for cause or voluntary demotion to a classification not formerly held and fails to complete the new probationary period will be separated.

(b) Following separation, the employee is placed on layoff status for the last classification where the employee held permanent status. (*Res. No. 1823, 1996; 2370, 2006*)

6 PR 030. Permanent Appointment.

(a) In order for a probationary employee to become permanent, the employee must receive an end-of-probation performance evaluation with an overall rating of “acceptable” or better.

(b) A probationary appointment becomes permanent on the first day of the pay period following the completion of the employee’s probationary period unless the department director takes action to separate, reassign, or extend the probationary period of the employee in accordance with 6 PR 010(d). (*Res. No. 2370, 2006; 2740, 2016*)

RULE 7

HOURS OF WORK AND HOLIDAYS

Section

005. Scheduling Hours of Work

010. Minimum Work Week

015. Normal Work Week

020. Normal Work Day

021. Employee Furlough

025. City and Borough Holidays

026. Eaglecrest Holidays

030. Alternate Leave

(Res. No. 2476, 2009)

7 PR 005. Scheduling Hours of Work.

Each department director shall establish the scheduled hours of work for employees within the director's department. Hours of work for full-time employees may not be less than the minimum established in 7 PR 010. *(Res. No. 2370, 2006)*

7 PR 010. Minimum Work Week.

Thirty-seven and one-half hours of actual attendance on duty is the normal minimum work week for full-time employees with allowances for holidays and leaves of absence.

7 PR 015. Normal Work Week.

Five consecutive work days during the period starting with 12:00 a.m. on Monday and ending at 11:59 p.m. the following Sunday is the normal work week for full-time employees. The department director may establish a different work week. *(Res. No. 2582, 2011)*

7 PR 020. Normal Work Day.

The normal work day for full time employees is seven and one-half hours of actual attendance on duty. A lunch break of not less than 30 minutes or more than one hour will normally be scheduled to occur approximately midway through the shift.

7 PR 021. Employee Furlough.

Notwithstanding the provisions of 7 PR 010 and 7 PR 020, the City Manager may, at his or her discretion, reduce the minimum work week or normal work day for full time employees in response to budget constraints. *(Res. No. 2476, 2009)*

7 PR 025. City and Borough Holidays.

(a) The following days are observed as holidays:

- (1) the first of January, known as New Year's Day
- (2) the third Monday in January, known as Martin Luther King Jr.'s Birthday
- (3) the third Monday in February, known as President's Day
- (4) the last Monday in March, known as Seward's Day
- (5) the last Monday in May, known as Memorial Day
- (6) the 19th of June, known as Juneteenth
- (7) the fourth of July, known as Independence Day
- (8) the first Monday in September, known as Labor Day
- (9) the 18th of October, known as Alaska Day
- (10) the 11th of November, known as Veteran's Day
- (11) the fourth Thursday in November, known as Thanksgiving
- (12) the day after Thanksgiving.
- (13) the 25th day of December, known as Christmas
- (14) every day designated as a holiday by proclamation or resolution by the Assembly of the City and Borough of Juneau.

(b) If a holiday falls on Sunday, the following Monday is a holiday.

(c) If a holiday falls on Saturday, the preceding Friday is a holiday.

(d) If a permanent/probationary or long term temporary employee volunteers to work on a holiday, an alternate day within the week preceding or following the holiday and agreed to by the employee and the department director is that employee's holiday.

(e) If a holiday falls on a permanent/probationary or long term temporary employee's day off, an alternate day within the week preceding or following the holiday as designated by the department director is the employee's holiday. If circumstances in the department exist such that an alternate day is not available, the employee may either bank the holiday pay or have it paid out.

(f) Employees occupying part-time limited or part-time seasonal positions who work on a day listed in 7 PR 025(a)(1)-(13) will receive pay at a rate of time and one-half their normal rate of pay for all hours worked that day; the provisions of 7 PR 025(b) through (e), however, do not apply with respect to those positions.

~~(g) Employees of Eaglecrest are not subject to the provisions of 7 PR 025. (Res. No. 2282, 2004; 2370, 2006; 2422(c), 2007; 2649, 2013; 4018, 2025)~~

7 PR 026. Eaglecrest Holidays.

~~(a) Employees of the Eaglecrest shall observe the following holidays:~~ (a) Eligible employees of Eaglecrest shall observe the holidays outlined in 7 PR 025(a). ~~(1) the last Monday in May, known as Memorial Day~~

~~(2) the 19th of June, known as Juneteenth~~

~~(3) the fourth of July, known as Independence Day~~

~~(4) the first Monday in September, known as Labor Day~~

~~(5) the 18th of October, known as Alaska Day~~

~~(6) the 11th of November, known as Veteran's Day~~

~~(7) the fourth Thursday in November, known as Thanksgiving~~

(b) Eaglecrest limited positions are not eligible for holiday pay or for premium pay associated with working on a holiday.

(c) If a holiday falls on Sunday, the following Monday is a holiday.

(d) If a holiday falls on Saturday, the preceding Friday is a holiday.

(e) If a permanent / probationary or long term temporary employee volunteers to work on a holiday, an alternate day within the week preceding or following the holiday and agreed to by the employee and the department director is that employee's holiday.

(f) If a holiday falls on a permanent / probationary or long term temporary employee's day off, an alternate day within the week preceding or following the holiday as designated by the department director is the employee's holiday. If circumstances in the department exist such that an alternate day is not available, the employee may either bank the holiday pay or have it paid out. (*Res. No. 2370, 2006; 2422(c), 2007; 2740, 2016; 4018, 2025*)

7 PR 030. Alternate Leave.

(a) Employees who by the nature of their duties are regularly scheduled and required to work on holidays will accrue additional personal leave in lieu of holidays. The monthly rate will be equal to the number of holidays set out within this Rule divided by thirteen ~~twelve~~.

(b) Departments with work units which by the nature of their duties, require recurring but not necessarily regularly scheduled holiday work may, with the approval of the Human Resources and Risk Management Director, establish regulations governing employees working on holidays. (*Res. No. 2370, 2006; 4028, 2025*)

7 PR 035 Shift Trades

A department director may establish a voluntary shift trade policy for employees who work shifts and are not subject to a collective bargaining agreement. The policy must be approved by the Human Resources and Risk Management Director. (Res. No. ; 4028, 2025)

RULE 8
PERFORMANCE EVALUATIONS**Section****005. Basis****010. Frequency and Standards****015. Discussion****020. Rebuttal****025. Performance Improvement Plans***(Res. No. 2106; 2001; 2459; 2009)***8 PR 005. Basis.**

Performance evaluations will be based on quantity of work, quality of work, employee conduct and other characteristics that measure the value of the employee's service.

8 PR 010. Frequency and Standards.

- (a) The Human Resources and Risk Management Director shall prescribe the form and frequency of performance evaluations.
- (b) A performance evaluation for full time and part time employees must be completed at the end of the probationary period and at least once every 12 months thereafter.
- (c) A performance evaluation for seasonal employees must be completed at the end of the probationary period and at the end of each work season thereafter.
- (d) A performance evaluation for a Part-time limited employee must be completed at the end of the probationary period and thereafter at the discretion of the supervisor.
- (e) A performance evaluation for Eaglecrest seasonal employees and Eaglecrest limited employees must be completed at the end of each work season, regardless of employment status, and at the end of the probationary period.
- (f) Nothing in sections (a) through (e) precludes a supervisor from conducting performance evaluations on a more frequent basis.
- (g) Supervisors shall establish standards of performance as a basis for evaluation that relate to the duties of the employee's position.
- (h) The Human Resources and Risk Management Director shall provide training and written guidelines to promote uniformity of standards by different raters.
- (i) A performance evaluation shall be completed for each permanent employee who accepts another CBJ position or separates from CBJ service. *(Res. No. 1835, 1996; 2223, 2003; 2370, 2006; 2459, 2009; 2582, 2011)*

8 PR 015. Discussion.

The employee's immediate supervisor shall discuss the evaluation with the employee to assist the employee in understanding the degree to which the employee has met the requirements of the position and what actions the employee may take to improve performance.

8 PR 020. Rebuttal.

(a) Performance evaluations are an exercise of management rights and the contents of an evaluation may not be the subject of a grievance or other relief under these rules.

(b) An employee who disagrees with a performance evaluation may submit a written rebuttal to his or her supervisor within ten days of the date the evaluation is delivered to the employee. The Human Resources and Risk Management Director may, at his or her discretion, extend the time frames for the rebuttal.

(c) The employee shall be allowed no more than 2 hours of work time to prepare the written rebuttal.

(d) The rebuttal will be attached to the employee's evaluation and included in the employee's personnel file. (*Res. No. 2106, 2001; 2370, 2006*)

8 PR 025. Performance Improvement Plans.

(a) When, at the discretion of the supervisor, a permanent employee's performance is less than fully acceptable, the supervisor shall implement a performance improvement plan. Such plan must be reduced to writing. Areas of deficient performance will be articulated along with what standards must be met in order to achieve an acceptable level of performance. The performance improvement plan shall cover a specific period of time, but may not exceed 26 weeks.

(b) During the performance improvement period, the supervisor and the employee shall meet on a regular basis to discuss the employee's progress, or lack thereof, in the deficient areas of performance.

(c) At the end of the performance improvement period, the supervisor shall prepare a formal evaluation. If the employee's performance has not improved in any of the areas covered in the plan, the employee may be subject to disciplinary action in accordance with 13 PR 015 - 035. (*Res. No. 2370, 2006*)

**RULE 9
TRAINING****Section****005. General****010. Priorities****015. Intern and Apprenticeship Programs****020. Training Reimbursement****025. Training Reimbursement Schedule****030. Licenses and Certifications****9 PR 005. General.**

The Human Resources and Risk Management Director will assist department directors in the establishment of new employee orientation and in-service training programs. (*Res. No. 2370, 2006; 2740, 2016*)

9 PR 010. Priorities.

(a) Training resources will be allocated according to the following priorities:

- (1) training necessary for employees to continue in their current positions because of changes to work processes, procedures or tools,
- (2) training in safe working practices and responding to emergencies,
- (3) training to improve performance in an employee's current position,
- (4) training to prepare employees for other positions. (*Res. No. 2370, 2006*)

9 PR 015. Intern and Apprenticeship Programs.

(a) Department directors, with the approval of the Human Resources and Risk Management Director, may establish intern or apprenticeship programs. Such programs must have definable educational goals consistent with the type of work performed. Interns or apprentices will be appointed under the conditions of 5 PR 015 (d).

(b) In order to be eligible for an intern or apprenticeship program, a student must be able to demonstrate proof of enrollment at an accredited secondary institution, at an accredited college or university at the undergraduate or graduate level, or at an accredited post secondary vocational school.

(c) The student must be enrolled at least half time during his or her period of employment, or be receiving credit towards program completion if the program requires a full time work related placement. If the internship or apprenticeship is during a regularly scheduled school break, the student must be able to demonstrate enrollment for the previous school year, and enrollment for the upcoming school year.

(d) The intern or apprentice position must be related to the student's field of study. (*Res. No. 2370, 2006*)

9 PR 020. Training Reimbursement.

(a) Department Required Training. This section applies to training which is at the department's direction and is intended to provide the employee with additional skills and knowledge to maintain or improve performance in the employee's current position

(1) The department shall pay for registration, tuition, textbooks and other course fees and materials incurred when an employee attends department required training. The textbooks and materials remain the property of the department unless otherwise authorized by the department director.

(2) If the employee fails to attend the training without good cause, adverse employment action may ensue including discipline and/ or a requirement to repay travel and training costs.

(b) Employee Requested Training. This section applies when an employee requests funding to attend a course seminar, workshop, correspondence course or other type of training that is not required by the department. Departments may grant requests for employee training when funds are available and after priority training needs for the department have been met.

(1) Costs paid for by the employer may include registration, tuition or other course fees. The employee will pay for textbooks and other materials that remain the property of the employee.

(2) Written Application for Training. In order for the department to pay for the training, the employee must make written application and enter into a repayment agreement.

To request training, an employee must submit written information supporting the request to the employee's supervisor. The employee must include all information requested by the supervisor, but at minimum must include:

(A) A description of the training with an explanation of how the training will benefit the employee in the employee's current position;

(B) An estimate of the total cost for the training and the amount proposed for payment by the department;

(C) The written concurrence of the department director; and

(D) The written authorization of the City Manager.

(3) Employee Agreement to Reimburse Employer. Once preliminary permission is given in writing, the employee and the department director must execute a written agreement on payment for the training prior to the beginning of the training and before the department will make any payment towards the training. Such agreement shall require that the employee repay the department in full for training costs and amounts advanced if:

- (A) The employee does not successfully complete the course with a grade of “C-” or better; or
- (B) The employee separates from employment as a result of the employee’s own actions or for cause within one year from the completion of the training.
- (C) The CBJ shall have the right to obtain training reimbursement from the employee by deduction from the employee’s final paycheck any monies owing or by other legal means in accordance with 18 PR 037. (*Res. No. 2069, 2001; 2223, 2003; 2370, 2006*).

9 PR 025. Training Reimbursement Schedule.

(a) When the department and the employee mutually agree that the course of training is desirable and the cost of the training exceeds \$500.00, the department and the employee may enter into a reimbursement agreement. Such agreement must be in writing and signed by both the employee and the department prior the beginning of the training.

(1) 100 percent if the employee separates from the position as a result of the employee’s own actions, or for cause, before 52 weeks from completion of the training or certification;

(2) 50 percent if the employee separates from the position as a result of the employee’s own actions, or for cause, after 52 weeks, but before 104 weeks from completion of the training or certification;

(3) 25 percent if the employee separates from the position as a result of the employee’s own actions, or for cause, after 104 weeks, but before 156 weeks from completion of the training or certification.

(b) In cases of extenuating circumstances, the City Manager may waive the training reimbursement agreement at his or her discretion.

(c) The CBJ shall have the right to obtain training reimbursement from the employee by deduction from the employee’s final paycheck any monies due according to the schedule above or by other legal means in accordance with 18 PR 037. (*Res. No. 2370, 2006*)

9 PR 030. Licenses and Certifications.

An employee is responsible for maintaining all licenses and certifications necessary to maintain the minimum qualifications for the position and job classification to which allocated. The department director may, at his or her discretion, reimburse an employee for the cost of maintaining such certification and licensure. (*Res. No. 2370, 2006*)

**RULE 10
PAY****Section**

- 005. Scope**
- 010. General**
- 015. Basis of Pay**
- 025. Beginning Pay**
- 030. Advanced Step Placement**
- 035. Former Employee**
- 040. Promoted Employee**
- 045. Pay Range Increase**
- 050. Involuntary Demotion**
- 051. ADA reassignment**
- 055. Voluntary Demotion**
- 060. Transferred Employee**
- 065. Change of Occupation**
- 070. Appointment Effective Date**
- 075. Merit Anniversary date**
- 080. Merit Increase**
- 085. Merit Increase Not Earned**
- 090. Step Reduction**
- 095. Increased Responsibilities Differential**
- 097. Temporary Supervision Pay**
- 098. Acting in a Higher Range Pay**
- 100. Shift Differentials**
- 105. Standby Pay**
- 110. Call out**
- 115. Sixth and Seventh Day**
- 120. Overtime Defined**
- 125. Overtime Rate**
- 130. Overtime Payment**
- 135. Maximum Compensatory Time**
- 140. Compensatory Time Payment**
- 145. Holiday Pay**
- 150. Total Remuneration**

(Res. No. 2370, 2006; 2422(c), 2007)

10 PR 005. Scope.

This Rule covers all employees in the classified and partially exempt service except the City Manager, and the City Attorney, ~~and classified employees of the Eaglecrest Ski Area. Classified employees of the Eaglecrest Ski Area are covered under Rule 19.~~ *(Res. No. 2370, 2006; 4028, 2025)*

10 PR 010. General.

The Human Resources and Risk Management Director shall allocate classifications to pay ranges based on the classification plan. (*Res. No. 2370, 2006*)

10 PR 015. Basis of Pay.

(a) An employee is paid according to the pay range assigned to the position occupied by the employee.

(b) An employee paid on a salary basis who works less than full time shall be paid on a prorated basis.

(c) An employee paid on a salary basis who consistently works in excess of 45 hours per week shall be paid on an alternate schedule. (*Res. No. 1875, 1997; 2370, 2006; 2582; 2011*)

10 PR 025. Beginning Pay.

Except as provided in 10 PR 030 (advanced step placement), 10 PR 035 (former employee), 10 PR 040 (promoted employee), 10 PR 050 (involuntary demotion), 10 PR 051 (ADA Reassignment) or 10 PR 055 (voluntary demotion), the beginning pay of a newly appointed employee is step 1 of the pay range of that classification. An employee shall never be paid at a rate of pay below the minimum wage identified in Alaska Statute. (*Res. No. 2370, 2006; 2422(c), 2007; 2649, 2013; 4028, 2025*)

10 PR 030. Advanced Step Placement.

(a) The City Manager may authorize advanced step placement when the applicant selected for the position is exceptionally qualified or when recruitment is exceedingly difficult. For the purposes of this rule, exceptionally qualified shall be defined as education or work experience that exceeds the minimum qualifications for the position and job class.

(b) The City Manager may authorize advance step placements for a specific job classification when recruitment is exceedingly difficult. In such instances, the step placement of employees occupying the same job classification may be reviewed and adjusted upward based on the service of the employee, the step at which the employee was originally appointed, and the advanced step that is authorized for the new appointee. (*Res. No. 2370, 2006*)

10 PR 035. Former Employee.

(a) A department director may make an advanced step placement for a former employee eligible for non-competitive re-employment under 5 PR 060 provided the appointment is to the same job classification and the advanced step does not exceed a step formerly held by the employee.

(b) A department director, with the approval of the Human Resources and Risk Management Director, may make an advanced step placement for a former employee eligible for non-competitive re-employment under 5 PR 060 to a closely related job classification at the same or a lesser pay range than that formerly held by the employee. (*Res. No. 2370, 2006*)

10 PR 040. Promoted Employee.

(a) A promoted employee shall be provided a two step increase in the range of the classification from which promoted, or placed at Step 1 in the new range, whichever is greater. If the monetary equivalent of a two step increase places an employee between steps in the new range, the employee shall be placed at the higher step. The City Manager may authorize additional step placement if there are exceptional circumstances.

(b) The merit anniversary of a promoted employee is the first day of the regular pay period following the completion of the probationary period. (*Res. No. 2370, 2006; 2740, 2016; 2863, 2019*)

10 PR 045. Pay Range Increase.

(a) An employee occupying a position that is reallocated to a higher pay range is placed in a step of the higher range in the same manner as a promoted employee.

(b) The merit anniversary and status of an employee advanced in pay range because the position is reallocated will not change.

10 PR 050. Involuntary Demotion.

(a) An employee demoted for cause enters the new range at a step no higher than the one occupied in the former range.

(b) The merit anniversary of an employee involuntarily demoted to a job classification formerly held will not change.

(c) An employee involuntarily demoted because the position the employee occupies is allocated to a lower pay range enters the new range as follows:

(1) If the current pay rate is the same as a step in the lower range, the employee enters the lower range at that step.

(2) If the current pay rate falls between steps in the lower range the rate remains frozen until the next merit anniversary, at which time the employee is placed at the higher step.

(3) If the current pay rate exceeds the maximum of the lower range:

(A) The employee's pay rate is frozen for a maximum of 24 months. If adjustments to the pay schedule cause the assigned range to encompass the frozen rate, the employee is placed at that step in the range closest to, but not less than the frozen rate.

(B) If the frozen rate continues to exceed the assigned range after the passage of 24 months, the employee is placed in the maximum step of the range and the pay rate reduced, at which time the employee shall be paid a lump sum equal to the difference between the value of the employee's accumulated leave calculated at the former rate of pay and the value calculated at the new rate of pay. (*Res. No. 1961, 1998; 2370, 2006*)

10 PR 051. ADA Reassignment.

(a) An employee who is reassigned as a reasonable accommodation under the Americans with Disabilities Act shall enter the new range at a step no higher than the one the employee occupied in the former range.

(b) The employee shall serve a new probationary period and establish a new merit anniversary.

(c) An employee who undergoes a reduction in pay due to an ADA Reassignment shall be paid a lump sum equal to the difference between the value of the employee's accumulated leave calculated at the former rate of pay and the value calculated at the new rate of pay. (*Res. No. 2422(c), 2007*)

10 PR 055. Voluntary Demotion.

(a) An employee who is voluntarily demoted to a classification formerly held shall enter the lower range at the step the employee would have earned had the employee remained in the former classification. The merit anniversary of the employee shall not change, and the employee shall not serve a new probationary period, if the employee formerly held permanent status in the job class.

(b) An employee who requests a voluntary demotion to a classification not formerly held enters the lower range at a step determined by the department director provided, however, that the step placement does not exceed the rate one step below the higher range placement. The employee shall serve a new probationary period and establish a new merit anniversary.

(c) An employee who undergoes a voluntary demotion shall be paid a lump sum equal to the difference between the value of the employee's accumulated leave calculated at the former rate of pay and the value calculated at the new rate of pay. (*Res. No. 1961, 1998*)

10 PR 060. Transferred Employee.

(a) The merit anniversary and step placement of an employee transferred with no change in job classification will not change due to the transfer.

(b) The step placement of an employee transferred to a closely related job classification will not change. The merit anniversary will not change unless the employee serves an amended probationary period. (*Res. No. 2370, 2006*)

10 PR 065. Change of Occupation.

(a) Except as otherwise provided in these Rules, the beginning pay for an employee appointed to a position in an unrelated classification is step 1 of the pay range.

(b) The merit anniversary of an employee who changes occupations will be the first day of the regular pay period following completion of the probationary period. (*Res. No. 2370, 2006; 2649, 2013*)

10 PR 070. Appointment Effective Date.

The normal effective date of all appointments is the employee's first day of work. However, when the first day of the pay period is Saturday, Sunday or a holiday and the employee's first day of work is the first scheduled work day of the pay period the effective date of the appointment is the first day of the pay period.

10 PR 075. Merit Anniversary Date.

(a) The merit anniversary date of a probationary employee appointed is the first day of the regular pay period following completion of the probationary period.

(b) The merit anniversary date of a full time partially exempt employee is the first day of the regular pay period following 26 pay periods of service.

(c) The merit anniversary date of a full time employee shall be advanced one pay period for each 10 days of leave without pay. (*Res. No. 1875, 1997; 2051, 2000; 2370, 2006*)

10 PR 080. Merit Increase.

(a) Steps 2 through 13 in the pay schedule recognize merit. Permanent and partially exempt employees are eligible for merit increases.

(b) A merit increase of 1 step in the pay range is given to a permanent or partially exempt employee who receives an overall performance rating of "acceptable" or better. Such increase is due when the employee establishes a merit anniversary date in accordance with 10 PR 075 and on the employee's merit anniversary date thereafter according to the following schedule:

(1) Steps 2 through 6: 1 year of service. One year of service is defined as 1, 950 hours in pay status or twelve months of continuous service, whichever is greater.

(2) Steps 6 through 13: 2 years of service. Two years of service is defined as 3,900 hours in pay status or 24 months of continuous service, whichever is greater.

~~(A) For the purpose of implementing steps “11” through “13”, any employee who has served at least two years at “10” step shall move to “11” step effective July 30, 2012. Such employees shall be eligible to move to “12” step on their established merit anniversary date subsequent to serving two years at “11” step, as defined in (2) above.~~

~~(B) For the purpose of implementing revisions to the percentage increments between step “6” and step “13”, effective July 1, 2013, the following conversion shall be implemented:~~

Former Step	New Step	Effect on Merit Anniversary Date Advancement
F	6	No change
J	7	Increase by 26 pay periods
K	7	No change
L	8	Increase by 26 pay periods
M	8	No change
N	9	Increase by 26 pay periods
O	9	No change
P	10	Increase by 26 pay periods

(3) Employees who are appointed at Steps 6 through 13 must serve an additional one year of service defined as 1,950 hours in pay status or twelve months of continuous service, whichever is greater, after establishing a merit anniversary date prior to receiving a merit increase unless the provisions of 10 PR 080(c) are invoked.

(c) The City Manager may grant an additional merit increase or advance the merit anniversary date by twelve months to an employee who receives an overall performance rating of “outstanding”, and where other exceptional circumstances exist.

(d) A Department Director may grant a merit increase to a long term temporary project employee on the same basis as a partially exempt employee provided the employee’s performance is overall “acceptable” or better. (*Res. No. 1875, 1997; 2328, 2005; 2320, 2005; 2370, 2006; 2422(c), 2007; 2582, 2011; 2622, 2012; 2649, 2013*)

10 PR 085. Merit Increase Not Earned.

(a) If an employee receives an overall performance rating of “acceptable –“ (acceptable minus) the employee shall not be eligible for a merit increase.

(b) The employee’s merit anniversary date does not change when a step increase has not been earned due to less than acceptable performance.

(c) If the employee’s overall performance rating reaches “acceptable” a step increase will be given effective the first day of the pay period following the “acceptable” evaluation.

(d) Should a merit increase be withheld, the supervisor must implement a performance improvement plan consistent with the provisions of 8 PR 025. (*Res. No. 2370, 2006*)

10 PR 090. Step Reduction.

(a) If an employee receives an overall performance rating of “unacceptable” the department director may reduce the employee’s step placement by one step in accordance with 13 PR 025.

(b) The employee’s merit anniversary date does not change when a step has been reduced or restored. The reduction is effective the first day of the pay period following written notice to the employee. Not less than 2 pay periods must pass before a step reduction may be restored.

(c) If the employee’s overall performance rating reaches “acceptable” the former step will be restored effective the first day of the pay period following the “acceptable” evaluation.

(d) If an employee receives a step reduction, the supervisor must implement a performance improvement plan consistent with the provisions of 8 PR 025. (*Res. No. 2370, 2006; 2422(c), 2007*)

10 PR 095. Increased Responsibilities Differential.

(a) An hourly employee temporarily assigned some of the duties of a higher level position because the incumbent is on leave or the position is vacant is paid an increased responsibilities differential.

(b) When two or more employees are assigned to work without an on-site supervisor the department director may designate one of the employees as a temporary lead worker. The temporary lead worker is paid an increased responsibilities differential for each hour of the assignment.

(c) To be eligible for an increased responsibilities differential an employee must assume the responsibilities for not less than 7.5 hours; however, the differential is retroactive to the first hour of the assignment.

(d) Temporary assignment of duties under this section may not exceed 26 weeks.

(e) Increased responsibilities pay is available only to an employee paid an hourly rate.

10 PR 097. Temporary Supervision Pay.

When two or more employees in different pay ranges are assigned to a work function while the supervisor is not available for more than 1 work day and up to 2 pay periods, the department director may designate in writing one of the employees as temporary supervisor. It will be the temporary supervisor’s responsibility to direct the work in order to continue to fulfill the function. This section does not apply to employees paid on a salary basis or employees whose position

description includes responsibility for assuming the duties of the supervisory position in the absence of the supervisor. (*Res. No. 2342, 2005; 2370, 2006*)

10 PR 098. Acting in a Higher Range Pay.

(a) Regular Compensation for Acting in a Higher Range

(1) When an employee is assigned to perform the duties of a higher classification under 5 PR 025, the employee shall be paid according to the pay range allocation of the higher level position. Step placement in the higher pay range shall be the same as if the employee were promoted to the higher classification.

(2) An employee who is acting in a higher range is not eligible for the higher job class rate of pay when on leave. Leave time shall not reduce the overall duration of the acting in a higher range appointment.

(b) Overtime Compensation for Acting in a Higher Range Appointment. An hourly employee appointed to a higher level job class in a salaried position remains eligible for overtime pay.

(c) Overtime Compensation for a Salaried employee working in an Hourly position. A salaried employee who works out of class in an hourly position and who works the majority of his or her work day performing the duties that are normally compensated at an hourly rate of pay, shall be eligible for overtime compensation for hours exceeding the thresholds defined in 10 PR 120(a)-(c) (Overtime Defined). (*Res. No. 2342, 2005; 2370, 2006; 2422(c), 2007; 2582, 2011*)

10 PR 100. Shift Differentials.

Only those employees who are paid on an hourly basis, who regularly work 37.5 hours per week or more, and whose work schedule includes in excess of 2 continuous hours between the hours of 4:00 p.m. and 8:00 a.m. are eligible for shift differentials.

(a) Hours worked between 4:00 p.m. and midnight will be paid at shift differential “A”. The hourly premium pay rate associated with shift differential provided in 18 PR 015.

(b) Hours worked between midnight and 8:00 a.m. will be paid at shift differential “B”. The hourly premium pay rate associated with shift differential provided in 18 PR 015.

(c) An hourly employee working at the Fire Department who is assigned to a 56 hour shift under the FLSA 7(k) exemption is not eligible for shift differential pay. (*Res. No. 1875, 1997; 2370, 2006; 2831, 2018*)

10 PR 105. Standby Pay.

- (a) An employee assigned to standby duty is paid standby pay for each hour of standby duty. For purposes of calculating standby pay, time shall be rounded to the nearest quarter-hour.
- (b) If called back the employee is paid at the overtime rate and standby pay ceases.
- (c) An employee ~~monitoring a pager is not on standby duty unless specifically instructed to monitor and respond to pager calls.~~ monitoring a cell phone is not on standby duty unless specifically instructed to respond to calls or texts.
- (d) Standby duty is not credited to an employee for purposes of determining overtime eligibility.
- (e) Standby pay is available only to an employee paid an hourly rate and who regularly works 37.5 hours or more per week.
- (f) An hourly employee working at the Fire Department who is assigned to a 56 hour shift under the FLSA 7(k) exemption is not eligible for Standby Pay. (*Res. No. 1875, 1997; 2831, 2018; 4028, 2025*)

10 PR 110. Call Out.

- (a) The supervisor shall notify an employee at least 24 hours prior to the beginning of any extra duty, excluding the extension of an employee's regular shift. If less than 24 hours notice is given the extra duty is a call out
- (b) The minimum call out is for 1 hour of work.
- (c) An employee is paid at the overtime rate for all hours worked as the result of a call out.
- (d) Call out pay is available only to an employee paid an hourly rate and who regularly works 37.5 hours or more per week. (*Res. No. 1875, 1997; 2370, 2006*)

10 PR 115. Sixth and Seventh Day.

- (a) A full time employee paid an hourly rate who works a sixth or seventh day is paid for a minimum of 2 hours.
- (b) In those instances that the minimum work is not available the difference between the employee's actual duty and the minimum is recorded and paid as show-up compensation.
- (c) Show-up compensation is not credited to an employee for purposes of determining overtime eligibility. (*Res. No. 2370, 2006*)

10 PR 120. Overtime Defined.

- (a) Except as otherwise provided, all work in excess of 40 hours in a week, excluding those hours already paid at the overtime rate, is paid at the overtime rate.

- (b) The employer may establish an alternative overtime threshold for fire protection and law enforcement employees under the 7(k) exemption of the Fair Labor Standards Act. Employees subject to the alternative overtime threshold will be notified.
- (c) The overtime rate of pay is time and one-half (1 ½) an employee's regular hourly rate of pay.
- (d) All work on a holiday as defined in these Rules is paid at the overtime rate of pay, unless the holiday has been compensated for by an alternate day off or by increased personal leave credit.
- (e) An employee who works 7.5 hours or more without a lunch break of at least 0.5 hour in duration will be paid at the overtime rate for 0.5 hour.
- (f) Overtime pay is available only to an employee paid an hourly rate.
- (g) If an operational exigency causes an employee to work for a period of time such that the employee is unable to achieve sufficient rest before the start of a scheduled shift, a department director is authorized to grant the employee up to eight hours of administrative leave so that the employee receives sufficient rest before reporting to work. A new workday or new work week shall not cause an employee who has not had a sufficient rest period to lose overtime eligibility. "Sufficient rest" is generally defined as 8 hours away from work. (*Res. No. 2342, 2005; 2370, 2006; 2476, 2009; 2797, 2017*)

10 PR 125. Overtime Rate.

The overtime rate for an hourly paid employee is 1.5 times the normal hourly rate.

10 PR 130. Overtime Payment.

- (a) Overtime is paid as wages or as compensatory time.
- (b) An employee may request that overtime be credited as compensatory time.
- (c) The department director must determine that the crediting or use of compensatory time will not result in any increased costs or scheduling hardships prior to authorizing the crediting or use of compensatory time.

10 PR 135. Maximum Compensatory Time.

- (a) An employee's compensatory time balance may not exceed 100 hours on the first day of any pay period. All excess hours are to be paid as wages.
- (b) No compensatory time other than that earned during pay periods starting between November 21 through December 31 may remain credited to the account of an employee after the first day of the first pay period starting in January.

(c) Compensatory time may not be taken in the same pay period that it is earned. The Department Director can authorize such use under extenuating circumstances. (*Res. No. 1875, 1997; 2069, 2001; 2370, 2006; 2582, 2011*)

10 PR 140. Compensatory Time Payment.

An employee is paid at the employee's regular rate of pay for all time that is deducted from the employee's compensatory time account.

10 PR 145. Holiday Pay.

(a) Permanent and probationary employees, who are not compensated for holidays by accruing additional personal leave, are paid for each holiday provided the employee was in pay status the work day immediately preceding the holiday and the work day immediately following the holiday. Employees occupying part-time limited and seasonal part-time positions are not eligible for holiday pay except as provided in 7 PR 025(f). For the purposes of this provision, pay status shall include an employee who is in furlough status.

(1) Employees with a regular work schedule of 37.5 hours per week receive 7.5 hours pay for each holiday.

(2) Employees with a regular work schedule of 40 hours or more per week will receive 8 hours pay for each holiday.

(3) Employees with a regular work schedule of less than 37.5 hours per week shall receive holiday pay that is based on the average number of hours worked per week over the 10 weeks immediately preceding the pay period the holiday falls in. For the purposes of computing the amount of time per week, all hours credited to regular pay, personal leave, or holiday pay shall count. Time worked in overtime status, or call back or show up pay shall not be included. (*Res. No. 2282, 2004; 2370, 2006; 2622, 2012; 2831, 2018*)

10 PR 150. Total Remuneration.

No salary, wage or benefit may be paid to an employee except as provided in these rules, by ordinance or resolution of the Assembly, or as required by state or federal law

**RULE 11
LEAVE****Section****005. Scope****010. Accrual Rates****012. Personal Leave Cash-in****016. Reserved****017. Reserved****020. Accrual During Unauthorized Leave****025. Leave Anniversary****030. Minimum Leave Use****035. Maximum Leave Carry-over****040. Use of Personal Leave****045. Direction to Take Leave****050. Bereavement Leave****055. Banked Medical Leave****060. Use of Leave to Supplement Workers' Compensation****065. Leave Without Pay****067. Family/Medical Leave****070. Cancellation of Leave****075. Effect of Leave Without Pay****080. Adjustment of Anniversary Dates****081. Employee Furlough****085. Court Leave****090. Military Leave Without Pay****095. Military Leave with Pay****100. Emergency Service Leave****105. Maximum Paid Military and Emergency
Service Leave****110. Donation of Leave****115. Seasonal Leave****120. Medical Leave on Separation****125. Personal Leave on Separation****130. Parent-Teacher Conference Leave****135. Paid Parental Leave**

(Res. No. 2069, 2001; 2370, 2006; 2422(c), 2007; 2476, 2009; 2618, 2012; 3029(am), 2023)

11 PR 005. Scope.

This Rule covers absences from regularly scheduled work for employees with probationary, permanent, partially exempt, long term temporary or acting in a higher range status. Part time limited and short term temporary employees shall not be subject to personal leave accrual or use. (*Res. No. 2370, 2006; 2618, 2012*)

11 PR 010. Accrual Rates.

(a) Employees who are assigned to a 37.5 hour work week and who are paid an hourly rate accrue personal leave at the rate of:

(1) 6.1 hours for each full biweekly pay period of work for employees with less than one year of service;

(2) 7 hours for each full biweekly pay period of work for employees with one but less than two years of service;

(3) 7.8 hours for each full biweekly pay period of work for employees with two but less than five years of service;

(4) 8.7 hours for each full biweekly pay period of work for employees with five but less than ten years of service;

(5) 10.4 hours for each full biweekly pay period of work for employees with ten years or more of service.

(b) Employees who are assigned to a 40 hour work week and who are paid an hourly rate accrue personal leave at the rate of:

(1) 6.5 hours for each full biweekly pay period of work for employees with less than one year of service;

(2) 7.4 hours for each full biweekly pay period of work for employees with one but less than two years of service;

(3) 8.3 hours for each full biweekly pay period of work for employees with two but less than five years of service;

(4) 9.3 hours for each full biweekly pay period of work for employees with five but less than ten years of service;

(5) 11.1 hours for each full biweekly pay period of work for employees with ten years or more of service.

(c) Full time employees who are paid a salary accrue personal leave at the rate of:

(1) .81 of a day for each full biweekly pay period of work for employees with less than one year of service;

(2) .93 of a day for each full biweekly pay period of work for employees with one but less than two years of service;

(3) 1.04 of a day for each full biweekly pay period of work for employees with two but less than five years of service;

(4) 1.16 of a day for each full biweekly pay period of work for employees with five but less than ten years of service

(5) 1.39 of a day for each full biweekly pay period of work for employees with ten years or more of service.

(d) Leave accrual for part-time employees and other employees not assigned to a 37.5 hour work week is prorated according to a schedule established by the Human Resources and Risk Management Director.

(e) Years of service for the purpose of computing personal leave includes all full-time probationary, permanent, acting in a higher range, long term temporary, and partially exempt service with the CBJ that is subject to these rules. Less than full-time probationary, permanent, acting in a higher range, and partially exempt service is prorated according to a schedule established by the Human Resources and Risk Management Director.

(f) Reserved.

(g) If a former employee who left in good standing returns to CBJ service within 10 years of separation, the employee shall be placed at the level of leave accrual formerly held. A former employee of the Juneau School District or Bartlett Regional Hospital who left in good standing and begins employment at CBJ within ten (10) years of separation shall have verifiable service time with the Juneau School District or Bartlett Regional Hospital be considered as if CBJ service time for the purposes of establishing their leave accrual rate at the CBJ upon commencement of employment.

(h) The City Manager may, at his or her discretion, authorize an advanced leave accrual rate.

(i) Reserved. (*Res. No. 1875, 1997; 2370, 2006; 2422(c), 2007; 2618, 2012; 4018, 2025*)

11 PR 012. Personal Leave Cash-in.

(a) An employee may cash in personal leave if the following requirements are met:

- 1) the employee's leave balance after the cash-in is not less than 21 days; and
- 2) the leave cash-in request is for a minimum of 5 days.

(b) 21 days is equal to:

- 1) 157.5 hours for an employee assigned to a 37.5 hour work week
- 2) 168 hours for an employee assigned to a 40 hour work week
- 3) 236 hours for an employee assigned to a 24/48 hour duty cycle

(c)~~(d)~~ Administration.

(1) Application for personal leave cash-in shall be made in writing to the Payroll ~~Supervisor~~ Office.

(2) Leave cash-in will be included in the employee's next regular payroll check.

(3) A request for leave cash-in must be received no later than the last Friday of the pay period if the leave cash in is to be included in the paycheck for that pay period.

(4) The equivalencies established in subsection (b)~~(a)~~ shall be proportionately reduced for an employee assigned to work less than a full time schedule.

(5) The personal leave cash-in does not count toward minimum leave use requirements.

(d)~~(e)~~ An employee may cash in personal leave as necessary and without regard to the limitations in subsection (a) in order to purchase health insurance through the employer while on leave without pay.

(e)~~(f)~~ Notwithstanding the provisions of 11 PR012 (a), an employee may cash in an unlimited amount of accrued personal leave. (*Res. No. 2016, 2000; 2223, 2003; 2370, 2006; 2476, 2009; 4018, 2025; 4028, 2025*)

11 PR 016. Reserved. (*2370, 2006; 2500, 2009; 2618; 2012*)

11 PR 017. Reserved. (*Res. No. 2370, 2006; 2500, 2009; 2618; 2012*)

11 PR 020. Accrual During Unauthorized Leave.

Leave is not accrued for any pay period during which an employee is absent without approved leave or due to disciplinary leave. (*Res. No. 2370, 2006; 2740, 2016*)

11 PR 025. Leave Anniversary.

(a) An employee's leave anniversary is the first day of the pay period immediately following the pay period in which the employee is appointed.

(b) A change to an employee's rate of accrual is effective on the employee's leave anniversary.

11 PR 030. Minimum Leave Use.

(a) An employee must use not less than one-third of personal leave accrued by December 31st. Leave cashed in or donated shall not count as use for purposes of this rule.

(b) An employee is exempt from the minimum use requirement to the extent the employee's personal leave balance would be reduced to less than 30 days.

(c) Minimum leave not used will be deducted from the employee's leave balance on January 1st. An employee may not receive any credit or compensation for deducted leave. (*Res. No. 2069, 2001; 2370, 2006; 2618, 2012; 2831, 2018*)

11 PR 035. Maximum Leave Carry-over.

(a) Accrued personal leave may not exceed 150 days on January 1, except with the written authorization of the City Manager. Leave in excess of 150 days on January 1 will be paid out to the employee.

(b) At the request of the department director, the City Manager may permit the carry-over of leave in excess of 150 days when the City Manager determines that the employee made every reasonable effort to schedule leave and the department director denied the leave requests because of extraordinary circumstances.

(1) The department director must submit to the City Manager a plan providing for the timely use of the excess leave.

(2) Granting carry-over of leave may not cause any hardship to the CBJ beyond the benefit to be gained by granting such leave carry-over. (*Res. No. 1875, 1997; 2069, 2001; 2342, 2005; 2370, 2006; 2422(c), 2007; 2618, 2012; 2831, 2018*)

11 PR 040. Use of Personal Leave.

(a) Personal leave may be granted at any time the work load permits with the prior approval of the employee's supervisor.

(b) Personal leave for medical reasons must be granted if the supervisor is satisfied that:

(1) The employee is sick or disabled to the extent that the employee cannot perform regular duties;

(2) The employee's presence on the job would jeopardize the health or safety of fellow employees;
or

(3) To care for the employee's child, spouse, domestic partner, or parent who is ill or injured if such illness or injury requires the employee's presence.

(c) Personal leave may also be used for Family Medical Leave purposes consistent with the provisions of 11 PR 067.

(d) A department director may require an employee to provide a statement from a health care provider or other acceptable proof that the conditions of this section have been satisfied before authorizing use of personal leave.

(e) An employee is required to promptly advise the supervisor or department director of his or her absence and the reason for his or her absence when requesting the use of unscheduled leave.

(f) An employee may be authorized to take no more than two weeks of personal leave for the period immediately preceding his or her resignation. The Department Director, with approval from the Human Resources and Risk Management Director, may grant an additional two weeks of personal leave for extenuating circumstances. The employee must return to work status prior to separating from service. (*Res. No. 1619, 1993; 2370, 2006*)

11 PR 045. Direction to Take Leave

A supervisor or department director may direct an employee to use accrued leave when necessary to assure the employee uses the minimum required leave or when the employee's accumulated leave may exceed the maximum carry-over.

11 PR 050. Bereavement Leave.

An employee may use personal or banked medical leave when the employee notifies his or her supervisor or department director that a member of the employee's immediate family has died. Bereavement leave entitlement is limited to 2 weeks. (*Res. No. 1619, 1993, 2223; 2370, 2006; 2618, 2012*)

11 PR 055. Banked Medical Leave.

(a) An employee who has banked medical leave may take such leave only when one of the following conditions exists:

(1) The employee is sick or disabled to the extent that the employee cannot attend to the employee's regular duties.

(2) The illness or disability of a member of the employee's immediate family requires the attendance of the employee.

(3) The employee has an FMLA qualifying condition and must take time off work for that condition.

(4) The employee's absence is due to an on-the-job injury with the Employer which qualifies as a workers' compensation claim to the extent that the employee's absence is not covered by workers' compensation.

(5) The employee has no accrued personal leave and the absence is due to the death of the employee's immediate family member, in which case the use of medical leave is limited to 2 weeks. A department director may require a physician's statement or other acceptable proof that an employee's condition meets the requirements of this section before authorizing the use of banked medical leave.

(b) Banked medical leave cannot be cashed in when an employee separates from CBJ service. Employees who are reemployed with the CBJ to a position that accrues leave within three calendar years of separation, and who had banked medical leave upon separation, shall have their medical leave bank restored. (*Res. No. 1875, 1997; 2223, 2003; 2370, 2006; 2618, 2012; 3000, 2022*)

11 PR 060. Use of Leave to Supplement Workers' Compensation.

(a) An employee may supplement workers' compensation payments with the use of personal or banked medical leave provided the employee's net compensation does not exceed what the employee would have received had the employee worked a regular schedule.

(b) Employees receiving workers' compensation are on leave without pay for that time covered by the payments. (*Res. No. 1875, 1997; 2370, 2006; 2618, 2012*)

11 PR 065. Leave Without Pay.

(a) An employee may be granted leave without pay provided the leave does not cause hardships to the CBJ. Except as provided in 11 PR 067, 11 PR 115, and 13 PR 020, and employee may not take leave without pay if the employee has accrued compensatory or personal leave available for use.

(b) An employee who is paid a salary may not be charged leave without pay for less than a full day increment.

(c) An employee who is paid a salary and who has no accrued personal leave will be advanced personal leave in increments of less than one day to prevent being charged leave without pay for less than one day.

(d) The maximum personal leave indebtedness for an employee who is paid a salary is two days.

(e) Leave without pay in excess of 20 days in a calendar year must be approved by the City Manager unless authorized as family/medical leave under the provisions of 11 PR 067.

(f) An employee who has no accrued personal or banked medical leave will be granted leave without pay for family/medical leave purposes consistent with 11 PR 067.

(g) An employee may be granted up to ten days of leave without pay, regardless of hardship caused to the CBJ, if the absence is due to the death of a member of the employee's immediate family. (*Res. No. 1875, 1997; 2015, 2000; 2223, 2003; 2370, 2006; 2582, 2011; 2618, 2012*)

11 PR 067. Family/Medical Leave.

Administrative Policy 08-03R, Family Medical Leave Policy, or the successor policy(ies) is hereby incorporated by reference at Appendix A. (*Res. No. 1875, 1997; 2370, 2006; 2618, 2012*)

11 PR 070. Cancellation of Leave.

The CBJ retains the right to cancel pre-approved leave when circumstances require such cancellation. (*Res. No. 2370, 2006*)

11 PR 075. Effect of Leave Without Pay.

During each pay period an employee uses leave without pay, the employee accrues leave and other benefits on the same prorated basis as a part-time employee. Employer provided contributions to the employee's health insurance coverage may also be impacted as provided in 17 PR 015. (*Res. No. 2740, 2016*)

11 PR 080. Adjustment of Anniversary Dates.

The leave anniversary and the merit anniversary of a full time employee are set forward 1 pay period for each 10 days of leave without pay. (*Res. No. 1875, 1997; 2370, 2006*)

11 PR 081. Employee Furloughs.

The City Manager may, at his or her discretion, authorize a period of employee furlough on a voluntary or mandatory basis to reduce the operating costs of the organization. An employee may be placed on furlough even if the employee has a personal leave balance. The provisions of 11 PR 075 and 11 PR 080 shall not apply to furlough periods. (*Res. No. 2476, 2009; 2622, 2012*)

11 PR 085. Court Leave.

(a) An employee called to serve as a juror or subpoenaed as a witness to testify concerning matters within the scope of employment or incidents observed while on duty may receive court leave.

(b) An employee required on his or her regularly scheduled workday to serve as a juror or witness shall be paid his or her regular wage for the time spent in court or the length of the shift, whichever is less. The employee shall remit to CBJ all juror or witness fees for such service.

(c) Court leave must be supported by written documents such as a subpoena or court clerk's statement of attendance. (*Res. No. 2069, 2001*)

11 PR 090. Military Leave Without Pay.

An employee is entitled to leave without pay to serve on active duty in the United States uniformed services and is entitled to the reemployment benefits granted under the Uniformed Services Employment Reemployment Rights Act (USERRA). (*Res. No. 2370, 2006*)

11 PR 095. Military Leave with Pay.

(a) An employee who is a member of a reserve component of the United States uniformed services is entitled to a leave of absence without loss of pay for that time during which the employee is ordered to training duty, as distinguished from active duty, or for field exercises, for instruction with troops or when under direct military control for search and rescue missions.

(b) An employee who is called to active duty by the governor is entitled to 5 paid work days of military leave per year (January 1 through December 31).

11 PR 100. Emergency Service Leave.

An employee who is a member of an auxiliary or rescue component of the United States armed forces or a federal, state, or local emergency services organization may be granted emergency service leave with pay for the performance of fire suppression, search, rescue or similar emergency missions under direct military, federal, state or CBJ control.

11 PR 105. Maximum Paid Military and Emergency Service Leave.

The combined total of paid military leave and paid emergency service leave for an employee may not exceed 16.5 days in a calendar year.

11 PR 110. Donation of Leave.

(a) The City Manager may allow an employee to donate a maximum of 30 days or 50 percent of accrued personal leave, whichever is less, provided that the donation does not reduce the employee's total leave balance to less than 12 days. The City Manager may allow an employee to donate all of their compensatory time leave balance.

(b) The transfer of leave may only be made:

(1) To an employee who is on leave without pay and whose absence from work is due to:

(A) Authorized Family Medical Leave or Family Medical Leave qualifying event,

(B) The death of a member of the employee's immediate family, or

(C) The employee is on approved military or emergency service leave per 11 PR 100.

(D) Other circumstances approved by the City Manager.

(2) To a member of the immediate family of a deceased employee.

(c) Unused donated leave will be returned to the donor.

(d) Leave donated to another employee may not be credited toward the donor's minimum leave use requirement.

(e) Leave donated by an employee who is paid an hourly rate is given a cash value by multiplying the number of hours donated by the regular hourly rate of the donor. Leave donated by an employee who is paid a salary must be in full day increments which will be given a value as provided for in these rules.

(1) The cash value is given to the family of the deceased employee, or

(2) The cash value is divided by the regular hourly rate or the daily pay rate of the recipient and the recipient's medical leave bank is credited with that number of hours or days resulting from the calculation.

(f) Notwithstanding the provisions of (a) above, an employee who holds more than one leave accruing position may donate leave to themselves for periods of approved leave when leave accrued in one leave accruing assignment is needed to prevent the employee from going into a period of leave without pay in another leave accruing assignment. In such cases, leave donated from one position to the other will be credited on the same basis as if the employee was donating leave to another employee as provided in (e) above. (*Res. No. 2004, 1999; 2370, 2006; 2618, 2012; 2740, 2016; 4028, 2025*)

11 PR 115. Seasonal Leave.

(a) A seasonal employee will receive the cash value of his or her personal leave at the end of the season and be placed in leave without pay status until the work season resumes except that,

(b) A seasonal employee may retain a personal leave balance not to exceed 160 hours if the employee so requests prior to the end of the work season. (*Res. No. 2618, 2012*)

11 PR 120. Medical Leave on Separation.

All banked medical leave is canceled on separation from service. An employee may not receive any credit or compensation for canceled leave. (*Res. No. 2370, 2006; 2618, 2012*)

11 PR 125. Personal Leave on Separation.

(a) An employee separating from employment will receive, within 30 days of separation, terminal leave in the form of a lump sum payment for the personal leave balance at time of separation.

(b) An employee reemployed during terminal leave must refund an amount equal to the compensation covering the period between the date of reemployment and expiration of the terminal leave. The leave represented by the refund will be credited to the personal leave account of the employee. (*Res. No. 2069, 2001; 2370, 2006; 2618, 2012*)

11 PR 130. Parent-Teacher Conference Leave.

A parent or guardian of a student enrolled in a school or a licensed day care facility within the city and borough may apply for a maximum of 1.5 hours leave to attend a conference with that child's teacher. Such leave will be without loss of pay, and may be granted no more than twice in a single school year to the same employee for conferences regarding the same child. A supervisor may grant parent-teacher conference leave only in advance upon presentation by the employee of written verification of the date and time of the conference and a written finding by the supervisor that the leave can be accommodated without imposing added cost or inefficiencies in the work place. Supervisors shall make every reasonable effort to accommodate parent-teacher conference leave. (*Res. No. 1835, 1996*)

11 PR 135. Paid Parental Leave.

(a) The CBJ shall provide up to six (6) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, foster care, or legal guardianship. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

(b) Eligibility for paid parental leave shall be the same as the eligibility criteria articulated in CBJ Family/Medical Leave Administrative Policy 19-01, or the successor policy(ies). Paid parental leave will run concurrently with FMLA/AFLA leave use.

(c) Six (6) weeks of paid parental leave is provided in addition to accrued personal leave. Personal leave will continue to accrue during the period of paid parental leave, and an employee may not use personal leave concurrently with paid parental leave.

(d) Employees must work in a benefitted position to be eligible for paid parental leave. The paid parental leave benefit will be reduced on a pro-rated basis for an employee in a part time benefitted position.

(e) Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six-week total amount of paid parental leave granted for that event. Additionally, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling, 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month timeframe. If both parents and/or legal guardians are CBJ employees who meet the eligibility criteria, one employee shall be identified as the designated employee to take parental leave by the employees and only that designated employee shall be eligible for paid parental leave

under this rule. If the impacted employees are unable to agree on the designated employee, then the paid parental leave shall be split evenly between the two eligible employees.

(f) Each week of paid parental leave is compensated at the employee's regular, straight-time weekly pay or equivalent weekly salary and will be paid on the biweekly pay schedule.

(g) Employees must take paid parental leave in one continuous period of leave for the employee's entire work schedule. Intermittent paid parental leave is not permitted. Approved paid parental leave may be taken at any time during the six-month period immediately following the qualifying event and may not be used or extended beyond this six-month timeframe. Paid parental leave has no cash value and unused paid parental leave will be forfeited at the end of the six-month timeframe. Upon termination of employment with the CBJ, the employee will not be paid for any unused paid parental leave for which the employee was eligible.

An employee shall request paid parental leave on a CBJ-provided form. (*Res. No. 3029(am), 2023*)

RULE 12**RESIGNATION, NONDISCIPLINARY SEPARATION AND VOLUNTARY DEMOTION****Section****005. Resignation****010. Withdrawal or Amendment of Resignation****012. Non-disciplinary Separation****015. Voluntary Demotion****020. Eligibility to be Considered for Future Employment***(Res. No. 2422(c), 2007)***12 PR 005. Resignation.**

(a) To resign in good standing an employee must have acceptable or better performance, comply with all exit requirements, and provide proper written notice.

(b) An employee's performance shall be considered acceptable or better if

(1) A permanent or partially exempt employee's last performance evaluation of record indicates an overall performance rating of "acceptable" or better, or

(2) A probationary employee's progress on his or her training plan was satisfactory.

(c) An employee shall be considered to have complied with exit requirements provided the employee returns all of the CBJ's property prior to separation.

(d) Proper written notice must be provided to the department director in advance of separation from service according to the following provisions:

(1) Written notice must be given at least 2 weeks prior to the effective date for employees assigned to pay ranges 13 and below or the equivalent hourly pay amount as shown on the general pay schedule.

(2) Written notice must be given at least 4 weeks prior to the effective date for all other employees.

(3) A resignation must contain:

(i) The date it is written;

(ii) An unequivocal statement that the employee is separating from employment;

(iii) An effective date which is the employee's last day of work; and

(iv) The employee's signature.

(e) The department director may waive the advance notice requirement at his or her discretion.

(f) An employee who does not resign in good standing shall not be eligible for non-competitive selection under the provisions of 5 PR 060. (*Res. No. 2370, 2006; 2649, 2013; 2740, 2016*)

12 PR 010. Withdrawal or Amendment of Resignation.

(a) An employee, with the approval of the department director, may withdraw a resignation at any time prior to the selection of a replacement employee.

(b) An employee, with the approval of the department director, may change the effective date of a resignation.

12 PR 012. Non-disciplinary Separation.

(a) A department director may order non-disciplinary separation of an employee if the employee:

(1) Does not request, is denied, is ineligible for, or exhausts all available leave and fails to appear for work;

(2) Fails to respond to a notice requiring an indication of an intention to return to work;

(3) Becomes unqualified for or is unable to perform one or more essential functions of the position; or

(4) Has completed temporary or emergency service. (*Res. No. 1900, 1997; 2370, 2006*)

12 PR 015. Voluntary Demotion.

(a) A permanent or probationary employee may request a voluntary demotion.

(b) The request must be presented to the department director in writing. The decision to authorize a voluntary demotion is at the discretion of the department director.

(c) A demoted probationary employee will complete the remainder of the original probationary period in the lower classification unless the probationary service exceeds the normal probationary period for the lower classification. If the probationary service exceeds the normal probationary period for the lower classification the employee must serve an additional month of probation. (*Res. No. 2370, 2006*)

12 PR 020. Eligibility to be Considered for Future Employment.

- (a) An employee who separates from service is eligible to be considered for future employment with the City and Borough unless otherwise specified.
- (b) An employee who voluntarily or involuntarily separates from service with less than fully Acceptable job performance shall not be considered for future employment in the same job class or in a closely related occupational area, unless the individual can demonstrate that he or she has satisfactorily performed similar work at a fully Acceptable level for another employer for a minimum of two years.
- (c) An employee who voluntarily or involuntarily separates from service with less than fully Acceptable work habits or other job related attributes shall not be eligible to be considered for future employment with the City and Borough unless the individual can demonstrate that he or she has worked for another employer(s) for a minimum of two years. The subsequent employer(s) must verify that the undesirable work habit or job related attribute has been corrected.
- (d) An employee who is separated from service under the provisions of 13 PR 035 for misconduct will not be eligible to be considered for future employment with the City and Borough.
- (e) An employee who resigns in lieu of dismissal or during the course of an investigation into an allegation of employee misconduct that, if proven true, would lead to dismissal, will not be eligible to be considered for future employment with the City and Borough.
- (f) The employee will be notified upon separation of his or her rehire status.
- (g) An individual certified as non-eligible to be considered for future employment under the provisions of (d) through (f) above may, after a period of five years, make a written appeal to the City Manager to have his or her status reversed. The City Manager will respond in writing to the individual requesting reconsideration. The decision of the City Manager shall be final. (*Res. No. 2422(c), 2007; 2740, 2016*)

RULE 13
DISCIPLINARY ACTIONS**Section****005. Scope****007. Purpose****009. Predisciplinary Investigations****010. Predisciplinary Conference****015. Reprimand****020. Suspension****025. Step Reduction****030. Demotion****035. Dismissal**

(Res. No. 2106, 2001; 2370, 2006)

13 PR 005. Scope.

This Rule applies only to the classified service.

13 PR 007. Purpose.

The purpose of disciplinary action is to remedy unacceptable performance or conduct. Supervisors should impose discipline in steps of gradually increasing severity unless the performance or conduct warrants the immediate application of severe action. In general, the progression of disciplinary actions should be as follows: oral reprimand, written reprimand, suspension, dismissal. Other sanctions may be imposed as warranted to address particular deficiencies. *(Res. No. 2106, 2001)*

13 PR 009. Predisciplinary Investigations

(a) A supervisor, or other representative of the CBJ, must conduct a fact finding investigation when there is an allegation of misconduct involving a permanent employee and that employee may be subject to disciplinary action if such allegation is sustained.

(b) Such investigation shall be conducted in a thorough, fair and unbiased fashion. During the course of the investigation, the fact finder shall make reasonable attempts to gather all relevant facts and evidence and shall interview witnesses as appropriate.

(c) The permanent employee who is the subject of the investigation shall be interviewed. During the interview, the employee may have representation if he or she desires. If the employee is

represented by a union, such representation shall be limited to an authorized representative of the union. (*Res. No. 2370, 2006*)

13 PR 010. Predisciplinary Conference.

(a) A permanent employee subject to a suspension, step reduction, demotion or dismissal must be afforded the opportunity for a conference before the disciplinary action is effective.

(b) The purpose of the conference is to allow the employee and management personnel to review the facts relating to the proposed disciplinary action. (*Res. No. 1835, 1996*)

13 PR 015. Reprimand.

(a) A supervisor may for cause, after a pre-disciplinary investigation, issue a written reprimand to an employee. The reprimand must be discussed with the employee.

(b) A copy of the reprimand with any reply from the employee will be filed with the Human Resources and Risk Management Director.

(c) A letter of reprimand is not subject to the grievance procedure. (*Res. No. 2370, 2006*)

13 PR 020. Suspension.

(a) A department director may for cause, after pre-disciplinary investigation, and pre-disciplinary conference if requested, suspend an employee without pay.

(b) The reason for the suspension will be given to the employee in writing and a copy filed with the Human Resources and Risk Management Director.

(c) The period of suspension will be treated as disciplinary leave without pay for other purposes of these Rules including the effect on leave accrual, anniversary dates, and health insurance premiums. (*Res. No. 2370, 2006; 2740, 2016*)

13 PR 025. Step Reduction.

(a) A department director may for cause, after pre-disciplinary investigation, and pre-disciplinary conference if requested, reduce by one step the placement of a permanent employee who is placed at other than step A.

(1) The reason for the reduction will be given to the employee in writing and a copy filed with the Human Resources and Risk Management Director.

(2) The period the employee serves at the lower step may not exceed 26 weeks without review.

(3) The employee must be provided a performance improvement plan in accordance with 8 PR 025.

(b) An employee is subject to further step reduction or other disciplinary action if the employee fails to correct less than acceptable performance or repeats unacceptable behavior during the period of step reduction.

(c) A department director shall restore salary steps in accordance with 10 PR 085 when the employee receives an overall performance evaluation of “acceptable” or better when the unacceptable behavior has been corrected. (*Res. No. 2370, 2006; 2422(c), 2007*)

13 PR 030. Demotion.

(a) A department director may for cause, after pre-disciplinary investigation, and pre-disciplinary conference if requested, demote an employee.

(b) The reason for the demotion will be given to the employee in writing and a copy filed with the Human Resources and Risk Management Director. (*Res. No. 2370, 2006*)

13 PR 035. Dismissal.

(a) A department director may for cause, after pre-disciplinary investigation, and pre-disciplinary conference if requested, dismiss a permanent employee.

(b) The reasons for the dismissal and the effective date will be given to the employee in writing. A copy will be filed with the Human Resources and Risk Management Director. (*Res. No. 1835, 1996; 2370, 2006*)

RULE 14

REDUCTION IN WORK FORCE

Section

005. Scope

015. Layoff

020. Criteria

025. Methodology

030. Notification

035. Layoff Rights

040. Employee Obligations

(Res. No. 1900, 1997)

14 PR 005. Scope.

This rule covers separation of employees in the classified service due to a reduction in the number of positions in a particular classification.

14 PR 015. Layoff.

(a) The City Manager may lay off a permanent or probationary employee by reason of abolition of position, shortage of work or funds or other reasons outside the employee's control. A layoff does not reflect discredit on the service of the employee. *(Res. No. 2370, 2006; 2740, 2016)*

14 PR 020. Criteria.

(a) Layoff will be by classification across all departments with exceptions for bona fide occupational specialties which are consistent with job practices and the position description and as outlined in 14 PR 020(b).

(b) When a loss of grant funding results in a shortage of funds for a grant-funded position, the employee in the impacted position shall be subject to layoff. *(Res. No. 2370, 2006; 2740, 2016; 4028, 2025)*

14 PR 025. Order of Layoff.

(a) No permanent or probationary employee may be laid off while there are emergency or temporary employees serving in the same classification.

(b) Probationary employees will be laid off prior to permanent employees. An employee who is probationary as the result of a promotion, transfer, or change in occupation and who held

permanent status in the previous classification retains rights as a permanent employee in the previous classification when there has been no break in service.

(c) Once the pool is reduced to only permanent employees, the position status of the eliminated position will affect the order of layoff. The reduction of a non-benefited position will not impact current benefited employees until all non-benefited employees in the pool have been laid off. The reduction of a benefited position will not impact full time employees until all benefited and non-benefited part time employees have been laid off.

(d) Layoff points will be computed based on the employee's length of service and performance. Employees with the least points within each classification will be laid off first. In the event of tied scores the employee with the least service will be laid off first. In the event of tied scores and identical service, layoff will be determined by lot.

(e) Total employee points are the product of the length of service and the average of the three most recent performance evaluations. When a performance evaluation does not exist employee points will be determined by crediting one point for each full month of service.

(f) Length of service will be determined by total uninterrupted service as a permanent or probationary employee counted in weeks. Leave without pay will not be counted. Full time equivalencies will be determined for service that is less than full time. Partial weeks will be rounded to the nearest whole week. Length of service will be calculated as of the first day of the week in which the City Manager issues the layoff notice.

(g) Each of the three most recent performance evaluations is assigned a point value.

(1) An overall rating of "outstanding" will receive 1.3 points.

(2) An overall rating of "acceptable plus" will receive 1.2 points.

(3) An overall rating of "acceptable" will receive 1.0 points.

(4) An overall rating of "acceptable minus" will receive 0.3 points.

(5) An overall rating of "unacceptable" will receive 0.0 points. (*Res. No. 2370, 2006; 2740, 2016*)

14 PR 030. Notification.

(a) An employee who is laid off will receive a minimum of 30 days written notice from the City Manager. This notice will include the following:

(1) The date on which coverage under the health insurance plan will cease and an explanation of options for continuing coverage. The employee will be allowed up to one hour of scheduled duty time to discuss health insurance options;

- (2) The employee will be allowed up to one hour of scheduled duty time to discuss public employees retirement system options;
 - (3) The employee will be allowed one hour of scheduled duty time to register for work with the Alaska Employment Service Office;
 - (4) The employee will be allowed to attend job interviews with any CBJ department during scheduled duty time; and
 - (5) The employee will be allowed up to four hours of scheduled duty time to attend job interviews which cannot be scheduled at other times.
- (b) A seasonal employee may be notified in writing of an impending layoff while on seasonal leave without pay. Such notice shall be given to the seasonal employee as soon as practicable, but at least 30 days prior to the seasonal employee's scheduled return date or 30 days prior to the date of the layoff whichever is later. (*Res. No. 2370, 2006*)

14 PR 035. Layoff Rights.

- (a) Layoff status and rights will be for a maximum of 24 months. If the employee is not reappointed during this period, the employee will be separated in good standing. During the period of layoff the following rights exist:
- (1) ~~At the time~~ Within three business days of layoff the employee will receive payment for all personal leave. Return from layoff within the 24 month period restores the employee's entire medical leave balance.
 - (2) Any vacant position for the employee's job classification which occurs during the layoff period will be offered first to those employees on layoff status, with exceptions for occupational specialties. The position will be offered first to the employee with the highest number of points in the job classification.
 - (3) To be reappointed an employee on layoff status must meet the licensing and certification required of other incumbents in the classification.
 - ~~(4) The Human Resources and Risk Management Director will mail or e-mail copies of all job announcements directly to the employee while the employee is on layoff status unless the employee notifies the Human Resources and Risk Management Director to the contrary.~~
 - ~~(4)~~(5) An employee on layoff status may apply for any position as a current employee. Applicants on layoff status will receive particular consideration. The Human Resources and Risk Management Director may require written justification to fill a vacant position with someone other than an employee on layoff status in a related job classification.

~~(5)(6)~~ An employee on layoff status may, without forfeiting layoff rights, accept any temporary position or any permanent position in which the compensation is less than the employee's salary before layoff.

~~(6)(7)~~ When an employee on layoff status is appointed to a permanent position in the employee's former job classification, the employee will resume employment with the same status, range and step held at the time of layoff.

~~(7)(8)~~ When an employee on layoff status is offered appointment to a closely related classification the department director and the Human Resources and Risk Management Director shall determine the employee's status. The department director shall inform the employee of the proposed status prior to the appointment becoming effective.

~~(a)(b)~~ When an employee on layoff status accepts an appointment to an unrelated job classification, a probationary period must be served.

~~(b)(e)~~ When an employee on layoff status is appointed to a permanent position, the period of layoff will be recorded as leave without pay. (*Res. No. 2370, 2006; 2649, 2013; 4028, 2025*)

14 PR 040. Employee Obligations.

(a) When an employee on layoff status refuses or fails to respond to a written offer of appointment to the employee's former classification within 10 days, layoff status is ended and the employee will be separated in good standing.

(b) When an employee on layoff status fails to respond within 10 days to a written inquiry relating to availability for appointment, layoff status is ended and the employee will be separated in good standing.

RULE 15
GRIEVANCE AND APPEAL PROCEDURE**Section****005. Scope and Purpose****010. Representation****015. Duty Time****020. General Grievance Procedure****025. Dismissal, Demotion, or Suspension over 10 Days****030. Appeals to Personnel Board***(Res. No. 2370, 2006)***15 PR 005. Scope and Purpose.**

- (a) This Rule applies only to the classified service.
- (b) The purpose of this rule is to resolve disputes and grievances informally and at the lowest level possible.
- (c) No act of reprisal may be taken against an employee for the good faith use of this Rule.

15 PR 010. Representation.

The employee may select a representative to assist in the presentation of a grievance or appeal. The employee shall provide written notice of the representative's name and telephone number to the supervisor, the department director, or the City Manager, as appropriate. *(Res. No. 2370, 2006)*

15 PR 015. Duty Time.

The employee will be given a reasonable amount of regularly scheduled duty time to meet with management or the Personnel Board to present and resolve the employee's grievance or appeal. The employee will not be compensated for time spent on the grievance or appeal outside of regularly scheduled duty time.

15 PR 020. General Grievance Procedure.

- (a) An employee with a grievance regarding working conditions or employment may pursue it as set forth in subsection (b) subject to the limitations set forth in subsection (c):
- (b) Procedures.
 - (1) The employee shall present the grievance to the immediate supervisor within seven days of becoming aware of the action being grieved.
 - (2) The supervisor and the employee shall attempt to informally resolve the grievance within seven days of the presentation of the grievance. Resolutions may not conflict with

the personnel rules or applicable laws, regulations, or policies and shall not be precedential. If the resolution of the grievance is not acceptable to the employee, then

(3) The employee shall, within 21 days of becoming aware of the action being grieved, reduce the grievance, including the relief sought, to writing and present it to the department director. The employee and the department director shall meet to discuss the grievance if either party believes such a meeting will be beneficial.

(4) The department director shall respond to the grievance in writing within 14 days of the grievance meeting or within 14 days of notification that the grievance meeting will not be held. If the decision of the department director is not acceptable to the employee, then

(5) The employee shall present the grievance to the City Manager within seven days, including a written statement explaining why the decision is not acceptable.

(6) The City Manager shall respond to the grievance within 14 days. The decision must be in writing and include the City Manager's findings, conclusions and disposition of the grievance. The City Manager's decision shall be final.

(7) If the employee fails to meet the time limits set out in this grievance procedure, the grievance will not be considered further.

(8) If the CBJ fails to meet the time limits set out in this grievance procedure, the employee may advance the grievance to the next step in the procedure subject to the limitations in the section concerning appeals to the Board.

(9) The parties may agree to extend the time limits at any step of this procedure. Any agreement to extend the time limits must be in writing signed by both parties.

(c) Limitations.

(1) No employee may use this section to grieve a dismissal, demotion, or suspension of more than 10 working days.

(2) Only permanent employees may use this section to grieve a suspension 10 working days or less.

(3) Temporary employees may not use this section.

(4) The grievance procedure may not be used to determine the appropriate classification of a position. (*Res. No. 2055, 2000; 2370, 2006; 2422(c), 2007; 2582, 2011*)

15 PR 025. Dismissal, Demotion, or Suspension over 10 Working Days.

(a) An employee with permanent status who is dismissed, demoted, or suspended for more than 10 working days in alleged violation of these Rules, may pursue a grievance concerning any of these actions as follows:

(1) The employee shall, within 7 days of written notification of the action, file a written grievance with the City Manager setting forth the reasons for the grievance and stating the relief sought. If the employee fails to file a written grievance within this 7 day period, the grievance will not be considered further.

(2) The City Manager shall respond to the grievance within 28 days. The decision must be in writing and include the City Manager's findings, conclusions and disposition of the grievance.

(3) The City Manager may appoint a hearing officer to investigate the grievance and recommend to the City Manager findings, conclusions and disposition of the grievance.

(d4) If the decision of the City Manager is not acceptable to the employee, or if the City Manager does not respond in writing within 28 days, the employee may appeal to the Board subject to the limitations in the section concerning appeals to the Board.

(5) The parties may agree to extend the time limits at any step of this procedure. Any agreement to extend the time limits must be in writing signed by both parties. (*Res. No. 2055, 2000; 2370, 2006; 2582, 2011*)

15 PR 030. Appeals to Personnel Board.

An employee with permanent status may appeal a decision of the City Manager to the Personnel Board if the employee's appeal concerns a dismissal, demotion, or suspension over 10 working days.

(a) The employee shall file the written notice of appeal with the City Clerk within seven days of the decision of the City Manager, or within seven days of the expiration of the time limit for the City Manager's response, as applicable. The grievance must state the relief sought and the identity and telephone number of the employee's representative, if any. An employee who fails to file a notice of appeal within the applicable seven day period shall have waived the right to appeal the decision of the City Manager.

(b) The City Clerk shall notify the Personnel Board and the Human Resources and Risk Management Director of the filing of the notice of appeal within two days, excluding Saturdays, Sundays and those holidays listed in these Rules.

(c) The employee filing the appeal shall have the burden of proving by a preponderance of the evidence why the relief sought should be granted.

(d) The Personnel Board shall conduct its meetings and hearings according to the Alaska open meetings law, AS 44.62.310. The City Clerk shall notify in writing all parties and their representatives of all meetings and hearings of the Personnel Board on an appeal. The City Clerk shall provide public notice of all meetings and hearings of the Personnel Board as required by law.

(e) The Personnel Board will meet within seven days of receiving notice of the appeal from the City Clerk to determine the adequacy of the grievance record. If the Personnel Board determines that the record is inadequate, it will remand the appeal to the City Manager for further development of the record. The Personnel Board will identify the deficiencies and establish a date when the supplement to the record is due. The supplement to the record must be provided to the Personnel Board, the employee, and the employee's representative. The Personnel Board will schedule an appeal hearing to be held within 14 days after the date the supplement to the record is due.

(f) If the Personnel Board determines that the grievance record is adequate, the Personnel Board shall schedule a hearing to be held within 14 days. At the hearing the Personnel Board will review the record and consider the presentations of both parties. The parties may not introduce new evidence at the hearing. An electronic record of the hearing must be made. Persons with relevant knowledge of the issues presented by the employee's appeal may give testimony at the hearing. The Personnel Board may require the employee and the City Manager, or their representatives to exchange witness lists within a stated period of time prior to the hearing. The employee, the employee's representative, the City Manager, and the Manager's representative, may examine and cross-examine any witness with respect to facts which are material and relevant to the issues involved. The Personnel Board shall be responsible for the conduct of the hearing and may determine the order of the presentation of evidence, subpoena CBJ officers and employees and other persons to testify and to produce documents and other evidence, examine or cross-examine the employee and other witnesses, and determine the desirability of or necessity for prehearing or posthearing briefs or memoranda. All testimony taken at the hearing shall be under oath.

(g) The hearing need not be conducted according to the technical rules of evidence. The Personnel Board may admit any relevant evidence if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs. Hearsay evidence may be used to supplement or explain direct evidence but will not be deemed sufficient by itself to support a finding. Evidence determined by the Personnel Board to be unnecessarily cumulative or neither likely to prove nor disprove a fact in issue may be excluded upon the objection of the employee, the City Manager, their representatives, or the Personnel Board.

(h) The Personnel Board will submit its written decision, including findings and conclusions, to the employee, the City Manager and their representatives within 14 days of the hearing. The Personnel Board's decision shall be final and binding.

(i) The time limits established in this section may be extended by the Personnel Board if it is determined that they result in undue inconvenience or hardship for either party or the Personnel Board. (*Res. No. 2055, 2000; 2370, 2006; 2582, 2011*).

RULE 16
STANDARDS OF CONDUCT**Section****005. Political Activity****010. Employment Advantage****015. Political Contributions****020. Political Endorsements****025. Nominations and Candidacy****030. Other Employment****035. Employment Discrimination****040. Harassment****045. Fair Opportunity****050. Nepotism****055. Drug Free Workplace****060. Reporting Drug and Alcohol Related Violations****070. Effects of Violations of Federal or State Laws****080. Dress Code****090. Smoking in CBJ Facilities or Vehicles****100. Use of CBJ Assets****105. Use of Cell Phones in Vehicles****106. Safety****110 Violations of Standards of Conduct***(Res. No. 2370, 2006; 2459, 2009)***16 PR 005. Political Activity.**

(a) An employee may not while on duty or in a CBJ facility, unless participating in a public forum, advocate voting for or against a candidate for federal, state or municipal office, or a federal, state or municipal ballot issue by displaying, posting, and/or distributing buttons, leaflets, posters, or other materials. CBJ bulletin boards, union bulletin boards, CBJ internet, and CBJ e-mail are included in this rule.

(b) Nothing in this rule shall prevent an employee, while on duty, from preparing and distributing information approved by the City Manager regarding ballot issues. *(Res. No. 2370, 2006)*

16 PR 010. Employment Advantage.

An employee or applicant for employment may not offer, give, solicit or accept any money, service or valuable consideration in circumstances in which it could reasonably be expected to influence an employment decision.

16 PR 015. Political Contributions.

(a) No employee or other person may require contributions or services from an employee for any candidate, political party, political action committee or ballot issue.

(b) No employee or other person may solicit any contributions or services on behalf of any candidate, political party, political action committee or ballot issue from any employee during working time.

16 PR 020. Political Endorsements.

A person may not seek or attempt to use political endorsement to influence an appointment or employment advantage.

16 PR 025. Nomination and Candidacy.

(a) An employee who files a declaration of candidacy for election to the Assembly must immediately resign employment. The employee's position becomes vacant on the first working day following the date the declaration is filed.

(b) An employee who seeks nomination or becomes a candidate for elective government office other than the Assembly shall resign or take leave when the department director determines that this activity interferes with the employee's work.

16 PR 030. Other Employment.

An employee may not engage in or accept other employment or service for compensation unless the employee has notified the department director and the City Attorney in writing of the nature and extent of that outside activity. The department director and/or the city attorney will respond back to the employee if there may be a conflict of interest, or incompatibility with CBJ employment. (*Res. No. 2223, 2003; 2370, 2006*)

16 PR 035. Employment Discrimination.

(a) No person may be discriminated against in any appointment, employment or promotion for a reason not related to merit.

(b) No action affecting the status of employment or consideration of an applicant may be taken other than those based on the individual's knowledge, skill, ability and willingness to discharge the duties and accept the responsibilities of the position.

16 PR 040. Harassment.

Unwanted conduct or communication by a supervisor, co-worker or other person which is not based on job related factors and adversely affects the employment relationship or working environment is prohibited. ~~Administrative Policy # 97-06~~ The Harassment Prohibited policy and ~~Administrative Policy #02-03~~ Violence in the Workplace policy are hereby incorporated by reference. (*Res. No. 2370, 2006; 4028, 2025*)

16 PR 045. Fair Opportunity.

(a) No person may make any false statement, certification, rating or report in regard to any examination, selection or appointment.

(b) No person may obstruct another's right to examination, selection or appointment.

16 PR 050. Nepotism.

(a) A person may not be employed when that person is related by blood, marriage, or domestic partnership to an employee within and including the second degree of kinship if a direct supervisory or direct working relationship would exist. A direct working relationship is one in which one employee approves, directs or reviews the work of another employee. (*Res. No. 2370, 2006*)

16 PR 055. Drug Free Workplace.

(a) An employee may not unlawfully manufacture, distribute, possess, use or be under the influence of controlled substances at the workplace or while on duty.

(b) An employee may not use or be under the influence of beverage alcohol at the workplace or while on duty.

(c) An employee under the influence of a prescription or non-prescription medication may not undertake a work activity if the medication could impair the employee's ability to safely perform the activity.

16 PR 060. Reporting Drug and Alcohol Related Violations.

(a) An employee who is charged with, and/ or convicted of, violating a drug or alcohol related law must inform the department director within one working day of the charge and/or conviction. Conviction includes pleas of guilty and nolo contendere. (*Res. No. 2370, 2006*)

16 PR 070. Effects of Violations of Federal or State Law.

(a) An employee who receives a citation requiring a court appearance, or who is arrested or convicted, for a misdemeanor or felony, must report the citation, arrest, or conviction to the employee's department director within one working day. An employee who fails to report such citation, arrest or conviction may be subject to disciplinary action, up to and including dismissal.

(b) An employee who violates a federal or state law or regulation may be subject to disciplinary action up to and including dismissal if there is a clear nexus between the offense and the employee's duties, if a violation impairs the employee's ability to perform the duties of their position, or if the action adversely affects the CBJ. (*Res. No. 2370, 2006*)

16 PR 080. Dress Code.

(a) All employees of the CBJ must wear clothing that is clean, neat, is in good repair and presents a business-like appearance appropriate to the duties performed. At a minimum, the following types of clothing are prohibited:

(1) Clothing which is distracting to others, overly revealing, or fashioned or fitted in a sexually provocative manner.

(2) Sports or beach clothes such as cutoffs, tank tops, halter tops, tube tops, backless dresses, jogging outfits.

(3) Shorts other than dressy shorts designed to be worn with business clothes unless the employee is assigned primary work duties which require physical exertion outdoors during hot weather.

(4) Tee shirts or other attire that portray profanity or illegal activities.

(b) A department director may impose other clothing standards consistent with the work environment. (*Res. No. 2370, 2006*)

16 PR 090. Smoking in CBJ Facilities and Vehicles.

Smoking is prohibited in all CBJ facilities, equipment and vehicles pursuant to AS 18.35. Employees may smoke during designated relief or lunch breaks in designated smoking areas outside of CBJ facilities provided that such smoking does not occur anywhere near where highly flammable materials are stored or used. For purposes of this rule, the term smoking includes the vaping or using of e-cigarettes. (*Res. No. 2370, 2006; 2740, 2016*)

16 PR 100. Use of CBJ Assets.

(a) CBJ assets include, but are not limited to:

(1) Facilities, equipment, vehicles or tools.

(2) Computers, servers, computer networks, software, e-mail accounts, or internet regardless of the method, time or place of access.

(3) Phones, cell phones, facsimile machines, radios or voice mail.

(4) Xerox machines, or other office equipment.

(5) Any other asset that is the property of the CBJ.

(b) An employee may not use any CBJ asset for personal gain. All use of CBJ assets must be in accordance with the CBJ Conflict of Interest Code.

(c) An employee may not use a CBJ asset to:

(1) Defame, discriminate, or harass a co-worker or member of the public;

(2) Access or distribute obscene or pornographic materials;

(3) Violate a federal, state, or local law in any jurisdiction; or

(4) Represent the CBJ in any forum unless such representation is within the official and sanctioned capacity of the employee's duties.

(d) De-minimus use of CBJ assets for personal reasons are acceptable provided such use is not in conflict with the rest of this rule or any other CBJ policy, and the use of the asset does not interfere with the employee performing his or her regular duties.

(e) Any question regarding whether or not the use of a CBJ asset is appropriate should be referred to the employee's supervisor.

(f) A department director may impose other reasonable restrictions on the use of CBJ assets.

(g) The CBJ retains the right to access any CBJ computer or CBJ e-mail account used by an employee at any time. Employees are required to provide passwords for any computer or software programs that the employee uses at work. An employee has no expectation of privacy related to any communication that is created, sent or received via electronic medium from a CBJ computer or a CBJ e-mail account. Documents created, sent or received in conjunction with an employee's duties may be subject to disclosure under the Public Records Act. (*Res. No. 2370, 2006*)

16 PR 105. Use of Cell Phones in Vehicles.

Except in an emergency situation, an employee may not use a cell phone while driving a CBJ vehicle, or while operating a personal vehicle while on CBJ business. (*Res. No. 2370, 2006*)

16 PR 106. Safety.

Safety and equipment standards shall be in conformance with applicable state and federal law and/or regulation, and Employer requirements. Failure to follow safety directives or to use safety equipment may result in discipline up to and including dismissal. (*Res. No. 2459, 2009; 2740, 2016*)

16 PR 110. Violations of Standards of Conduct.

An employee who violates CBJ standards of conduct may be subject to discipline up to and including dismissal. (*Res. No. 2370, 2006*)

RULE 17
GENERAL PROVISIONS**Section****005. Personnel Actions****010. Personnel Records****015. Continuation of Health Insurance****020. Licensed Employees****025. Wearing of Uniforms****17 PR 005. Personnel Actions.**

The following actions affecting an employee in the classified or partially exempt service must be in writing and a record of the action maintained: appointment, separation, change of position, change of pay, change of status, performance evaluation and disciplinary actions.

17 PR 010. Personnel Records.

(a) Personnel records are confidential and are not open to public inspection except as provided in this section.

(b) All requests for release of personnel records shall be submitted to the Human Resources and Risk Management Director. The director or the director's designee shall review the requests and approve the release of information as authorized in this section. Personnel records authorized for release shall be available for inspection subject to reasonable restrictions on the time and manner of inspection.

(c) The following information is available for public inspection:

(1) The names and classification titles of all employees,

(2) The position held by an employee,

(3) Prior CBJ positions held by an employee,

(4) Whether an employee is in the classified or partially exempt service,

(5) The dates of appointment and separation of an employee,

(6) The wages paid to an employee, and

(7) Applications for positions in the partially exempt service except for address, social security number, date of birth, personal telephone numbers, and Equal Employment Opportunity information.

(d) Personnel records not open to public inspection are released only under the following conditions.

(1) An employee or former employee may examine his or her own personnel records, with the exception of selection information deemed confidential under these Rules, and may give written authorization to others to examine these records; and

(2) CBJ employees with a direct supervisory relationship with the employee may examine the employee's personnel records. Access to personnel records may be granted only for purposes related to the CBJ's Human Resource system.

(e) In the absence of written authorization from the employee or former employee:

(1) Personnel records are released only to federal, state or CBJ officials authorized by law to review the records; or

(2) Personnel records may be released upon receipt of an order of a court of competent jurisdiction. (*Res. No. 2370, 2006*)

17 PR 015. Continuation of Health Insurance.

(a) An employee covered by health insurance who is on leave without pay because of an on-the-job incident covered by workers' compensation will continue to be covered by health insurance pursuant to the terms of subsection (d).

(b) The family of a deceased employee covered by health insurance will continue to be covered by health insurance for 52 weeks following the date of death when the death is because of an accident on the job and health insurance is not provided to the family by the Public Employees Retirement System.

(c) An employee covered by health insurance who is on authorized leave without pay may continue coverage by paying the premium and an administrative fee not to exceed two percent of the premium.

(1) The employee shall pay a prorated portion of the employer's contribution to the health insurance premium beginning on the second day of authorized leave without pay status.

(2) An employee on authorized leave without pay for longer than 30 days shall have the option to discontinue his or her health insurance for the duration of leave without pay.

(3) An employee who is on furlough shall pay a prorated portion of the employer's contribution to the health insurance premium beginning on the fifteenth consecutive day of furlough status.

(d) An employee covered by health insurance who is on Family/Medical Leave will be covered by health insurance for the entire 18 weeks of absence permissible in a 12-month period even if the employee is on leave without pay.

(e) An employee who is called to active uniformed service shall have the employer's portion of the employee's health insurance premium covered for the first 30 days of military leave.

(f) An employee who is in leave without pay status due to a disciplinary action shall be required to pay a prorated portion of the employer's health insurance premium costs beginning with the first hour of leave without pay. (*Res. No. 1619, 1993; 1875, 1997; 2210, 2003; 2370, 2006; 2476, 2009*)

17 PR 020. Licensed Employees.

An employee in a position for which a license or certification is required shall notify the department director immediately if that license or certification is suspended, revoked, expired or withheld. (*Res. No. 1900, 1997*)

17 PR 025. Wearing of Uniforms.

Uniform items identifying an individual as a CBJ employee may only be worn while performing assigned job duties, when traveling directly from place of residence to work and when traveling directly from work to place of residence.

RULE 18
COMPENSATION AND REIMBURSEMENTS**Section****005. Pay Schedules****007. Attorney Pay Premium****010. Daily Pay Rate for Salaried Employees****015. Shift Differentials****020. Standby Rate****025. Increased Responsibilities Differential****026. Temporary Supervision Pay****027. Health Benefits and Employee Wellness****030. Uniforms****035. Tool Allowance****037. Repayment to Employer****040. Travel Reimbursement****045. Mileage and Vehicle Allowance****050. Awards****055. Reimbursement of Interview Travel Expenses****060. Relocation Expense****065. Police Certification Pay****070. Sign-on Bonus****075. Deferred Compensation Employee Benefit***(Res. No. 2370, 2006; 3000, 2022; 3020, 2023; 3028, 2023)***18 PR 005. Pay Schedules.**

The pay schedules attached as Appendix I shall be effective on the date shown thereon.

Employees in positions classified as permanent fulltime, excluding seasonal, and whose regular work schedule is 37.5 hours per week or more, and who are employed on July 1, 2025 shall receive a lump sum of two thousand seven hundred and fifty dollars (\$2750) on the payday of the first full pay period following July 1, 2025. Employees in positions classified as permanent seasonal or part time, who are employed on July 1, 2025 shall receive a lump sum payment in the amount of two thousand seven hundred and fifty dollars (\$2750) pro-rated based upon hours worked in FY2025. The minimum amount of the pro-rated lump sum payment shall be one thousand three hundred and seventy-five dollars (\$1375). The pro-rated lump sum payment shall be paid on the payday of the first full pay period following July 1, 2025.

Employees in positions classified as permanent fulltime, excluding seasonal, and whose regular work schedule is 37.5 hours per week or more, and who are employed on July 1, 2026 shall receive a lump sum of two thousand dollars (\$2000) on the payday of the first full pay period following July 1, 2026. Employees in positions classified as permanent seasonal or part time, who are employed on July 1, 2026 shall receive a lump sum payment in the amount of two thousand dollars (\$2000) pro-rated based upon hours worked in FY2026. The minimum amount of the pro-rated lump sum payment shall be

one thousand dollars (\$1000). The pro-rated lump sum payment shall be paid on the payday of the first full pay period following July 1, 2026.

(Res. No. 1875, 1997; 2069, 2001; 2112, 2001; 2223, 2003; 2336, 2005; 2459, 2009; 2622, 2012; 2649, 2013, 2860, 2019; 2991, 2022; 2994, 2022; 3052, 2024; 4018, 2025)

18 PR 007. Attorney Pay Premium.

The amounts set out in the City and Borough of Juneau MEBA/unrepresented pay schedule provided by 18 PR 005 of this Rule are increased as follows for partially exempt positions within the Department of Law that require admission to the practice of law in the state of Alaska as a condition of employment:

1	2	3	4	5	6	7	8	9	10	11	12	13
13%	13%	13%	13%	13%	13%	13%	11%	9%	8%	7%	6%	4%

(Res. No. 3000, 2022)

18 PR 010. Daily Pay Rate for Salaried Employees.

The rate per day for salaried employees is one tenth of a standard biweekly pay period payment. *(Res. No. 1875, 1997; 2370, 2006)*

18 PR 015. Shift Differentials.

Shift differential, as defined in 10 PR 100, shall be compensated at the following rates: shift differential “A” is \$3.00 per hour; shift differential “B” is \$3.50 per hour. *(Res. No. 1875, 1997; 2069, 2001; 2370, 2006; 2994, 2022, 4018, 2025)*

18 PR 020. Standby Rate.

The standby rate, as defined in 10 PR 105, is \$5.00 per hour. *(Res. No. 1875, 1997; 2069, 2001; 2342, 2005; 2370, 2006; 2622, 2012; 4018, 2025)*

18 PR 025. Increased Responsibilities Differential.

The increased responsibilities differential, as defined in 10 PR 095, is \$1.00 per hour. *(Res. No. 1875, 1997; 2069, 2001; 2342, 2005; 2370, 2006)*

18 PR 026. Temporary Supervision Pay.

Temporary supervision pay, as defined in 10 PR 097, is \$1.20 per hour. *(Res. No. 2342, 2005; 2370, 2006)*

18 PR 027. Health Benefits and Employee Wellness.

The CBJ maintains a health benefit and employee wellness program for its employees on a defined contribution basis.

(a) The CBJ provides a tiered health insurance employee benefit to eligible employees. Eligible employees pay, by payroll deduction, any difference between the CBJ's contribution and the amount required to provide the coverage elected by the employee under the tiered benefits program.

(1) Effective July 1, 2025, the employer's contribution rate shall be \$1722.00 per month per full-time, eligible employee.

Effective July 1, 2026, the employer's contribution rate shall be up to \$1,808.00 per month, per full time, eligible employee.

Effective July 1, 2027, the employer's contribution rate shall be up to \$1,898.00 per month, per full time, eligible employee.

(2) Effective with the first full payroll in July 2013, employees who participate in the Healthy Rewards program will receive a \$50.00 per pay period reduction in their health insurance premium contribution rate. Participation will be tracked on a yearly basis and the premium reduction will be effective the next plan year. For example, participation in plan year 2012 would result in a premium reduction for plan year 2013.

(3) The criteria established for the Healthy Rewards program is subject to modification by the Human Resources and Risk Management Office, in consultation with the Health Benefits Committee.

(4) The eligibility of the employees and their dependents for coverage and the precise benefits to be provided shall be as set forth in the three-tiered insurance benefit plan written and maintained by the City and Borough for that purpose.

(b) Part-time and seasonal part-time, eligible employees working 780 hours per year or more shall be provided the option of participating in the group insurance plan by paying a prorated portion of the benefit cost. A part-time employee shall have the option of using accrued personal leave to cover the pro-rated portion of benefits, subject to the minimum leave balance provisions of 11 PR 012, by completing a form provided by the employer. Eaglecrest limited positions are not eligible to participate in the health insurance plan.

(c) When an employee leaves employment due to termination, resignation or lay off, health insurance coverage ends at midnight on the last day of the pay period that the employee was in pay status.

(d) When an employee is on Leave Without Pay while on Family/Medical Leave, the provisions of the Family/Medical Leave policy which maintain health benefit coverage remain in effect and the employee contribution remains unchanged.

(e) The CBJ maintains a Health Benefits Committee, which is made up of designated union members and unrepresented employee members. The Committee will meet at least quarterly to review progress of cost containment efforts, review the administrative company's performance and offer suggestions regarding other options concerning employee health insurance. The Committee will develop checks and balances on plan adjustments with the goal of maintaining the relative cost and value of the tiers. This committee may also develop, implement and evaluate Wellness Program activities and services and review the effectiveness of the Employee Assistance Program. The Health Committee will review the health benefit costs at its quarterly meetings and make recommendations to the parties that address increased costs.

(f) The CBJ shall pay not less than \$12.80 per full time employee per month to fund a Wellness Program in order to promote education about healthy lifestyles.

(g) Employees who are placed in furlough status on a reduced workweek or workday basis shall not be required to pay a prorated portion of the Employer's health insurance contribution rate provided the employee continues to work a minimum of 60 hours per pay period. (*Res. No. 1875, 1997; 2069, 2001; 2223, 2003; 2336, 2005; 2370, 2006, 2459, 2009; 2476, 2009; 2622, 2012; 2649, 2013; 2860, 2019; 2994, 2022; 3000, 2022; 4018, 2025*)

18 PR 030. Uniforms.

CBJ shall provide, clean, maintain, and re-place any uniform it requires an employee to wear. Uniform items provided by CBJ or for which the employee is paid may only be worn in the performance of assigned job duties and when traveling directly from place of residence to work and traveling directly from work to place of residence.

Uniforms or tools that are provided by the employer, and are lost or damaged by the employee due to negligence, shall be replaced by the employee at no expense to the employer. (*Res. No. 2069, 2001; 2370, 2006; 2459, 2009*)

18 PR 035. Tool Allowance.

(a) Current employees, subject to a written CBJ requirement to provide their own hand tools shall receive a tool allowance as provided in this rule. The specified annual amounts shall be paid ~~in advance by separate check~~ to each employee during the month of July, except that employees who are in leave without pay or seasonal leave status for two weeks or longer beginning on July 1st of any given fiscal year, shall receive their tool allowance with the first full paycheck after their return to paid status. The tool allowance will be prorated according to the employees anticipated work schedule, e.g, a seasonal employee who is budgeted to work for 7 months will receive 7/12 of the total relevant allowance.

(b) New employees subject to a written CBJ requirement to provide their own hand tools shall receive the relevant, pro-rated amount based upon what month they were hired within the fiscal

year (example: an employee hired in October shall receive 9/12 of the total relevant allowance). This amount shall be included in the paycheck issued after the first full pay period of employment.

(c) The annual tool allowance is as follows:

(1) Automotive mechanics: \$2000.00

(2) Building maintenance mechanics: \$1100.00

~~(3) Eaglecrest Vehicle Maintenance Supervisor: \$700.00.~~

~~(3)~~(4) Emergency Program Manager, if required to use a personal snow machine for the CBJ avalanche program: \$1500.00. (*Res. No. 2069, 2001; 2370, 2006; 2459, 2009; 2649, 2013; 3000, 2022; 4018, 2025; 4028, 2025*)

18 PR 037. Repayment to Employer.

(a) Employees paid an advance uniform or tool allowance and who leave employment less than 1 year thereafter shall repay CBJ according to the schedule set forth in this section. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected. The repayment schedule is as follows:

(1) 100% if service is less than 13 weeks;

(2) 75% if service is 13 weeks or greater but less than 26 weeks;

(3) 50% if service is 26 weeks or greater but less than 39 weeks;

(4) 25% if service is 39 weeks or greater but less than 52 weeks. (*Res. No. 2069, 2001*)

(b) Monies owed to the CBJ by an employee who separates from service shall be deducted from the employee's final leave cash in and pay check, except that the employee's final check may not be less than the actual number of hours worked x the minimum wage guaranteed by state or federal law. An employee may owe the CBJ money for a variety of reasons including, but not limited to: training, travel or relocation reimbursement; sign-on bonus reimbursement; health insurance reimbursement; intentional or grossly negligent damage to CBJ property, personal use of CBJ credit cards; or failure to return CBJ property. Should the amount of the employee's final pay and leave cash in be insufficient to cover the total monies owed the CBJ, the CBJ may take other actions to recover the funds. (*Res. No. 2069, 2001; 2370, 2006; 3020, 2023*)

18 PR 040. Travel Reimbursement.

(a) All official travel must be authorized in advance by the employee's department director and the City Manager.

(b) Meal Allowance: A meal allowance may be paid while the employee is in travel status. The CBJ meal allowance shall be as set forth in Administrative Policy 25-02R ~~06-02~~, as this policy may be amended from time to time.

Employees will not receive a meal allowance for any portion of the travel day where a meal is provided in conjunction with the event attended. This does not apply to meals served on an airplane.

(c) Other travel expenses may be reimbursed provided the employee has a valid receipt for actual costs.

(d) The City Manager may establish other reasonable rules and procedures associated with travel. (*Res. No. 1875, 1997; 2093, 2001; 2370, 2006; 2383, 2006; 4028, 2025*)

18 PR 045. Mileage and Vehicle Allowance.

(a) An employee who uses his or her own vehicle for CBJ business will be reimbursed per the standard IRS mileage reimbursement rate plus 25% rounded up to the next whole cent. The employee must be able to show proof of insurance if requested.

(b) An employee may be reimbursed for actual out-of-pocket costs for travel outside of Juneau when the employee is authorized in advance to use his or her personal automobile, airplane or other vehicle. Authorization to use a private vehicle may be provided by the department director and City Manager when use of such vehicle is less than the cost of the most economical route by common carrier. Receipts must be submitted if claiming out of pocket costs. (*Res. No. 1875, 1997; 2339, 2005; 2370, 2006*)

18 PR 050. Awards.

The City Manager may authorize cash awards or gifts not to exceed \$10,000.00 in value for employee suggestions, in recognition of outstanding employee performance or service, or in conjunction with an established recruitment or retention program where there are significant demonstrated recruitment challenges. (*Res. No. 2370, 2006; 2839, 2018*)

18 PR 055. Reimbursement of Interview Travel Expenses.

Upon written advance authorization by the City Manager, a job applicant may be reimbursed for transportation and per diem expenses reasonably necessary to attend an employment interview. (*Res. No. 1900, 1997; 2370, 2006*)

18 PR 060. Relocation Expense.

(a) The City Manager may authorize reimbursement of moving and relocation expenses for a new employee provided:

(1) The City Manager and the employee sign a written agreement specifying the maximum amount of reimbursement and requiring pro-rated repayment according to the schedule set forth in this section if the employee voluntarily ends service in less than 4 years. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected. The repayment schedule is as follows:

- (i) 100% if service is less than 12 months;
- (ii) 75% if service is 12 months or greater but less than 24 months;
- (iii) 50% if service is 24 months or greater but less than 36 months;
- (iv) 25% if service is 36 months or greater but less than 48 months.

(2) The maximum amount established in the reimbursement agreement may not exceed 20 percent of the employee's base pay.

(b) The following expenses are eligible for reimbursement to the extent that they are evidenced by written receipts:

- (1) Reasonable commercial moving expenses;
- (2) The cost of renting and operating trailers or trucks to transport a reasonable quantity of household goods and effects;
- (3) Mileage at the rate currently in the IRS guidelines for relocation expenses, or actual receipted fuel expenses;
- (4) Transportation costs by common carrier for the employee, spouse or domestic partner, and each of the employee's dependents who reside within the same household;
- (5) Tolls for bridges, highways and ferries;
- (6) Upon submission of actual receipted expenses, a reasonable per diem will be provided for lodging and meals while en route to Juneau. Upon arrival in Juneau, the employee may continue to claim per diem for lodging while seeking permanent housing. Per diem for lodging will end when permanent housing is secured or at the end of 15 days from the date of arrival at Juneau whichever comes first;
- (7) Other expenses directly related to relocation and specifically authorized by the City Manager.

(c) Expenses incurred prior to a finalized relocation agreement will not be reimbursed. (*Res. No. 1670, 1993; 2339, 2005; 2370, 2006; 2622, 2012; 2740, 2016*)

18 PR 065. Police Certification Pay.

(a) Juneau Police Department employees who submit evidence of receiving an Alaska Police Standards Council intermediate or advanced police certificate shall receive a pay enhancement upon application to the employer and effective on the first day of the pay period immediately following approval by the employer.

(1) Intermediate police certification: Juneau police department employees who are approved for an intermediate police certification pay enhance shall receive a two percent (2%) pay enhancement above the rate of pay in the pay schedule in 18 PR 005.

(2) Advanced police certification: Juneau police department employees who are approved for an advanced police certification pay enhance shall receive a three percent (3%) pay enhancement above the rate of pay in the pay schedule in 18 PR 005. An employee who is eligible for the Advanced police certification pay enhancement shall not be eligible for the Intermediate police certification pay enhancement. (*Res. No. 3000, 2022*)

18 PR 070. Sign-on Bonus.

(a) The City Manager may authorize a sign-on bonus for a new employee starting in a difficult to fill position under the following conditions:

(1) The City Manager and the employee sign a written agreement specifying the sign-on bonus amount and payment schedule and requiring pro-rated repayment according to the schedule set forth in this section if the employee voluntarily ends service in less than 2, 3, or 4 years. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected.

(2) If the sign-on period is 4 years, the repayment schedule is:

- (i) 100% if service is less than 12 months;
- (ii) 75% if service is 12 months or greater but less than 24 months;
- (iii) 50% if service is 24 months or greater but less than 36 months;
- (iv) 25% if service is 36 months or greater but less than 48 months.

(3) If the sign-on period is 3 years, the repayment schedule is:

- (i) 100% if service is less than 12 months;
- (ii) 66% if service is 12 months or greater but less than 24 months;
- (iii) 33% if service is 24 months or greater but less than 36 months;

(4) If the sign-on period is 2 years, the repayment schedule is:

- (i) 100% if service is less than 6 months;
- (ii) 75% if service is 6 months or greater but less than 12 months;
- (iii) 50% if service is 12 months or greater but less than 18 months;
- (iv) 25% if service is 18 months or greater but less than 24 months.

(5) The maximum amount established in the sign-on bonus agreement may not exceed \$40,000. The sign-on bonus amount may be paid in multiple payments on a schedule determined by the City Manager.

(6) The City Manager shall determine whether a position is difficult to fill, the dollar amount of the sign-on bonus, the payment schedule, and the repayment period. The City Manager shall consider factors such as the current labor market, history of recruitment difficulties, rate of pay for the position, and the number of applicants in making this determination.

(7) A new employee shall only be eligible for a sign-on bonus if they have not worked for the City and Borough of Juneau for a period of at least one year prior to the start of employment.

(8) Seasonal, Eaglecrest Limited, and Eaglecrest Seasonal positions may be considered for sign-on bonuses under this section in addition to new employees. (Res. 3020, 2023; 4028, 2025)

18 PR 075. Deferred Compensation Employee Benefit.

The CBJ offers a Deferred Compensation plan under IRC Section 457(b), under which payment of compensation may be deferred, to all eligible employees. Additionally, the CBJ offers a deferred compensation employer matching contribution for employees enrolled in the State of Alaska Public Employees Retirement System (PERS) Tier 4 Defined Contribution Retirement plan. The intent of the benefit is to match \$1.00 in an employer funded 401(a) plan account for every \$2.00 of employee contribution into a 457(b) plan account in a manner that grows with the employee's total length of service with the CBJ. This benefit is subject to yearly Assembly appropriation.

(a) The CBJ provides an escalating employer match into a separate 401(a) retirement account to an employee contribution into the CBJ deferred compensation plan based on years of service, as follows:

Years of Service	Voluntary 457(b) Employee Contribution Eligible for Employer Match	Employer 50% Matching Contribution to 401(a)
0 – 1.99 years	up to 2% of wages	up to 1% match
2 – 4.99 years	up to 4% of wages	up to 2% match
5 – 9.99 years	up to 6% of wages	up to 3% match
10 years and longer	up to 8% of wages	up to 4% match

(b) Vesting for the employer match is as follows based on years of service after the start of the match plan:

1. 20% after 1 year
2. 40% after 2 years

3. 60% after 3 years
4. 80% after 4 years
5. 100% after 5 years
6. Those who reach the age of fifty-nine and a half (59 and ½) will automatically be vested at 100% regardless of years of service.
7. If a rehired CBJ employee previously cashed out their 401(a) matching account, their vesting time will be restarted with reemployment.

(c) Everyone has a unique tax situation and employees should consult their tax professional for advice about the tax implications of this benefit.

(d) The employee contribution to the deferred compensation plan and the employer match are subject to annual contribution limits as outlined by the Internal Revenue Service (IRS). At the end of each calendar year, the CBJ may audit matching employer payments to ensure that the employee achieves the appropriate matching contribution for the calendar year.

(e) CBJ employees who are in the State of Alaska PERS Defined Benefit Retirement plans (Tiers 1, 2, and 3) are eligible to participate in the CBJ deferred compensation plan without the employer matching contributions outlined in this section. (*Res. 3067, 3028, 2023*)

RULE 19**EAGLECREST SKI AREA PAY RESERVED****Section****~~005. Scope~~****~~010. General~~****~~015. Basis of Pay~~****~~025. Beginning Pay~~****~~030. Advanced Step Placement~~****~~035. Former Employee~~****~~040. Promoted Employee~~****~~045. Pay Range Increase~~****~~050. Involuntary Demotion~~****~~051. ADA Reassignment~~****~~055. Voluntary Demotion~~****~~060. Transferred Employee~~****~~065. Change of Occupation~~****~~070. Appointment Effective Date~~****~~075. Proficiency Steps~~****~~080. Merit Anniversary Date~~****~~085. Merit Increase~~****~~086. Step Increase for Instructor Certifications~~****~~090. Step Reduction~~****~~095. End of Season Bonus~~****~~100. Acting in a Higher Range Pay~~****~~105. Overtime Defined~~****~~110. Overtime Rate~~****~~115. Overtime Payment~~****~~120. Maximum Compensatory Time~~****~~125. Compensatory Time Payment~~****~~130. Holiday Pay~~****~~133. Instructor Pay~~****~~135. Total Remuneration~~***(Res. No. 2370, 2006; 2422(c), 2007; 2500, 2009)***~~19 PR 005. Scope.~~**

~~This Rule covers the pay provisions for all Eaglecrest employees. (Res. No. 2422(c), 2007)~~

~~19 PR 010. General.~~

~~The Human Resources and Risk Management Director shall allocate classifications to pay ranges based on the classification plan.~~

~~19 PR 015. Basis of Pay.~~

~~(a) An employee is paid according to the pay range assigned to the position occupied by the employee.~~

~~(b) An employee paid on a salary basis who works less than full time shall be paid on a prorated basis.~~

~~19 PR 025. Beginning Pay.~~

~~Except as provided in 19 PR 030 (advanced step placement), 19 PR 035 (former employee), 19 PR 040 (promoted employee), 19 PR 050 (involuntary demotion), 19 PR 051 (ADA Reassignment) or 19 PR 055 (voluntary demotion), the beginning pay of a newly appointed employee is step A of the pay range of that classification. An employee shall never be paid at a rate of pay below the minimum wage identified in Alaska Statute. (Res. No. 2422(c), 2007); (2977, 2022)~~

~~19 PR 030. Advanced Step Placement.~~

~~The Eaglecrest General Manager may authorize advanced step placement under section (a) or (b) of this rule. Advanced step placement will limit or preclude the probationary employee's eligibility for proficiency steps under 19 PR 075.~~

~~(a) The Eaglecrest General Manager may authorize advanced step placement when the applicant selected for the position is exceptionally qualified. For the purposes of this rule, exceptionally qualified shall be defined as education or work experience that exceeds the minimum qualifications for the position and job class, as well as the education and work experience of the other candidates in the applicant pool.~~

~~(b) If the step placement for an employee under 19 PR 025 shall be a rate of pay below the minimum wage identified in Alaska Statute, the employee shall be placed at the step of the pay range that is closest to, but not below, the current Alaska minimum wage. (Res. No. 2977, 2022)~~

~~19 PR 035. Former Employee.~~

~~(a) The Eaglecrest General Manager may make an advanced step placement for a former employee eligible for non-competitive re-employment under 5 PR 060 provided the appointment is to the same job classification and the advanced step does not exceed a step formerly held by the employee.~~

~~(b) The Eaglecrest General manager, with the approval of the Human Resources and Risk Management Director, may make an advanced step placement for a former employee eligible for non-competitive re-employment under 5 PR 060 to a closely related job classification at the same or a lesser pay range than that formerly held by the employee.~~

~~19 PR 040. Promoted Employee.~~

~~A promoted employee shall be placed at a step in the new pay range at least equal to the hourly rate of pay in the previous range, but shall not be placed in the new pay range at a step higher than his or her current step. (Res. No. 2582, 2011)~~

~~19 PR 045. Pay Range Increase.~~

~~An employee occupying a position that is reallocated to a higher pay range is placed in a step of the higher range in the same manner as a promoted employee.~~

~~19 PR 050. Involuntary Demotion.~~

~~(a) An employee demoted for cause enters the new range at a step no higher than the one occupied in the former range.~~

~~(b) An employee involuntarily demoted because the position the employee occupies is allocated to a lower pay range enters the new range as follows:~~

~~(1) If the current pay rate is the same as a step in the lower range, the employee enters the lower range at that step.~~

~~(2) If the current pay rate falls between steps in the lower range the rate remains frozen until the employee is eligible for a step increase in accordance with 19 PR 085, at which point the employee is placed at the next higher step.~~

~~(3) If the current pay rate exceeds the maximum of the lower range:~~

~~(A) The employee's pay rate is frozen for a maximum of 24 months. If adjustments to the pay schedule cause the assigned range to encompass the frozen rate, the employee is placed at that step in the range closest to, but not less than the frozen rate.~~

~~(B) If the frozen rate continues to exceed the assigned range after the passage of 24 months, the employee is placed in the maximum step of the range and the pay rate reduced, at which time the employee shall be paid a lump sum equal to the difference between the value of the employee's accumulated leave calculated at the former rate of pay and the value calculated at the new rate of pay.~~

~~19 PR 051. ADA Reassignment~~

~~(a) An employee who is reassigned as a reasonable accommodation under the Americans with Disabilities Act shall enter the new range at a step no higher than the one the employee occupied in the former range.~~

~~(b) The employee shall serve a new probationary period and establish a new merit anniversary.~~

~~(c) An employee who undergoes a reduction in pay due to an ADA Reassignment shall be paid a lump sum equal to the difference between the value of the employee's accumulated leave~~

calculated at the former rate of pay and the value calculated at the new rate of pay. ~~(Res. No. 2422(c), 2007)~~

~~19 PR 055. Voluntary Demotion.~~

~~(a) An employee who is voluntarily demoted to a classification formerly held shall enter the lower range at the step the employee would have earned had the employee remained in the former classification. The employee shall not serve a new probationary period if the employee formerly held permanent status in the job class.~~

~~(b) An employee who requests a voluntary demotion to a classification not formerly held enters the lower range at a step determined by the Eaglecrest General Manager provided, however, that the step placement does not exceed the rate one step below the higher range placement. The employee shall serve a new probationary period.~~

~~(c) An employee who undergoes a voluntary demotion shall be paid a lump sum equal to the difference between the value of the employee's accumulated leave calculated at the former rate of pay and the value calculated at the new rate of pay.~~

~~19 PR 060. Transferred Employee.~~

~~(a) The status and step placement of an employee transferred with no change in job classification will not change due to the transfer.~~

~~(b) The step placement of an employee transferred to a closely related job classification will not change. The Eaglecrest General Manager, in conjunction with the Human Resources and Risk Management Director, will determine if the employee shall serve a new probationary period.~~

~~19 PR 065. Change of Occupation.~~

~~Except as otherwise provided in these Rules, the beginning pay for an employee appointed to a position in an unrelated classification is step A of the pay range.~~

~~19 PR 070. Appointment Effective Date.~~

~~The normal effective date of all appointments is the employee's first day of work. However, when the first day of the pay period is Saturday, Sunday or a holiday and the employee's first day of work is the first scheduled work day of the pay period the effective date of the appointment is the first day of the pay period.~~

~~19 PR 075. Proficiency Steps.~~

~~(a) A probationary employee shall be eligible for proficiency steps provided that the employee has made acceptable progress in completing his or her training plan. Proficiency steps shall be granted at the beginning of the pay period.~~

~~(b) Except in the case of 19 PR 086, the granting of a proficiency step shall not place the probationary employee above “D” step.~~

~~(c) Acceptable progress in completing the training plan shall be documented in writing by the employee’s supervisor. The decision to award a proficiency step shall be at the sole discretion of the Eaglecrest General Manager.~~

~~(d) The Eaglecrest General Manager shall provide a specific methodology for what demonstrates acceptable progress in completing a training plan. The methodology must be approved by the Human Resources and Risk Management Director. (Res. No. 2422(c), 2007; 2649, 2013)~~

~~19 PR 080. Merit Anniversary Date.~~

~~The merit anniversary date is the first day of the pay period that begins on or after July 1st. (Res. No. 2422(c), 2007; 2500, 2009)~~

~~19 PR 085. Merit Increase.~~

~~(a) A merit increase of 1 step in the pay range shall be given to an employee who is at step D or above and receives an overall performance rating of “acceptable plus”.~~

~~(b) A merit increase of 2 steps in the pay range shall be given to an employee who is at step D or above and receives an overall performance rating of “outstanding”.~~

~~(c) The Eaglecrest General Manager may grant an additional merit increase to an employee who is at step D or above and receives an overall performance rating of “outstanding”, and where other exceptional circumstances exist.~~

~~(d) Notwithstanding subsections (a) — (c) above, the decision to grant merit increases during any fiscal year is at the sole discretion of the Eaglecrest General Manager. (Res. No. 2422(c), 2007; 2582, 2011)~~

~~19 PR 086. Step Increase for Instructor Certifications.~~

~~Certified Instructors of the Snow Sports School shall be eligible to earn a step increase for obtaining additional PSIA/AASI certifications outside of the employee’s primary discipline. Step increases shall be limited to one step for each additional snow sport discipline. Certified Instructors shall also be eligible to earn a step increase for obtaining PSIA/AASI accreditation. No more than two step increases can be earned as a result of accreditation. The earned step increase will go into effect the first day of the pay period following approval by the Snow Sports Director. (Res. No. 2500, 2009)~~

~~19 PR 090. Step Reduction.~~

~~(a) If an employee receives an overall performance rating of “acceptable minus” the Eaglecrest General Manager may reduce the employee’s step placement by one step in accordance with 13 PR 025.~~

~~(b) The reduction is effective the first day of the pay period following written notice to the employee. Not less than 2 pay periods must pass before a step reduction may be restored.~~

~~(c) If the employee’s overall performance rating reaches “acceptable” the former step will be restored effective the first day of the pay period following the “acceptable” evaluation.~~

~~(d) If an employee receives a step reduction, the supervisor must implement a performance improvement plan consistent with the provisions of 8 PR 025. (Res. No. 2422(c), 2007)~~

~~19 PR 095. End of Season Bonus.~~

~~The Eaglecrest General Manager, in consultation with the Human Resources and Risk Management Director, may authorize an end of season bonus to be paid to employees who successfully complete the ski season.~~

~~19 PR 100. Acting in a Higher Range Pay.~~**~~(a) Regular Compensation for Acting in a Higher Range~~**

~~(1) When an employee is temporarily assigned to perform the duties of a higher classification under 5 PR 025, the employee shall be paid according to the pay range allocation of the higher level position. Step placement in the higher pay range shall be the same as if the employee were promoted to the higher classification.~~

~~(2) An employee who is acting in a higher range is not eligible for the higher job class rate of pay when on leave. Leave time shall not reduce the overall duration of the acting in a higher range appointment.~~

~~(b) Overtime Compensation for Acting in a Higher Range Appointment.~~

~~(1) An hourly employee appointed to a higher level job class in a salaried position is not eligible for overtime pay for time worked in the salaried position, regardless of whether the duties performed are associated with an hourly or salaried position.~~

~~(2) A salaried employee who works out of class in an hourly position shall be eligible for overtime compensation for hours exceeding the thresholds defined in 19 PR 105.~~

~~19 PR 105. Overtime Defined.~~

~~(a) All work in excess of 40 hours in a week, excluding those hours already paid at the overtime rate, is paid at the overtime rate.~~

~~(b) Overtime pay is available only to an employee paid an hourly rate.~~

~~19 PR 110. Overtime Rate.~~

~~The overtime rate for an hourly paid employee is 1.5 times the normal hourly rate.~~

~~19 PR 115. Overtime Payment.~~

~~(a) Overtime is paid as wages or as compensatory time.~~

~~(b) An employee may request that overtime be credited as compensatory time.~~

~~(c) The Eaglecrest General Manager must determine that the crediting or use of compensatory time will not result in any increased costs or scheduling hardships prior to authorizing the crediting or use of compensatory time.~~

~~19 PR 120. Maximum Compensatory Time.~~

~~(a) An employee's compensatory time balance may not exceed 100 hours on the first day of any pay period. All excess hours are to be paid as wages.~~

~~(b) No compensatory time other than that earned during pay periods starting between November 21 through December 31 may remain credited to the account of an employee after the first day of the first pay period starting in January.~~

~~(c) Compensatory time shall not be used in the pay period it is earned. The Eaglecrest General Manager may grant an exception to this rule under extenuating circumstances. (Res. No. 2582, 2011)~~

~~19 PR 125. Compensatory Time Payment.~~

~~An employee is paid at the employee's regular rate of pay for all time that is deducted from the employee's compensatory time account.~~

~~19 PR 130. Holiday Pay.~~

~~Permanent full time employees and Eaglecrest seasonal employees who work on a holiday listed in 7 PR 026 shall have a day of leave credited to their leave account. Eaglecrest limited positions are not eligible for Holiday pay. (Res. No. 2618, 2012)~~

~~19 PR 133 Instructor Pay~~

~~(a) An employee assigned as a ski/snowboard instructor for a regular group lesson of 2 hours or for a regular private lesson shall receive an additional \$1.00 for each student in the lesson.~~

~~(b) An employee who is requested as a private ski/snowboard instructor shall receive an additional \$5.00 for each student in the lesson. (Res. No. 2831, 2018)~~

~~19 PR 135. Total Remuneration.~~

~~No salary, wage or benefit may be paid to an employee except as provided in these rules, by ordinance or resolution of the Assembly, or as required by state or federal law.~~

RULE 20

DEFINITIONS

Section

005. Definitions

(Res. No. 2370, 2006)

20 PR 005. Definitions.

Unless stated otherwise in these rules:

- (1) **“Appointment”** means the offer to and acceptance by a person of a position.
- (2) **“Cause”** means that sufficient justification exists, in accordance with the merit principle of employment, for taking the proposed adverse employment action.
- (3) **“CBJ”** means the City and Borough of Juneau, Alaska.
- (4) **“CBJ resident”** means a person physically present in the CBJ with the intent to remain in the CBJ indefinitely and to make a home in the CBJ. A person demonstrates the required intent by:
 - (a) maintaining a principal place of abode in the CBJ for at least 30 days, and
 - (b) providing other proof of intent as may be required by the Human Resources and Risk Management Director that the person is not claiming residency outside the CBJ or obtaining benefits under a claim of residency out-side the CBJ. A person who establishes residency in the CBJ remains a resident during an absence from the CBJ unless during the absence the person establishes or claims residency in another state, territory, country or municipality or is absent under circumstances that are inconsistent with the intent required within this definition to remain a resident of the CBJ.
- (5) **“Child”** means biological, adopted, or foster child, stepchild or legal ward. *(Res. No. 1619, 1993)*
- (6) **“Classification plan”** means the system of grouping positions into appropriate classes consisting of an index to the classification specifications, the classification specifications and the rules for administering the classification plan.
- (7) **“Classified service”** means those positions in the CBJ service which are not specifically included in the partially exempt service as provided in CBJ 44.05. *(Res. No. 1875, 1997)*
- (8) **“Day”** means a calendar day.
- (9) **“Demotion”** means the appointment of an employee from a position in one job classification to a position in another job classification at a lower range. *(Res. No. 1956, 1998)*

(10) “**Department director**” means the head of a department established by CBJ 03.10. (*Res. No. 1875, 1997*)

(11) “**Direct supervisor**” means a person in a supervisory relationship to an employee including all supervisors in the direct line of authority from the immediate supervisor to the City Manager.

(12) “**Domestic partners**” means persons co-habituating in an intimate relationship with the intent to reside together indefinitely where each person is the other’s sole domestic partner and both parties are responsible for the common welfare of the other. (*Res. No. 2582, 2011*)

(13) “**Duty time**” means those hours an employee is assigned to work.

(14) “**Eligible candidate**” means an applicant whose name appears on a current eligible list

(15) “**Eligible list**” means a ranked list of applicants who have completed the examinations for certain CBJ positions.

(16) “**Employee status**” means the employment standing of an employee. Employee statuses include permanent, probationary, substitute, temporary, emergency, layoff and partially exempt.

(17) “**Examination**” means any activity or process used by the appointing authority to select an employee including but not limited to: review of applications; written, oral and physical tests; medical and psychological examinations, interviews, consulting with references and past employers and the evaluation of the employee’s performance during the probationary period.

(18) “**Furlough**” means an unpaid period of leave or a temporary decrease to the minimum number of hours worked in a work week or work day for full time employees that is authorized by the City Manager in response to budget constraints. (*Res. No. 2476, 2009*)

(19) “**Good standing**” refers to the separation status of an employee. An employee separates from service in good standing when an employee resigns with acceptable or better performance, complies with all exit requirements, and provides proper written notice in accordance with 12 PR 005.

(20) “**Health care provider**” means a dentist licensed under AS 08.36, a physician licensed under AS 08.64 or a psychologist licensed under AS 08.86. (*Res. No. 1619, 1993*)

(21) “**Human Resources and Risk Management Director**” means the City Manager and that person appointed by the City Manager as the Human Resources and Risk Management Director.

(22) “**Intermittent Disaster Response Appointee (IDRA)**” means a temporary, intermittent employee of the U.S. Department of Health and Human Services who responds to, or trains for, emergencies involving infectious diseases or weapons of mass destruction. They are protected by USERRA both for training and actual emergencies.

(23) **“Immediate family”** means an employee’s spouse, domestic partner, parent, child, brother or sister, in a full, half, step, or foster relation-ship.

(24) **“Job classification”** means a group of positions which are similar in general duties, responsibilities and minimum qualifications and is identified by the same title.

(25) **“Layoff”** means the separation of an employee because a position is abolished, because of insufficient money, lack of work or other reasons not reflecting discredit on the employee.

(26) **“Layoff status”** means the status of a permanent or probationary employee who has been separated from employment for reasons not reflecting discredit on the employee and who has certain rights and obligations under these rules.

(27) **“Manager”** means the Manager or acting Manager of the CBJ as provided by CBJ 03.05, provided that in cases involving employees supervised by the Attorney, “Attorney” shall be substituted for “City Manager” in the following rules: 6 PR 010(d), 11 PR 065(e), 14 PR 015(a), 14 PR 025(c), 14 PR 030(a), 15 PR 010, 15 PR 020, 15 PR 025, 15 PR 030, 17 PR 020, 20 PR 005(11), 20 PR 005(17), 20 PR 005(29). (*Res. No. 1875, 1997; 2500, 2009*)

(28) **“Merit principle of employment”** means:

(a) recruiting, selecting and promoting employees on the basis of their knowledge, skill, ability and willingness to perform the work, including open consideration of qualified applicants for initial appointment;

(b) retention of employees with permanent or probationary status on the basis of job performance and behavior, including reasonable efforts of temporary duration for correction of inadequate performance or unacceptable behavior, and separation for cause;

(c) equal treatment of employees and applicants with regard only to knowledge, skill, ability and willingness to perform the job;

(d) rates of pay based on the work assigned and performed; and

(e) selection and retention of employees secure from political influences.

(29) **“Parent”** means a biological or adoptive parent, a parent in law, or a stepparent. (*Res. No. 1619, 1993*)

(30) **“Partially exempt service”** means those positions in the CBJ service listed or provided for in CBJ 44.05.070. Unless designated otherwise by the City Manager in writing, all positions assigned to pay ranges 23 through 27 are in the partially exempt service. Employees in partially exempt positions are not subject to or covered by the personnel rules on recruitment, examination, selection, probationary periods, reduction in force and grievance and appeal procedures. (*Res. No. 1875, 1997*)

(31) **“Pay rate”** means the specific salary or hourly rate of pay for a position.

(32) **“Pay status”** includes any time for which an employee is compensated including regular hours worked, overtime hours worked, paid leave, and paid holidays.

(33) **“Personnel Board”** means the board created by Section 3.14 of the Charter and CBJ Title 44, the personnel management code.

(34) **“Position description”** means a written statement describing the essential duties and responsibilities of a position.

(35) **“Promotion”** means the movement of an employee from a position in one job classification to a position in a related job classification at a higher range.

(36) **“Publicly announced”** means the posting of a vacancy, including but not limited to, advertising, internet posting, or job boards.

(37) **“Qualified applicant”** means an applicant for a vacant position who meets the minimum qualifications for the position and has submitted a timely and complete application.

(38) **“Second degree of kinship”** means a father, mother, son, daughter, brother, sister, grandmother, grandfather, granddaughter, grandson, uncle, aunt, niece, or nephew, in a full, half, step, or foster relationship by blood, marriage, or domestic partnership.

(39) **“Subfill appointment”** means the filling of a position by appointment to a closely related classification at a lower range.

(40) **“Uniformed Services”** means the Army, Navy, Marine Corps, Air Force, Coast Guard, and the commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or emergency. This includes the Reserve components of these services and the Army National Guard and Air National Guard. Under another Federal law enacted in 2002, Congress extended reemployment rights under USERRA to ~~persons who serve as Intermittent Disaster Response Appointees (IDRA)~~ Medical System (NDMS).

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 4029

A Resolution Deappropriating \$540,348 from the Eaglecrest Fiscal Year 2026 Operating Budget.

WHEREAS, under Article IX of the Home Rule Charter of the City and Borough of Juneau, the Assembly by resolution may reduce any appropriation, except for debt service or for cash deficit, provided that no appropriation may be reduced by more than the amount of the unencumbered balance; and

WHEREAS, on August 26, 2025 and September 3, 2025, the Eaglecrest Board of Directors and Assembly Finance Committee, respectively, approved converting Eaglecrest positions to the CBJ classification and compensation plan; and

WHEREAS, Ordinance 2025-01(b) appropriated \$3,838,400 for Eaglecrest fiscal year 2026 personnel services costs, which included a forty-percent increase to address Eaglecrest's wage scale and recruitment and retention challenges; and

WHEREAS, the conversion to the CBJ classification and compensation plan is estimated to cost \$540,348 less than the adopted fiscal year 2026 Eaglecrest personnel services budget.

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

Section 1. Deappropriation. There is deappropriated from the Manager the sum of \$540,348 from the Eaglecrest fiscal year 2026 operating budget.

Section 2. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3001

A Resolution Authorizing the City and Borough of Juneau to Participate in the Community Development Block Grant Program from the Alaska Department of Community and Economic Development, with Southeast Childhood Collective for the Design of a Family Center – Phase 1.

WHEREAS, the City and Borough recognizes the importance of supporting local non-profit organizations addressing the social and human needs of families with young children in the community; and

WHEREAS, the City and Borough is eligible to apply for Community Development Block Grant (CDBG) funds for public facilities that benefit low- and moderate-income persons served by local non-profit organizations; and

WHEREAS, the City and Borough has obtained and successfully administered CDBG grants in 2004 to construct a daycare facility for seniors with Alzheimer's Disease or a related disorder; in 2005 to construct seven units of homeless housing; in 2007, refurbishment and livability upgrades at facilities owned and operated by Gastineau Human Services, the AWARE Shelter, St. Vincent de Paul and the Glory Hole; and in 2021 to construct the AWARE Shelter retaining wall; and

WHEREAS, CBJ staff solicited proposals from non-profit organizations for projects eligible for funding in the 2025 CDBG grant cycle; and

WHEREAS, two proposals were received and considered; and

WHEREAS, Southeast Childhood Collective proposes to use CDBG funds for the architectural design, schematic drawings, and construction documents for the Southeast Childhood Collective Family Center Phase 1; and

WHEREAS, Southeast Childhood Collective has secured the required match funding for the project; and

WHEREAS, the City and Borough of Juneau will apply for a grant in the amount of \$850,000 from the Alaska Department of Commerce, Community, and Economic Development (hereinafter "Department"), under the CDBG program; and

43
44 WHEREAS, the deadline for submission of a Community Development Block Grant
45 application will be announced in September, 2025.
46

47 BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:
48

49 **Section 1.** The Assembly authorizes the Manager to negotiate and execute all
50 necessary documents required for granting and managing funds on behalf of the benefiting
51 organization, Southeast Childhood Collective.
52

53 **Section 2.** The Manager is also authorized to execute any amendments to the
54 grant agreement between the City and Borough and the Department as may be necessary
55 for adjustments to the project scope of work and/or budget.
56

57 **Section 3. Effective Date.** This resolution shall be effective immediately after
58 its adoption.
59

60 Adopted this _____ day of _____, 2025.
61

62 _____
63 Beth A. Weldon, Mayor

64 Attest:

65 _____
66
67 Breckan L. Hendricks, Municipal Clerk
68
69
70
71

Presented by: The Manager
Introduced: 09/22/2025
Drafted by: Law Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3096

A Resolution Authorizing the Installation of a Lone Sailor Statue Along the Waterfront and Authorizing the City Manager to Enter into a Memorandum of Agreement with Pioneers of Alaska for Installation and Maintenance of the Statue.

WHEREAS, the Lone Sailor statue is the iconic symbol representing the United States Navy Memorial's mission to honor, recognize, and celebrate the men and women of the Sea Services, past, present, and future, and to inform the public about their service; and

WHEREAS, these meaningful statues remind active-duty service members, veterans, and civilians alike that they have served a grateful nation, and the Navy Memorial's Statue City Program, which began in 1997 with the placement of a Lone Sailor statue at Recruit Training Command in Great Lakes, IL, now includes 19 Lone Sailor statues around the world, including the original on Navy Memorial Plaza in Washington, DC; and

WHEREAS, the Pioneers of Alaska have begun the process to acquire the Lone Sailor statue and ask for permission to locate it along the downtown Seawalk; and

WHEREAS, the Docks and Harbors Board of Directors recommended the Assembly allow the statue be placed on the timber deck area between the Alaska Steamship and Cruise Ship Terminal Docks at their January 2025 meeting.

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

Section 1. That the Assembly hereby authorizes the installation of a Lone Sailor statue in the timber deck area between the Alaska Steamship Dock and the Cruise Ship Terminal Dock.

Section 2. That the Assembly hereby authorizes the City Manager to enter into a Memorandum of Agreement with Pioneers of Alaska for installation and maintenance of the statue.

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

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk



Central Council of the Tlingit & Haida Indian Tribes of Alaska

907.586.1432 • 800.344.1432

PO Box 25500 • Juneau, Alaska 99802

TlingitandHaida.gov

August 25, 2025

Mayor Beth Weldon
City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801

Dear Mayor Weldon,

I am writing to express my support for a community-led initiative recently brought to my attention by the Pioneers of Alaska - Juneau Igloos No. 6: the proposed installation of a Lone Sailor Statue in our capital city to honor the men and women who have served in the United States sea services.

Tlingit & Haida recognizes the profound connection our people have to the waters of Southeast Alaska. For thousands of years, the ocean has sustained our communities, shaped our culture, and served as a path of both subsistence and service. Honoring those who have served at sea, across generations, and from all backgrounds, is a meaningful way to reflect the shared heritage and layered history of this place.

What makes this project especially commendable is the Pioneers' intentional approach. They have reached out in respect, seeking our guidance and blessing, and showing a sincere desire to proceed in a way that honors the original stewards of this land. Their willingness to carry the full weight of fundraising and logistics while centering cultural partnership speaks to a deeper vision of community-building.

I believe this project presents an opportunity for Juneau to embrace a symbol that unites rather than divides one that pays tribute not just to service, but to shared stewardship, sacrifice, and story. If pursued collaboratively, it can stand as a model for how we honor our past while walking together into the future.

Tlingit & Haida looks forward to continued engagement with the Pioneers and the City and Borough of Juneau on this initiative. We stand ready to offer support and cultural guidance as appropriate and welcome the opportunity to participate in shaping a commemoration that speaks with integrity and inclusiveness.

Respectfully,

Richard J. Peterson

President

Central Council of the Tlingit & Haida Indian Tribes of Alaska



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

August 5, 2025

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

Licensee: **Juneau Yacht Club, Inc.**

DBA: Juneau Yacht Club

VIA email: bsimpson@stsl.com

Local Government 1: City & Borough of Juneau

Local Government 2:

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov

Re: Club License #5747 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#5747
License Type:	Club
Licensee:	Juneau Yacht Club, Inc.
Doing Business As:	Juneau Yacht Club
Physical Address:	1301 Harbor Way, Juneau, AK 99801
Designated Licensee:	Edward B. Simpson III
Phone Number:	(907) 586-1400
Email Address:	bsimpson@stsl.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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

We have received a completed renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Kyle Helie, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

August 1, 2025

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

Licensee: Barnaby Brewing Company, LLC

DBA: Barnaby Brewing Company

VIA email: barnabybrewing@gmail.com

Local Government 1: City & Borough of Juneau

Local Government 2:

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov

Re: Brewery Manufacturer License #5524 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#5524
License Type:	Brewery Manufacturer
Licensee:	Barnaby Brewing Company, LLC
Doing Business As:	Barnaby Brewing Company
Physical Address:	165 Shattuck Way, Juneau, AK, 99801
Designated Licensee:	Matthew Barnaby
Phone Number:	(843) 737-2453; (907) 419-0916
Email Address:	barnabybrewing@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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

We have received a completed renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Kyle Helie, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

August 1, 2025

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

Licensee: **Amalga Distillery, LLC**

DBA: Amalga Distillery

VIA email: maura.selenak@gmail.com

Local Government 1: City & Borough of Juneau

Local Government 2:

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov

Re: Distillery Manufacturer License #5506 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#5506
License Type:	Distillery Manufacturer
Licensee:	Amalga Distillery, LLC
Doing Business As:	Amalga Distillery
Physical Address:	134 N Franklin St Juneau, AK 99801
Designated Licensee:	Maura Selenak
Phone Number:	(952) 457-6630; (907) 209-7974
Email Address:	maura.selenak@gmail.com

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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

We have received a completed renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Kyle Helie, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

July 28, 2025

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

Licensee: Pinz, LLC

DBA: PINZ

VIA email: drrg304@yahoo.com;

CC: None

Local Government 1: City & Borough of Juneau

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov;

Community Council: n/a

Via Email: n/a

Re: Recreational Site License #5095 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#5095
License Type:	Recreational Site
Licensee:	Pinz, LLC
Doing Business As:	PINZ
Physical Address:	608 West Willoughby Avenue Juneau, AK, 99801
Designated Licensee:	Robert & Linda Peterson
Phone Number:	907-723-7602
Email Address:	drrg304@yahoo.com;

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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

We have received a complete renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

July 28, 2025

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

Licensee: **Alaska Travel Adventures Inc.**

DBA: Alaska Travel Adventures

VIA email: seena@bestofalaskatravel.com; seena@alaskatraveladventures.com;

chris@alaskatraveladventures.com

CC: None

Local Government 1: City & Borough of Juneau

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov;

Community Council: n/a

Via Email: n/a

Re: Recreational Site – Seasonal License #4881 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#4881
License Type:	Recreational Site – Seasonal
Licensee:	Alaska Travel Adventures Inc.
Doing Business As:	Alaska Travel Adventures
Physical Address:	9999 Glacier Highway, Juneau, AK, 99801
Designated Licensee:	Christopher Meier
Phone Number:	907-789-0052; 206-200-2045
Email Address:	seena@bestofalaskatravel.com ; seena@alaskatraveladventures.com ; chris@alaskatraveladventures.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-

Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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

We have received a complete renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body. If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

July 28, 2025

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

Licensee: **Alaska Travel Adventures Inc.**

DBA: Gold Creek Salmon Bake

VIA email: seena@bestofalaskatravel.com; seena@alaskatraveladventures.com;

chris@alaskatraveladventures.com

CC: None

Local Government 1: City & Borough of Juneau

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov;

Community Council: n/a

Via Email: n/a

Re: Recreational Site – Seasonal License #3409 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#3409
License Type:	Recreational Site – Seasonal
Licensee:	Alaska Travel Adventures Inc.
Doing Business As:	Gold Creek Salmon Bake
Physical Address:	1061 Salmon Creek Lane Juneau, AK, 99801
Designated Licensee:	Christopher Meier
Phone Number:	907-789-0052; 206-200-2045
Email Address:	seena@bestofalaskatravel.com ; seena@alaskatraveladventures.com ; chris@alaskatraveladventures.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-

Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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

We have received a complete renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body. If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

July 25, 2025

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

Licensee: Sandbar, Inc.

DBA: Sandbar and Grille

VIA email: aksandbar@gmail.com

CC: None

Local Government: City and Borough of Juneau

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov

Re: Beverage Dispensary License #2844 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#2844
License Type:	Beverage Dispensary
Licensee:	Sandbar, Inc.
Doing Business As:	Sandbar and Grille
Physical Address:	2525 Industrial Blvd, Juneau, AK 99801
Designated Licensee:	Gail Niemi
Phone Number:	907-500-4447
Email Address:	aksandbar@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025**, board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,
Anna White, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

August 22, 2025

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

Licensee: **Midnight Ninja Ventures Incorporated**

DBA: Lupo

VIA email: therookerycafe@gmail.com

Local Government 1: City & Borough of Juneau

Local Government 2:

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov

Re: Restaurant Eating Place License #2175 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#2175
License Type:	Restaurant Eating Place
Licensee:	Midnight Ninja Ventures Incorporated
Doing Business As:	Lupo
Physical Address:	120 2nd St Suite B Juneau, AK 99801
Designated Licensee:	Travis Smith
Phone Number:	(907) 209-9474
Email Address:	therookerycafe@gmail.com

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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

We have received a completed renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Kyle Helie, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

August 8, 2025

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

Licensee: Molly Venture's, Inc.

DBA: McGivney's Sports Bar & Grill

Via Email: david@mcgivneys.com

CC: None

Local Government: City and Borough of Juneau

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov

Re: Beverage Dispensary License #2728 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#2728
License Type:	Beverage Dispensary
Licensee:	Molly Venture's, Inc.
Doing Business As:	McGivney's Sports Bar & Grill
Physical Address:	9101 Mendenhall Mall Road, Juneau, AK, 99801
Designated Licensee:	David McGivney
Phone Number:	907-723-9187
Email Address:	david@mcgivneys.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home

page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,
Anna White, Licensing Examiner II
For
Kevin Richard, Director



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

August 1, 2025

Licensee: The Mason Jar LLC

DBA: The Mason Jar LLC

VIA email: denny@akmasonjar.com

Local Government: Juneau (City and Borough of)

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov; mcb_notice@juneau.org;

Community Council:

Via Email:

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

License Number:	#38398
License Type:	Retail Marijuana Store
Licensee:	The Mason Jar LLC
Doing Business As:	The Mason Jar LLC
Physical Address:	5690 Glacier Highway, Unit 19 Juneau, AK 99801
Designated Licensee:	Dennis Lavigne
Phone Number:	907-723-6508
Email Address:	denny@akmasonjar.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

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

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

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government

protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

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

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

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

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

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

July 31, 2025

Licensee: The Mason Jar LLC
DBA: The Mason Jar LLC
VIA email: denny@akmasonjar.com
Local Government: Juneau (City and Borough of)
Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov; mcb_notice@juneau.org
Community Council:
Via Email:

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

License Number:	#28012
License Type:	Retail Marijuana Store
Licensee:	The Mason Jar LLC
Doing Business As:	The Mason Jar LLC
Physical Address:	613 & 619 W. Willoughby Ave. Juneau, AK 99801
Designated Licensee:	Dennis Lavigne
Phone Number:	907-723-6508
Email Address:	denny@akmasonjar.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

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

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

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government

protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

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

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

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

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

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

July 29, 2025

Licensee: The Mason Jar LLC
DBA: The Mason Jar LLC
VIA email: denny@akmasonjar.com
Local Government: Juneau (City and Borough of)
Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov; mcb_notice@juneau.org;
Community Council:
Via Email:

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

License Number:	#13279
License Type:	Retail Marijuana Store
Licensee:	The Mason Jar LLC
Doing Business As:	The Mason Jar LLC
Physical Address:	2771 Sherwood Lane, Unit E Juneau, AK 99801
Designated Licensee:	Dennis Lavigne
Phone Number:	907-723-6508
Email Address:	denny@akmasonjar.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

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

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

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government

protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

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

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

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

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

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

August 7, 2025

Licensee: Treadwell Herb Company LLC
DBA: Treadwell Herb Company LLC
VIA email: treadwellherbco@gmail.com
Local Government: Juneau (City and Borough of)
Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov; mcb_notice@juneau.org;
Community Council:
Via Email:

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

License Number:	#33270
License Type:	Retail Marijuana Store
Licensee:	Treadwell Herb Company LLC
Doing Business As:	Treadwell Herb Company LLC
Physical Address:	824 Front Street Douglas, AK 99824
Designated Licensee:	Julie Hamilton
Phone Number:	907-957-8375
Email Address:	treadwellherbco@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

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

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

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government

protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

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

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

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

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

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350

MEMORANDUM

CITY & BOROUGH OF JUNEAU
155 Heritage Way, Juneau, AK, 99801

August 27, 2025

TO: Katie Koester
City Manager

FROM: Renee Loree, *Renee Loree*
Purchasing Officer

SUBJECT: Recommendation to Award
Bid No. Bid No. 26-002 - Term Contract for CBJ Paratransit Services Contractor

Bids were opened on the subject project on August 18, 2025.

The following bids were received:

<u>Bidder</u>	<u>Total Bid</u>
Ground Transport Solutions Inc. (GTS)	\$797,978.32
Catholic Community Service (CCS)	\$1,141,556.00

Funding Source: 209710101-5390 – Capital Transit Operations, Contractual Services

Commitment: \$797,978.32

The protest period ended August 21, 2025.

With the concurrence of Rich Ross, the CBJ Capital Transit Superintendent, the CBJ Purchasing Division recommends award to Ground Transport Solutions Inc. (GTS) on the basis of having the lowest responsive and responsible bid price in the amount of \$797,978.32, based on Total Bid.

Approved:

Kaite Koester, City Manager

Date of Assembly Approval: _____



Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

TRANSFER REQUEST FOR THE CITY AND BOROUGH OF JUNEAU,
ALASKA

SERIAL NUMBER T-2522

It is hereby ordered by the Assembly of the City and Borough of Juneau,
Alaska, that \$2,500 be transferred:

From: CIP

D12-100	Lemon Creek Multimodal	\$	(2,500)
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To: CIP

D24-099	Safe Streets for All (SS4A)	\$	2,500
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The \$2,500 consists of:

General Sales Tax	\$	2,500
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Moved and Approved this _____ day of _____, 2025.

Katie Koester, City Manager

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

TRANSFER REQUEST FOR THE CITY AND BOROUGH OF JUNEAU,
ALASKA

SERIAL NUMBER T-2601

It is hereby ordered by the Assembly of the City and Borough of Juneau,
Alaska, that \$3,668,830 be transferred:

From: CIP

R72-169	10th, F, W 8th Streets Reconstruction	\$ (1,000,000)
R72-179	Poplar Ave - Mendenhall to Dogwood	\$ (850,000)
R72-175	Eyelet Court Improvements	\$ (500,000)
R72-167	Dogwood and Columbia to Mendenhall Boulevard	\$ (500,000)
R72-181	Starlite Court Improvements	\$ (400,000)
R72-132	Calhoun Avenue Improvements - Main to Gold	\$ (169,580)
R72-152	Tongass Boulevard - Trinity to Loop	\$ (165,203)
R72-141	Hospital Drive Improvements	\$ (84,047)

To: CIP

R72-185	Calhoun Pedestrian Bridge	\$ 2,568,830
R72-184	Taku Boulevard – Loop to Poplar	\$ 750,000
R72-186	Bear Creek Culvert – 1 st Douglas	\$ 350,000

The \$3,668,830 consists of:

General Sales Tax	\$ 3,668,830
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Moved and Approved this _____ day of _____, 2025.

Katie Koester, City Manager

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

TRANSFER REQUEST FOR THE CITY AND BOROUGH OF JUNEAU,
ALASKA

SERIAL NUMBER T-2602

It is hereby ordered by the Assembly of the City and Borough of Juneau,
Alaska, that \$27,244 be transferred:

From: CIP

A50-102	Terminal Construction	\$	(27,244)
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To: CIP

A50-104	Ramp Improvements & RON	\$	27,244
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The \$27,244 consists of:

Airport Funds	\$	27,244
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Moved and Approved this _____ day of _____, 2025.

Katie Koester, City Manager

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: September 22, 2025
Drafted by: Finance

TRANSFER REQUEST FOR THE CITY AND BOROUGH OF JUNEAU,
ALASKA

SERIAL NUMBER T-2603

It is hereby ordered by the Assembly of the City and Borough of Juneau,
Alaska, that \$100,000 be transferred:

From: CIP

D24-101	Emergency Services Grant Coordination	\$ (100,000)
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To: CIP

D24-102	HESCO Maintenance and Repairs	\$ 100,000
---------	-------------------------------	------------

The \$100,000 consists of:

General Sales Tax	\$ 100,000
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Moved and Approved this _____ day of _____, 2025.

Katie Koester, City Manager

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: August 18, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(F)

An Ordinance Appropriating \$735,000 to the Manager for the Dzantik'i Heeni Playground Capital Improvement Project; Funding Provided by General Funds.

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

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$735,000 for the Dzantik'i Heeni Playground Capital Improvement Project (S02-106).

Section 3. Source of Funds

General Funds	\$ 735,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Presented: 08/18/2025
Drafted by: Law Department

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-39

An Ordinance Authorizing the Negotiation and Execution of a Purchase of Two Floors of the Michael J. Burns Building and Formation of a Commercial Condominium Association.

WHEREAS, the City and Borough of Juneau finds that it is necessary and in the best interests of our community to purchase office space to house government services; and

WHEREAS, the City and Borough of Juneau finds that it is necessary and in the best interests of staff to purchase office space to house government services; and

WHEREAS, the City and Borough of Juneau has worked closely with the Alaska Permanent Fund Corporation to establish a partnership which meets the needs of both the City and the Corporation.

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

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

Section 2. The City Manager is authorized under CBJC 53.04.020 to negotiate and execute the purchase of two floors of the Michael J. Burns Building and to form a commercial condominium association subject to the following essential terms and conditions;

- (a) The purchase price may not exceed fair market value (\$9,300,000);
- (b) Condominium Association membership will be designated by the City Manager and Executive Director of the Alaska Permanent Fund Corporation;

- 1 (c) The annual Association dues will be set at a price that reflects the cost of
2 maintaining and improving the common areas of the condominium and
3 sets adequate reserves for such projects;
4
5 (d) An amount of not more than \$2,700,000.00 will be placed in a fund for the
6 benefit of and the use by the Association for condominium capital projects;
7
8 (e) Other terms and conditions as may be in the public interest.

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

11 Adopted this _____ day of _____, 2025.

12
13 _____
Beth A. Weldon, Mayor

14 Attest:

15 _____
16 Breckan L. Hendricks, Municipal Clerk
17
18
19
20
21
22
23
24
25

Presented by: The Manager
Introduced: August 18, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(I)

Ordinance 2025-01(b)(I) An Ordinance Appropriating \$150,000 to the Manager for Assembly Chamber Audiovisual Upgrades; Funding Provided by General Funds.

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

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$150,000 for Assembly Chamber audiovisual upgrades.

Section 3. Source of Funds

General Funds	\$ 150,000
---------------	------------

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

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk



(907) 586-0767 x4137
Jeffrey.Hedges@juneau.gov
www.juneau.org/community-development
155 Heritage Way • Juneau, AK 99801

To: Mayor Weldon and Assembly Members

From: Jeff Hedges, Building Code Official

Date: August 18, 2025

Re: **Title 19 Code Adoption**

Recommendation: Amend Title 19 to comply with State and other legally required codes

Currently, the City and Borough of Juneau (CBJ) Title 19 Building Code is out of compliance with the State of Alaska (State) Deferred Jurisdiction Agreement. CBJ is required to maintain a building and fire safety program, plan review and approval program, and inspection program that meets or exceeds the program conducted by the State Division of Fire and Life Safety. CBJ's current Title 19 is governed by the 2012 International Code Council's set of codes ("I codes"). The State follows the 2021 International Code and is in the process of adopting the 2024 International Code.

CBJ is also out of compliance with the State Department of Labor, which adopted the 2018 Uniform Plumbing Code (UPC) and the 2020 National Electrical Code (NEC). CBJ is still following the 2012 versions of both codes. Fire Marshal Ross and I have been in contact with both the State Fire Marshal's office and the State Department of Labor, and we have been told that audits of deferred jurisdictions to assess compliance will occur soon. If it is determined that CBJ is out of compliance and loses deferred status, all construction projects in Juneau would have to go through the State of Alaska for plan review and approval, and inspection.

The proposed amendments to Title 19 would adopt the 2024 I codes, as well as the 2024 UPC and 2023 NEC. The Community Development Department (CDD) has eliminated code changes that do not conform to CBJC 19.01.119: *"It is the policy of the assembly to adopt international, national and uniform codes under this title with a minimum of changes. Changes proposed should be justified primarily on the basis of conditions in the City and Borough that require additional consideration."*

In consultation with the State Fire Marshal and State Department of Labor, CBJ added the proposed modifications to code and have incorporated those changes into Title 19. CDD confirmed there is no issue with adopting the most current codes prior to the State adopting them as it meets the requirement to meet or exceed State standards.

In early May 2025, CDD notified the building community, contractors, and design professionals of the adoption of the most recent codes. The biggest questions CDD received were about projects that are already far along the design process. CDD has informed them that applications prior to the effective date of the amendments will be under the current codes. CDD will work with others on a case-by-case basis to keep projects going.

Presented by: The Manager
Presented: 08/18/2025
Drafted by: Law Department

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-26

An Ordinance Amending Title 19 Building Regulations.

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

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

Section 2. Amendment of Title. CBJC Title 19, Building regulations, is amended to read:

TITLE 19 BUILDING REGULATIONS

Chapter 19.01 ADMINISTRATIVE CODE

19.01.101.1 Building codes administrative code—Title.

This chapter shall be known as the "Juneau building codes administrative code."

19.01.102.7 Additions, alterations, repairs and maintenance.

For requirements for additions, alterations, repairs or maintenance of buildings, structures and building service equipment, refer to the IEBC, to the appropriate administrative sections of the referenced technical codes and to ~~Chapter 34 of the IBC or~~ Appendix Chapter JBO of the IRC.

For temporary buildings and structures see section 19.01.107.1.

19.01.106.1 Submittal documents.

~~Two~~ A sets of either digital or physical plans, specifications, engineering calculations, diagrams, soil investigation reports, special inspection programs, structural observation programs and other relevant data shall be submitted with each application for a permit. When such plans are not prepared by an architect or engineer, the building official may require any

1
2 applicant submitting such plans or other data to demonstrate that state law does not require
3 that the plans be prepared by a licensed architect or engineer. Plans and specifications for all
4 occupancies, except one- and two-family dwellings, townhomes and for Group R occupancies
5 having three or fewer dwelling units and Group U occupancies, shall be prepared, stamped and
6 signed by an engineer or architect licensed by the state to practice in the appropriate discipline.
7 When special conditions exist, the building official may require plans and specifications for all
8 or portions of the exempted occupancies to be similarly prepared and designed by an engineer
9 or architect licensed by the state to practice as such, even if not required by state law.

Exceptions:

1. On renovation work and, when not used for human habitation, minor additions and small structures, the building official may waive the requirement for plans and other data and/or for production of plans by a licensed architect or engineer if the building official determines that the work to be done is minor and will have little or no effect on structural integrity or safety and that reviewing of construction documents is not necessary to obtain compliance with this title.
2. The City and Borough brochure entitled "Standard CBJ Foundations" dated July 1, 2005, and maintained in the office of the building official may be used in lieu of individual foundation design for all foundations which are within the scope of the requirements of the brochure.

19.01.106.2 Site plan.

A site plan, drawn in accordance with a boundary line survey, shall be included with permit application construction documents. The site plan will show the size and location of new and existing structures, distances from lot lines, established street grades, and proposed finished grades. A demolition site plan shall show remaining structures as well as structures to be demolished. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair, or when otherwise warranted. Failure to certify nonconforming conditions before demolition will result in the forfeit of nonconforming rights [49.30.215(c)]. ~~The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades, drawn in accordance with an~~

1
2 accurate boundary line survey. In the case of demolition, the site plan shall show construction
3 to be demolished and the location and size of existing structures and construction that are to
4 remain on the site or plot. The building official is authorized to waive or modify the
5 requirement for a site plan when the application for permit is for alteration or repair or when
6 otherwise warranted.

7 **~~19.01.106.3.3.1~~ — Early start authorization.**

8 Upon or after filing all materials required for issuance of a building permit and all fees
9 required for review of a building permit the applicant therefor may request, on forms
10 prescribed by the building official, early start authorization. The application shall be
11 accompanied by payment of the early start fee specified in section 19.01.108.11. Prior to
12 issuance of an early start authorization all fees associated with the project shall be paid. Such
13 authorization shall allow the applicant to commence construction on earthwork and
14 foundations for a building or structure prior to issuance of a building permit. The building
15 official shall endeavor to give early start authorization requests priority in processing over
16 previously filed building permit requests.

17 The building official may waive requirements of completeness and timeliness for good cause
18 shown by the applicant. Early start authorization shall be granted only upon a showing by the
19 applicant that:

- 18 1. — Ten working days have elapsed since the submission of a complete building
19 permit application or that it is justified because of inclement weather, an
20 emergency beyond the control of the applicant, or other special circumstances;
21 and
- 22 2. — The project is exempt from or has complied with the requirements of CBJ title
23 49, provided that the director of community development may authorize the
24 building official to issue an early start authorization limited to earthwork and
25 foundations prior to issuance of an allowable use permit. To qualify for early
start authorization, the applicant must demonstrate to the director that such
authorization is required in order to meet the project building schedule and must
acknowledge in writing that work pursuant to the authorization is undertaken at
the applicant's risk that an allowable use permit may be denied or may be

1
2 subject to conditions inconsistent with the work performed on the project, and
3 that the applicant shall remove or modify such work to the extent necessary to
4 conform to any allowable use permit decision.

5 (Serial No. 2009-16(b), § 2, 9-21-2009)

6 **19.01.106.3.3.2 — Partial approval.**

7 Before filing all materials required for issuance of a building permit, the applicant therefor
8 may request, on forms prescribed by the building official, a partial approval. The application
9 shall be accompanied by payment of the plan review fee and the partial approval fee specified
10 in section 19.01.108.12. Such authorization shall allow the applicant to commence construction
11 on specified site grading, foundations and structural frame phases of the building or structure.

12 A partial approval shall be valid for no more than 120 days from issuance. No additional
13 construction may be done until another authorization or a fully approved building permit has
14 been issued for all remaining phases of the project. Partial approval requests do not qualify for
15 priority processing over previously filed building permit requests.

16 A partial approval shall be granted only upon a showing by the applicant that the following
17 conditions exist or have been met:

- 18 1. The applicant has submitted complete plans, specifications, details and calculations
19 for the phase or phases of work for which partial approval is sought;
- 20 2. The building official has approved the project site plan and utilities plan, the basic
21 floor plan and architectural concept drawings, the project structural plans and
22 calculations, all underground work made inaccessible by the partial approval
23 construction, the soils report and the grading plan;
- 24 3. The project is exempt from or has complied with the requirements of CBJ title 49,
25 provided that the Director of Community Development Department, may authorize
the building official to issue a partial approval authorization prior to issuance of an
allowable use permit. To qualify for partial approval authorization, the applicant
must demonstrate to the director that a partial approval is required in order to meet
the project building schedule and must acknowledge in writing that work pursuant to
the approval is undertaken at the applicant's risk that the use permit will be denied
or will be subject to conditions inconsistent with the work performed on the project,
and that the applicant shall remove or modify such work to the extent necessary to

1
2 conform to any use permit decision, the director may limit the scope of the partial
3 approval to earthwork and foundations;

4 4. ~~The applicant has paid all building permit fees and other fees associated with the~~
5 ~~project, including plan review fees, water assessments, sewer assessments, driveway~~
6 ~~permit fees, engineering inspection fees and the partial approval fee established in~~
7 ~~section 19.01.108.12;~~

8 5. ~~The applicant has designated a qualified local representative, approved by the~~
9 ~~building official, who shall be responsible for coordinating compliance with building~~
10 ~~department requirements; and~~

11 6. ~~The applicant has submitted for approval by the building official a proposal for a~~
12 ~~special inspection program, if applicable, detailing the types of special inspection, the~~
13 ~~identity of inspectors proposed to perform the special inspection, and the frequency of~~
14 ~~such inspections. The proposed program shall be reviewed by the building official.~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 2, 7-30-2014, eff. 7-31-2014)

15 **19.01.106.3.3.3 ~~Special expedited authorizations.~~**

16 The building official may authorize work not meeting the requirements of early start or
17 partial approval when, in the building official's opinion, special circumstances indicate that
18 such authorization will not result in violation of any codes or laws and will not cause adverse
19 effects on the applicant, adjacent property owners, or the City and Borough.

20 To qualify for special expedited authorization, the project must be exempt from or have
21 complied with the requirements of CBJ title 49, provided that the Director of the Community
22 Development Department may authorize the building official to issue a special expedited
23 authorization prior to issuance of an use permit. To qualify for special expedited authorization,
24 the applicant must demonstrate to the director that a special expedited authorization is
25 required in order to meet the project building schedule, and must acknowledge in writing that
work pursuant to the authorization is undertaken at the applicant's risk that the use permit
may be denied or may be subject to conditions inconsistent with the work performed on the
project, and that the applicant shall remove or modify such work to the extent necessary to
conform to any allowable permit decision.

The applicant for special expedited authorizations shall pay building permit fees and other
fees associated with the project, including plan review fees, water assessments, sewer

1
2 assessments, driveway permit fees, engineering inspection fees as well as the special expedited
3 authorization fee specified in 19.01.108.13 as determined by the building official.

4 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 2, 7-30-2014, eff. 7-31-2014~~)

5 **~~19.01.106.3.4 — Limitations of authorization.~~**

6 Any authorization granted pursuant to this section shall be limited in scope to matters
7 within the jurisdiction of the building official and is not intended to expedite review of a project
8 by other departments or agencies. Early start, partial approval and special expedited
9 authorizations shall not be construed to imply approval of the plans or performance of any
10 portion of the work. The applicant assumes the risk that plans or work subsequent to issuance
11 of the authorization may be disapproved and that the project may thereby become substantially
12 more expensive, impractical, or impossible.

13 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 2, 7-30-2014, eff. 7-31-2014~~)

14 **~~19.01.106.3.5 — Authorization for specific phases of work.~~**

15 Early start, partial approval and special expedited authorizations shall be issued for
16 specific phases of work only. If work proceeds beyond the phase or phases specified in the
17 authorization, the building official may issue a stop work order and thereafter require the
18 applicant to submit the complete plans and specifications, investigation fees, and to obtain a
19 regular building permit prior to recommencing work.

20 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 2, 7-30-2014, eff. 7-31-2014~~)

21 ***

22 **~~19.01.108.11 — Early start authorization fee.~~**

23 The fee for early start pursuant to section 19.01.106.3.3.1 shall be equal to 100 percent of
24 the permit fee based on the value of the work for which the early start authorization is
25 requested as determined by the building official.

(~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

~~19.01.108.12 — Partial approval authorization fee.~~

The fee for partial approval authorization pursuant to section 19.01.106.3.3.2 shall be 50
percent of the building permit fee.

(~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 2, 7-30-2014, eff. 7-31-2014~~)

1
2 **~~19.01.108.13~~ — ~~Special expedited authorization fee.~~**

3 The fee for special expedited authorization pursuant to section ~~19.01.106.3.3.3~~ shall be
4 \$54.00.

(Serial No. 2009-16(b), § 2, 9-21-2009)

5 ***

6 **19.01.115.5 Restoration.**

7 A structure or equipment determined to be unsafe by the building official is permitted to be
8 restored to a safe condition. To the extent that repairs, alterations or additions are made or a
9 change of occupancy occurs during the restoration of the structure, such repairs, alterations,
10 additions or change of occupancy shall comply with the requirements of section 19.01.101.4.3,
11 ~~IBC Chapter 34~~ EBC or IRC Appendix JBO, as appropriate.

11 ***

12 **19.01.119 Adoption of new international, national and uniform codes; procedures.**

13 Upon the publication of new or updated versions of the international, national and uniform
14 codes adopted under this title, ~~the building code advisory committee, with the assistance of the~~
15 building official and the fire chief, shall review the new codes and proposed changes. It is the
16 policy of the assembly to adopt international, national and uniform codes under this title with a
17 minimum of changes. Changes proposed should be justified primarily on the basis of conditions
18 in the City and Borough that require additional consideration. ~~Prior to proposing adoption of~~
19 ~~new codes and changes thereto, the building code advisory committee, with the assistance of~~
20 ~~the building official and the fire chief, shall conduct a public hearing on the proposed code and~~
21 ~~changes. After the hearing, the manager shall present an ordinance for the adoption of the~~
22 ~~new code and changes recommended by the building code advisory committee. The building~~
23 ~~official shall include with the ordinance a synopsis of the comments presented at the public~~
24 ~~hearing.~~

23 ***

24 **19.01.202 Definitions.**

25 Unless a different meaning is clearly intended, the following words and phrases shall have
the meanings ascribed below whenever used in this title and shall supersede definitions of such
words or phrases set forth in any technical code adopted under this title:

1
2 ~~ADA-SADAG~~ means Americans with Disabilities Act ~~Aeccessibility Guidelines for Building~~
3 ~~and Facilities Standards for Accessible Design~~, published ~~July 1, 1996~~ September 15, 2010 but
4 not including Chapter 13.

5 ***

6 Chapter 19.02 BOARD OF APPEALS

7 ~~19.02.010.1~~ ~~Created; membership.~~

8 ~~In order to determine the appropriateness of orders, decisions and determinations made by~~
9 ~~the building official or fire chief concerning the application and interpretation of the codes,~~
10 ~~there is created a board of appeals consisting of seven members. Members shall be appointed~~
11 ~~by the assembly on the basis of their general building construction expertise. General building~~
12 ~~construction expertise may include, but is not limited to, knowledge, experience, or training~~
13 ~~relating to building construction, plumbing, mechanical, electrical, property maintenance, fire~~
14 ~~safety or other similar fields. Members of the board of appeals shall be appointed by the~~
15 ~~assembly for three year staggered terms. The board of appeals shall elect from its membership~~
16 ~~a chair and a vice chair and shall adopt reasonable rules for the conduct of its proceedings. The~~
17 ~~City and Borough shall provide secretarial and other staff support required by the board of~~
18 ~~appeals.~~

19 ~~(Serial No. 2009-16(b), § 2, 9-21-2009; Ord. No. 2012-34, § 2, 8-27-2012)~~

20 19.02.010.2 Appeals.

21 Appeals shall be conducted in accordance with the adopted rules of procedure and must be
22 filed within ten working days ~~20 days~~ after the day the decision, notice or order was served.
23 ~~except that if the order appealed from relates to a building or structure which has been~~
24 ~~determined by the building official to be in such condition as to make it immediately dangerous~~
25 ~~to life, limb, property or safety of the occupants, the public, or adjacent property and is ordered~~
~~vacated and is posted in accordance with the applicable section of the International Property~~
~~Maintenance Code as adopted, such appeal must be filed within ten days from the date of the~~
~~service of notice and order of the building official. Appeals will be heard by a hearing officer~~
under CBJC 01.50.270.

(Serial No. 2009-16(b), § 2, 9-21-2009; Ord. No. 2012-34, § 2, 8-27-2012)

19.02.010.3 Limitations of authority.

An application for appeal shall be based on a claim that the true intent of the building codes or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of these codes do not fully apply, or an equally good or better form of construction is proposed. The hearing officers ~~board of appeals~~ shall not be empowered to waive requirements of the building codes.

All variance requests to IRC ~~323.3.1 through 323.3.5~~ 306 and IBC 1612 shall be heard by the Planning Commission, under procedures established per 49.70.410.

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2021-19, § 11, 8-2-2021, eff. 9-1-2021)

Chapter 19.03 BUILDING CODE

19.03.010 International Building Code (IBC) adopted.

For the purpose of regulating the erection, site construction, enlargement, alteration, repair, removal, demolition, conversion, occupancy, equipment, use, height, area and maintenance of all buildings and structures or portions thereof in the City and Borough, there is adopted by reference, as the building code of the City and Borough, that certain compilation of rules and regulations prepared by the International Code Council, a nationally recognized technical trade organization, which compilation is entitled "International Building Code, ~~2012~~ 2024 Edition," (IBC) and one copy which has been filed in the office of the municipal clerk of the City and Borough, or places designated by the municipal clerk for public use, inspection and examination, and which compilation is made a part of this chapter as if fully set forth in this section, subject only to the enumerated additions, deletions and changes in this chapter.

19.03.100 Administration.

Delete IBC Chapter 1, Administration, except as referred to elsewhere in this code.

19.03.202 Definitions.

Add or modify the following definitions:

1
2 *"~~Bed Bread~~ and Breakfast* means an owner-occupied dwelling with not more than one
3 dwelling unit and not more than five guest rooms used for lodging for compensation on a
4 transient basis."

5 *"~~Building, existing~~ Existing building* is a building that:

- 6 (A) was erected before December 5, 1956; or
7 (B) was erected before June 5, 2017, and complies with the building code
8 regulations in effect at the time of construction." (SFM)

9 *"Grade Plane* means a reference plane representing the average of finished ground level
10 adjoining the building at exterior walls. Where the finished ground level slopes away
11 from the exterior walls, the reference plane shall be established by the lowest points
12 within the area between the building and the lot line, or where the lot line is more than
13 six feet from the building, between the building and a point six feet from the building.
14 When fill or other construction is placed above the original ground level of a site, that
15 fill or other construction shall not be considered in determining the grade plane of the
16 building unless that fill extends at least 20 feet from the wall with no more than a
17 uniform slope of two percent when either of the following two conditions exist:

- 18 1. The fill or construction is adjacent to an exterior wall of a building or
19 2. The fill was placed within the last five years and is excavated so that
20 exterior walls are constructed below the finished grade of the fill."

21 *"ICC Electrical Code* shall mean appropriate corresponding references in the National
22 Electrical Code adopted at CBJC 19.08.010."

23 *"International Plumbing Code* shall mean appropriate corresponding references in the
24 Uniform Plumbing Code adopted at CBJC 19.06.010."

25 *"International Private Sewage Disposal Code* is not adopted by CBJ. The State of Alaska
Department of Environmental Conservation regulates on-site sewage disposal."

"Mechanical ventilation is a system that delivers tempered or controlled supply air to a
space using air handling equipment. See AIR, SUPPLY in the International Mechanical
Code."

"~~Stairways, Private~~ means stairways within commercial occupancies serving one tenant
only and not used by the public."

~~"Townhouse. A single family dwelling unit constructed in a group of two or more attached units with property lines running between the units in which each unit extends from foundation to roof and with open space on at least two sides."~~

~~"Value or Valuation"~~ of a building shall be the estimated cost to replace the building or structure in kind, based on current replacement costs including all fixed equipment, fixtures and finishes and including a value for contractor's overhead and profit as determined in section 19.01.108, Fees."

Modify the following definitions by replacing the word "market value" with "City and Borough of Juneau assessed value or 50 percent of appraised market value, supplied by owner or applicant,":

"SUBSTANTIAL DAMAGE"

"SUBSTANTIAL IMPROVEMENT"

And delete item 2 under the definition of "SUBSTANTIAL IMPROVEMENT."
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, §§ 6, 7, 6-5-2017, eff. 7-6-2017)

19.03.304.5 Detentions in a Group B occupancy.

Add a new section to read:

"304.5 Detentions in s Group B occupancy. Detentions in a Group B occupancy, as a minimum, shall comply with IBC 1010.2.1 as amended and IFC Sections 805.3, 907.2.11.2, 907.2.11.5, 907.2.11.6, 1103.8, and 1104.7.3." (SFM)

19.03.305.2.4 Family child care homes.

Add a new section to read:

"Section 305.2.4 Family child care homes. Family child care homes occupied as their primary residence (Group R-3) operating between the hours of 6:00 a.m. and 10:00 p.m. may accommodate a total of 12 children of any age without conforming to the requirements of this regulation for Group E occupancy, except for fire extinguishers as required by Section 906, smoke alarms as required by Section 907.2.11.2, carbon monoxide alarms as required by Section 908, means of egress requirements of Section 1003, and emergency escape and rescue openings, as required by section 1031, in napping or sleeping rooms, and fire extinguisher requirements as described in the

International Fire Code, including children related to the staff. All stories that are not at grade plane shall have access to two exits." (SFM)

19.03.305.4 Combination shops.

Add a new section to read:

"305.4 Combination shops. Shop classrooms that combine wood working with any other fabrication using flame or causing spark shall be considered an F-1 occupancy and must be separated from the E occupancy in accordance with Table 705.5 [602]."(SFM)

19.03.308.3 Group I-1.

~~Add a new paragraph between the first and second paragraphs to read:~~

~~"Facilities within this occupancy classification that have occupants needing physical assistance to respond in emergency situations must comply with 19.03.426." (SFM)
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

19.03.308.4 Group I-2.

~~Change the last sentence to read:~~

~~"A facility such as the above with five or fewer persons, including persons related to the staff, shall be classified as a Group R-3" (SFM)
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

19.03.308.4.1 Child care facility.

~~Revise to read:~~

~~"A child care facility that provides care on a 24-hour basis to more than five children two and one-half years of age or less, including children related to the staff, shall be classified as Group I-2." (SFM)
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

19.03.308.6 Group I-4; day care facilities.

~~Amend the second sentence to read:~~

~~"A facility such as the above with five or fewer persons, including persons related to the staff, shall be classified as a Group R-3." (SFM)
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

19.03.308.6.1 Adult care facility.

~~Delete the exception. (SFM)~~

(Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

~~19.03.310.1 Residential Group R.~~

Add the following after the first sentence:

"For facilities within this occupancy classification that have occupants needing physical assistance to respond in emergency situations, see Section 19.03.427." (SFM)
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

~~19.03.310.6 Residential Group R; R-4.~~

Add a sentence to the end of the first paragraph to read as follows:

"Foster Homes: Once a provider take in six or more (non-related) children, the occupancy is defined as an R-4, otherwise the occupancy is R-3." (SFM)
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

~~19.03.406.3.4 Motor vehicle related occupancies; private garages and carports; separation.~~

Revise paragraph 1 by deleting the words "½ inch (12.7 mm) gypsum board" and replacing it with "½ inch (15.88 mm) Type X gypsum board". (SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

~~19.03.425 429~~ Special security requirements for elevated buildings.

Add a new section to read as follows:

"429.1 All elevated buildings with the lower floor level above grade and open on the sides must be fenced around the building exterior or have skirting below the exterior walls to prevent unauthorized access, if the building is higher than two foot to the underside of floor framing.

Exceptions:

1. Normally unoccupied buildings;
2. Buildings with F, H, S, and U occupancies."

- 1
- 2 3. All occupancies within an industrial area that is secured and there is no public
- 3 access. (SFM)

4 **~~19.03.426 — Carbon monoxide detectors and alarms.~~**

5 Add a new section to read as follows:

6 ~~426.1 Carbon Monoxide Detectors and Alarms. The provisions of this section shall apply~~

7 ~~to Groups I-1, I-2, and all R occupancies. At least one carbon monoxide detector or alarm~~

8 ~~shall be installed on each floor level. If a floor level contains bedrooms or sleeping~~

9 ~~rooms, at least one detector shall be located in the immediate vicinity of the sleeping~~

10 ~~area, outside of the bedrooms or sleeping rooms. Carbon monoxide detectors and alarms~~

11 ~~shall be installed in accordance with their listing. The alarm shall be clearly audible in~~

12 ~~all sleeping rooms, even if the intervening doors are closed.~~

13 ~~Exceptions:~~

- 14 1. ~~Carbon monoxide detectors and alarms are not required in dwelling units and~~
- 15 ~~structures that have all of the following~~
- 16 ~~A. no combustion appliances~~
- 17 ~~B. no attached garage, and~~
- 18 ~~C. no vehicle parking within 25 feet of any direct air intake opening.~~
- 19 2. ~~Carbon monoxide detectors and alarms are not required if all combustion~~
- 20 ~~equipment is located within a mechanical room separated from the rest of the~~
- 21 ~~building by construction capable of resisting the passage of smoke. If the~~
- 22 ~~structure has an attached and enclosed parking garage, the garage shall be~~
- 23 ~~ventilated by an approved automatic carbon monoxide exhaust system designed~~
- 24 ~~in accordance with the 2012 I.M.C.~~

25 ~~426.2 Interconnection. In new construction, all carbon monoxide detectors and alarms~~

located within a single dwelling unit shall be interconnected in such a manner that

actuation of one alarm shall activate all of the alarms within the individual dwelling

unit.

~~426.3 Power source. In new construction, carbon monoxide detectors and alarms shall~~

receive their primary power from the building wiring if the wiring is served from a

commercial source, and shall be equipped with a battery backup. Wiring shall be

permanent and without a disconnecting switch other than was is required for

1
2 ~~overcurrent protection. In existing construction, carbon monoxide detectors and alarms~~
3 ~~may be powered by battery or a cord and plug with battery back up.~~

4 ~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014;~~
5 ~~Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

6 **19.03.427 — Occupants needing physical assistance.**

7 Add new sections to read as follows:

8 ~~427.1 Applicability. The provisions of this section apply to all Groups I-1 and R-4~~
9 ~~occupancies where the occupants need physical assistance from staff or others to~~
10 ~~respond to emergencies.~~

11 ~~427.2 Definitions. In this section:~~

12 ~~"Evacuation Capability" means the ability of occupants, residents, and staff as a group~~
13 ~~either to evacuate a building or to relocate from the point of occupancy to a point of~~
14 ~~safety;~~

15 ~~"Point of Safety" means a location that (a) is exterior to and away from a building; or (b)~~
16 ~~is within a building of any type construction protected throughout by an approved~~
17 ~~automatic sprinkler system and that is either (1) within an exit enclosure meeting the~~
18 ~~requirements of Section 1020; or (2) within another portion of the building that is~~
19 ~~separated by smoke partitions meeting the requirements of Section 710, with not less~~
20 ~~than a one-half hour fire resistance rating, and the portion of the building has access to~~
21 ~~a means of escape or exit that conforms to the requirements of this code and does not~~
22 ~~require return to the area of the fire.~~

23 ~~427.3 Fire Drills And Evacuation Capability Determination. The initial determination of~~
24 ~~evacuation capability will be determined by a fire drill conducted by a fire code official~~
25 ~~or by an employee of the Department of Health and Social Services responsible for~~
 ~~licensing the facility. Changes to the evacuation capability will be made by a fire code~~
 ~~official, based on a record of fire drills conducted by the facility staff. The drills will be~~
 ~~conducted six times a year on a bimonthly basis, with at least two drills conducted~~
 ~~during the night when residents are sleeping. Records must indicate the time taken to~~
 ~~reach a point of safety, date and time of the drill, location of simulated fire origin, escape~~
 ~~paths used, and comments relating to residents who resisted or failed to participate in~~
 ~~the drills.~~

~~427.4 Evacuation Capability and Fire Protection Requirements.~~ Fire protection requirements of a facility under this section are as follows:

~~427.4.1 Prompt Evacuation Capability.~~ Evacuation capability of three minutes or less indicates prompt evacuation capability. In facilities maintaining prompt evacuation capability, the requirements of the code for Groups I-1 or R-4 occupancies must be followed.

~~427.4.2 Slow Evacuation Capability.~~ Evacuation capability of more than three but less than 14 minutes indicates slow evacuation capability. In facilities maintaining slow evacuation capability, the facility must be protected by (a) an automatic smoke detection system, using addressable smoke detectors, designed and installed in accordance with the provisions of this code and N.F.P.A. 72-2007; and (b) an automatic sprinkler system, with quick response or residential sprinklers, installed in accordance with section 903.3.1.2 (N.F.P.A. 13R-2007 "Sprinkler Systems") or 903.3.1.3 "N.F.P.A. 13D-2007 (Sprinkler Systems)".

~~427.4.3 Impractical Evacuation Capability.~~ Evacuation capability of 14 minutes or more indicates impractical evacuation capability. In facilities maintaining impractical evacuation capability, the facility must be protected by (a) the protections for a facility with slow evacuation capability under Section 423.4.2; (b) one-half hour fire-resistive construction throughout the facility; and (c) direct egress from sleeping rooms for occupants needing evacuation assistance either (i) to the exterior at grade level, to an exterior porch or landing via a three-foot six-inch wide door; or (ii) if the sleeping rooms are separated from the rest of the building by smoke partitions installed in accordance with Section 710, by egress windows conforming to the provisions of Section 1029." (SFM)

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

19.03.428 — Unfinished space.

Add a new section to read as follows:

~~428.1 Unfinished space.~~ R-occupancies containing unfinished space equal to or greater than 70 square feet accessed by a person door and/or open doorway, other than garages

and crawlspaces, shall be finished to habitable space standards excepting finish materials.

Exceptions:

1. ~~Habitable space elements are not required for spaces accessed only by a 22-inch (559mm) × 30-inch (762mm) access hatch or only by a pull-down attic stair.~~
2. ~~Habitable space elements are not required if a deed restriction is approved by the building official limiting the uses of the unfinished space to storage only and a copy of that recorded deed restriction is submitted to the building official.~~
3. ~~Finish material is not exempted where foam products are exposed to the room.~~

19.03.501.23 General building heights and areas; location on property.

Add a new section to read as follows:

"~~501.32~~ *Location on property.* Buildings must adjoin or have access to a permanent public way or yard on not less than one side. Required yards must be permanently maintained." (SFM)

~~19.03.504.4 Height; daycare facilities.~~

Add a new section to read as follows:

~~504.4 Daycare facilities.~~ Facilities that are operated in a primary residence (R-3) between the hours of 6:00 a.m. and 10:00 p.m., and accommodating up to a total of 12 children of any age may use the second story of the building without providing an automatic sprinkler system, or complying with Table 508.4, Table 602, and the Type VA requirements set out in Table 503 provided all other applicable legal provisions for an E Occupancy are met. (SFM)

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014)~~

19.03.Table 509.1 Incidental uses.

Revise by changing the wording in the first block under the left column to read:

"Furnace or boiler rooms in Group E, I and R-1, R-2 and R-4 occupancies regardless of Btu input, and furnace rooms of all other occupancies where the largest piece of fuel fired equipment is over 400,000 Btu per hour input." (SFM partial)

~~19.03.Table 602 Fire resistance rating requirements for exterior walls based on fire separation distance.~~

Add footnote i. to read:

Combination shops related to an educational facility shall be considered an F-1 occupancy and shall be separated from the E occupancy according to this table. (SFM) (Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

19.03.706.6 Fire walls; vertical continuity.

Add a paragraph before the exemptions to read:

"If buildings are on pilings, the first floor is above ground, and the area below is completely open to the outside (not affected by skirting), a fire wall may terminate at the first floor level if it complies with the following:

1. The wall must terminate on a structural support that extends completely the length of the wall.
2. The structural support must rest upon and be completely supported by pilings.
3. The rest of the fire wall must comply with IBC Section 706.
4. If there is concealed space between the structural supports that are directly supported by piles, the concealed space must have the same fire wall protection rating for the depth of the concealed space."(SFM)

19.03.708.4.3 Fire partitions; continuity; fireblocks and draftstops in combustible construction.

Add a new sentence at the end of exception 4 to read:

"Adequate cross ventilation must be provided in accordance with Section 1202.2.1."(SFM)

~~**19.03.718.4.2 Concealed spaces; draftstopping in attics; Groups R-1 and R-2.**~~

~~Add a third sentence to read as follows:~~

~~"The intervening space between any two draft stops or walls shall be designed for adequate cross ventilation in accordance with Section 1203.2." (SFM)~~
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

~~**19.03.806.1 General requirements.**~~

~~Revised by adding to the end of the fourth paragraph:~~

~~"or shall be treated by a method approved by the Fire Code Official." (SFM)~~
(Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014)

1
2 **19.03.903.2.3 Automatic sprinkler systems; Group E.**

3 Delete and add the following:

4 "Group E. An automatic sprinkler system must be provided throughout all buildings
5 with Group E occupancies. ~~An automatic sprinkler system must also be provided for~~
6 ~~every portion of educational buildings below the level of exit discharge. The use of a~~
7 firewall or barrier does not establish a separate building or fire area for purposes of this
8 section.

9 As determined by the fire official, an automatic fire-extinguishing system approved
10 under Section 904 shall be installed in a Group E occupancy in accordance with Section
11 903.2.3 whenever alterations or additions are made to an existing structure containing a
12 Group E occupancy.

13 Exception. Buildings with Group E occupancies having an occupant load of 49 or fewer.
14 An automatic sprinkler system must also be provided for every portion of educational
15 buildings.

16 Day care uses that are licensed to care for more than five persons between the hours of
17 10:00 p.m. and 6:00 a.m. must be equipped with an automatic sprinkler system designed
18 and installed as described in Section 19.03.903.3.1.3 or an equivalent system approved
19 by the Building Official." (SFM)

20 ~~**19.03.903.2.8 Automatic sprinkler systems; Group R.**~~

21 ~~Delete entire existing section and subsections 903.2.8.1, 903.2.8.2, and 902.2.8.3, and~~
22 ~~replace with:~~

23 ~~"903.2.8 An automatic sprinkler system installed in accordance with Section 903.3 shall~~
24 ~~be provided throughout buildings containing Group R occupancies in this section."~~
25 ~~(SFM)~~

(Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-
2017)

26 ~~**19.03.903.2.8.1 Group R-1.**~~

27 ~~Add a new subsection as follows:~~

28 ~~"An automatic sprinkler system shall be provided throughout all buildings that contain~~
29 ~~an R-1 occupancy." (SFM)~~

30 ~~Exceptions:~~

1
2 1. ~~Five or fewer rental cabins.~~

3 2. ~~Rental cabins without potable water.~~

4 3. ~~Health clinics with transient quarters may utilize an NFPA 13R sprinkler~~
5 ~~system throughout the building.~~

6 4. ~~Health clinics may utilize an NFPA 13D sprinkler system in the sleeping unit~~
7 ~~only, if the sleeping unit is separated from the building with a two-hour fire~~
8 ~~barrier." (SFM)~~

9 ~~(Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-~~
10 ~~2017)~~

11 **~~19.03.903.2.8.2~~ ~~Group R-2.~~**

12 Add a new subsection as follows:

13 "An automatic sprinkler system shall be provided throughout all buildings that contain
14 an R-2 occupancy.

15 Exceptions:

16 1. ~~Buildings that are no more than two stories in height, including basements and~~
17 ~~contain four or fewer dwelling units.~~

18 2. ~~Buildings that are no more than two stories in height, including basements and~~
19 ~~contain 16 or fewer sleeping rooms.~~

20 For the purpose of this section, fire walls may be used to create up to three separate
21 attached buildings. Any additional buildings must be physically separated detached in
22 accordance with IBC Table 602.705.5." (SFM)

23 ~~(Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-~~
24 ~~2017)~~

25 **~~19.03.903.2.8.3~~ ~~Group R-4.~~**

Add a new subsection to read:

"An automatic sprinkler system shall be provided throughout all buildings that contain
an R-4 occupancy."

~~(Serial No. 2017-01, § 5, 6-5-2017, eff. 7-6-2017)~~

19.03.903.2.8.34 Automatic sprinkler systems; Group R-1.

Add a new subsection as follows:

1
2 Health clinics with transient quarters may utilize a 13D sprinkler system throughout
3 the building; a fire barrier can be utilized to separate the building and utilize a 13R. In
4 addition, a rental cabin with potable water with stays less than 30 days will be
5 considered R-1 and will be required to follow this section.

6 **19.10.903.2.8.45 Automatic sprinkler systems; Group R-2.**

7 A new subsection as follows:

8 An automatic sprinkler system or a residential sprinkler system installed in accordance
9 with Section 903.3.1.2 must be provided throughout all buildings with a Group R-2 fire
10 area that are more than two stories in height, including basements, or that have more
11 than four dwelling units or 16 sleeping rooms."

12 (Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-
13 6-2017)

14 **19.03.903.2.11.1 Automatic sprinkler systems; specific building areas and hazards;**
15 **stories without openings.**

16 In the first sentence, delete the words: "where the floor area exceeds 1,500 square feet
17 (139.4 m²) and".

18 (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014;
19 Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

20 ***

21 **19.03.903.3.1.1.4 Automatic sprinkler systems; inspectors test valve.**

22 Add the following subsection:

23 903.3.1.1.4 Inspectors Test Valve. A test valve will be installed at the remote area in
24 both dry and wet systems to equal the required flow of one sprinkler head. In locations
25 that use floor control valves, the inspector test valve may be collocated where it can be
26 installed to the exterior or to an interior drain".

27 **19.03.903.5 Automatic sprinkler systems; testing and maintenance.**

28 Revise by adding a new sentence at the end of the paragraph to read:

29 "A copy of the acceptance test certificate must be forwarded to the Division of Fire and
30 Life Safety or the deferred authority having jurisdiction by the firm conducting the test
31 within 30 days of the completion of installation."

32 (Serial No. 2017-01, § 5, 6-5-2017, eff. 7-6-2017)

~~19.03.903.6 Automatic sprinkler systems; existing buildings; Group E.~~

~~Add a new section as follows:~~

~~"An approved automatic fire extinguishing system must be installed in Group E occupancy in accordance with Section 903.2.3, as revised, whenever alterations, or additions are made to an existing structure containing a Group E occupancy."~~

~~(Serial No. 2017-01, § 5, 6-5-2017, eff. 7-6-2017)~~

~~19.03.904.1 Alternative automatic fire extinguishing systems; general.~~

~~Add a new sentence at the end of the paragraph to read:~~

~~"A copy of the acceptance test certificate must be forwarded to the Division of Fire and Life Safety or the deferred authority having jurisdiction by the firm conducting the test within 30 days of the completion of the installation."~~

~~(Serial No. 2017-01, § 5, 6-5-2017, eff. 7-6-2017)~~

~~***~~

~~19.03.904.12 Alternative automatic fire extinguishing systems; water mist systems.~~

~~Add a new section as follows:~~

~~"Water mist fire extinguishing systems shall be installed, maintained, periodically inspected and tested in accordance with NFPA 750 and their listing."~~

~~(Serial No. 2017-01, § 5, 6-5-2017, eff. 7-6-2017)~~

~~19.03.906.1 Portable fire extinguishers; where required.~~

~~Delete exception in item 1. (SFM)~~

~~(Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)~~

19.03.907.2.1 Fire alarm and detection systems; Group A.

Add to first paragraph:

"A manual fire alarm system shall be installed in Group A-2 occupancies with an occupant load of 100 or more."

(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

19.03.907.2.2 Group B.

Revise by deleting the Exception.

(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

19.03.907.2.3 Fire alarm and detection systems; Group E.

Revise exception 1 by replacing "50" with "49".

Add a second paragraph after the exceptions to read as follows:

"Rooms used for sleeping or napping purposes within a day care use of a Group E occupancy must be provided with smoke alarms that comply with the requirements of section 907.2.11.2." (SFM)

19.03.907.2.4 Group F.

Revise by deleting the Exception.

(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

19.03.907.2.6.1 Group I-1.

Revise by deleting Exception 1.

(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

19.03.907.2.7 Group M.

Revise by deleting Exception 2.

(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

19.03.907.2.8.1 Group R-1; Manual fire alarm systems.

Revise by deleting Exception

(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

19.10.907.2.9.1 Group R-2; Manual fire alarm systems.

Revise by deleting Exception 2.

(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

~~19.03.907.2.11 Fire alarm and detection systems; single and multiple station smoke alarms.~~

~~Add a second paragraph to read:~~

~~"When a plan review is required in an existing Group R Occupancy, smoke alarms shall be installed in accordance with Section 907.2.11" (SFM)~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)~~

~~19.03.907.2.11.1 Fire alarm and detection systems; single and multiple station smoke alarms; where required; Group R-1.~~

~~In item 1. after "In sleeping areas", add the following:~~

1
2 "or other habitable room over 70 square feet or more and not used for cooking, eating or
3 living room uses".

4 (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014)

5 **~~19.03.907.2.11.2~~ — Fire alarm and detection systems; single and multiple station**
6 **~~smoke alarms; where required; Groups R-2, R-3, R-4 and I-1.~~**

7 In item 2, after "In each room used for sleeping purposes", add the following:

8 "or other habitable room of 70 square feet or more and not used for cooking, eating or
9 living room uses."

10 (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014)

11 **~~19.03.907.2.11.3~~ 5 Fire alarm and detection systems; interconnection.**

12 Add a new paragraph to read:

13 "If more than 12 smoke alarms are interconnected the interconnecting means must be
14 supervised in accordance with NFPA 72."

15 (Serial No. 2017-01, § 5, 6-5-2017, eff. 7-6-2017)

16 **~~19.03.907.7.2~~ — Fire alarm and detection systems; record of completion.**

17 Add a new sentence to read:

18 "A copy of the acceptance test certificate verifying completion in accordance with
19 N.F.P.A. 72, as adopted by reference, must be forwarded by the firm conducting the test
20 to the division of fire and life safety or the deferred jurisdiction having authority within
21 30 days of the completion of the installation." (SFM)

22 (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014)

23 **~~19.03.909.18~~ — Acceptance tests.**

24 Add a new sentence at the end of the paragraph to read:

25 "A copy of the acceptance test certificate must be forwarded to the Division of Fire and
Life Safety or the deferred authority having jurisdiction by the firm conducting the test
within 30 days of the completion of the installation."

(Serial No. 2017-01, § 5, 6-5-2017, eff. 7-6-2017)

19.03.910.1 Smoke and heat vents; general.

Revise by deleting Exception 2. Delete the second exception. (SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009)

1
2 **19.03.Table 1006.2.1 Spaces with one exit or exit access doorway**

3 Add footnote reference superscript “h” after “R-2” in the “occupancy” column, footnote “h” to
4 read:

5 “R-2 buildings without automatic sprinkler system will have a 75 feet maximum
6 common path of egress travel distance.”(SFM)

7 **19.03.Table 1006.3.4(1) Stories and occupiable roofs with one exit or access to one**
8 **exit for R-2 occupancies.**

9 Add footnote reference superscript “d” after “R-2” in the “occupancy” column, footnote “d” to
10 read:

11 “R-2 buildings without automatic sprinkler system will have a 75 feet maximum
12 common path of egress travel distance.”(SFM)

13 **19.03.1007.1009.6 Areas of refuge.**

14 Add the following sentence:

15 "Fire department hose connections and valves shall not be located in areas of refuge."
16 (Serial No. 2009-16(b), § 2, 9-21-2009)

17 **19.03.1008.1.5 Floor elevation.**

18 ~~Add the following exception:~~

19 ~~"6. Landings are not required at doors serving building equipment rooms where~~
20 ~~personnel are not stationed."~~

21 ~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014)~~

22 **19.03.1010.2.1 Door operations: unlatching.**

23 Revise exception one by adding a sentence to read:

24 Detentions in group B occupancies require a minimum reverse deadbolt and a pass
25 through handle. (SFM)

19.03.1009.4 Stairways; stairway width.

~~Add the following exception:~~

~~"5. Private Stairways may be 32 inches wide."~~

~~(Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-~~
25 ~~2017)~~

19.03.1009.7.2 Stairways; stair treads and risers.

~~Delete Exception 5 and add the following:~~

1
2 5. ~~Private Stairways shall have stair riser heights of eight inches maximum and~~
3 ~~stair tread depths of nine inches minimum."~~

4 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014;~~
5 ~~Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

6 **19.03.1009.811.6 Stairway landings.**

7 Add the following exception 4 to read:

8 "Landings are not required at the top or bottom of stairways accessing non-habitable
9 building equipment rooms."

10 **19.03.1009.911.7.1 Stairway construction; stairway walking surface.**

11 Modify exception 2 to add "R-3," after "H"

12 ~~Change the second exception to read as follows:~~

13 ~~In Group R-3 and U occupancies, other than areas of parking structures accessible to~~
14 ~~the public, openings in treads and landings shall not be prohibited provided a sphere~~
15 ~~with a diameter of 1½ inches (29 mm) cannot pass through the opening.~~

16 **19.03.1009.911.7.2 Stairway construction; outdoor conditions.**

17 Modify the sentence to add "snow, or ice" after "water"

18 ~~Add the following sentence:~~

19 ~~"In occupancies other than Group R-3 and Group U occupancies that are accessory to~~
20 ~~Group R-3 occupancies, surfaces and landings which are part of exterior stairs in~~
21 ~~climates with snow or ice shall be designed to minimize the accumulation of the snow or~~
22 ~~ice."~~

23 **19.03.1010.1012.78.2 Ramp construction; outdoor conditions.**

24 Modify the sentence to add "snow, or ice" after "water"

25 ~~Add the following sentence:~~

~~"In occupancies other than Group R-3 and Group U occupancies that are accessory to~~
~~Group R-3 occupancies, surfaces and landings that are part of exterior ramps in~~
~~climates with snow or ice shall be designed to minimize the accumulation of the snow or~~
~~ice."~~

19.03.1015.2.2 Three or more exits or exit access doorways.

Add the following exception:

1
2 "Exception: Where access to three or more exits is required, the separation distance of
3 the third exit door or exit access doorway shall not be less than one third of the length of
4 the maximum overall diagonal dimension of the area served."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

5 **19.03.1018.120.2 Corridors; ~~construction~~ fire resistant rating.**

6 Add footnote reference "e" after "R" in the "occupancy" column and add footnote "e" to read:

7 R occupancies with an occupant load greater than 10 shall have one-hour rated when
8 the R occupancies are allowed to not have a sprinkler system and:

9 At the end of the paragraph add:

10 "R occupancies shall be permitted to have a one hour rated corridor without a sprinkler
11 system when the corridor:

- 12 1. serves less than four or fewer dwelling units or 16 or fewer sleeping rooms; and
- 13 2. is less than three not more than two stories in height. (SFM)

14 **~~19.03.1019.1021.1~~ Egress balconies; general.**

15 Add a sentence to read: "Exterior exit balconies shall be designed to minimize the
16 accumulation of snow and ice that impedes the means of egress."

17 **~~19.03.1021.2~~ Number of exists and exit configuration; exits from stories.**

18 Add an exception to read:

19 Exception 8. Basements or the first level below the first story in all occupancies except
20 R-3, used exclusively for the service of the building may have access to only one exit.

21 Any other use of the basement or first level below the first story must have at least two
22 exits arranged in accordance with Section 1015.2. For purposes of this exception, storage
23 rooms, laundry rooms, maintenance offices and similar uses may not be considered as
24 providing service to the building." (SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014;
Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

25 **19.03.1029.131.2 Emergency escape and rescue; general where required.**

Replace this section with the following:

"In addition to the means of egress required by this chapter, provisions shall be made
for emergency escape and rescue openings in sleep rooms in any occupancy type.
Basements and sleeping rooms below the fourth story above grade plane shall have not

fewer than one *emergency escape and rescue opening* in accordance with this section.
Where *basements* contain one or more sleeping rooms, an *emergency escape and rescue opening* shall be required in each sleeping room, but shall not be required in adjoining areas of the *basement*. Such openings shall open directly into a *public way* or to a *yard* or *court* that opens to a *public way*, or to an egress balcony that leads to a *public way*.

Exceptions:

1. *Emergency escape and rescue openings* are not required from *basements* or sleeping rooms that have an *exit* door or *exit access* door that opens directly into a *public way* or to a *yard*, court or exterior egress balcony that leads to a *public way*.
2. *Storm shelters* are not required to comply with this section where the shelter is constructed in accordance with ICC 500.
3. Within individual *dwelling* and *sleeping units* in Groups R-2 and R-3, where the *building* is equipped throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3, *sleeping rooms* in *basements* shall not be required to have *emergency escape and rescue openings* provided that the basement has one of the following:

3.1. One *means of egress* and one *emergency escape and rescue opening*.

3.2. Two *means of egress*.”(SFM)

~~In the second sentence after "...sleeping rooms...", add the following:~~

~~"or other habitable room of 70 square feet or more and not used for cooking, eating or living room uses".~~

~~and delete exceptions 1 and 3. (SFM, deletions only)~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

~~19.03.1029.6 — Replacement emergency escape and rescue windows.~~

~~Add a new subsection and new exceptions as follows:~~

~~"1029.6 Replacement emergency escape and rescue windows. Replacement windows for emergency escape and rescue shall meet full egress dimensions per IBC Sections 1029.1 through 1029.3 where rough openings allow.~~

~~Exceptions:~~

1
2 1. ~~Where the existing rough opening does not allow for full emergency escape and~~
3 ~~rescue per IBC Sections 1029.1 through 1029.3, replacement windows shall have~~
4 ~~a minimum opening of 20 inches clear width, 22 inches clear minimum height,~~
5 ~~four square feet minimum of net opening and a finished sill height of not more~~
6 ~~than 48 inches to a permanent walkable surface. If the existing rough opening~~
7 ~~cannot accommodate these dimensions, the rough opening shall be enlarged or a~~
8 ~~new opening created to allow installation of a full emergency escape and rescue~~
9 ~~window per IBC Sections 1029.1 through 1029.3.~~

10 2. ~~Where the rough opening is not required to be enlarged to meet the minimum~~
11 ~~clear width, height, or area, then the finished sill height restriction may be met~~
12 ~~with the installation of one or more permanently affixed steps. These steps shall~~
13 ~~extend the full width of the window and meet the current codes rise/run~~
14 ~~requirements so the top step is no greater than 44 inches to the top of the sill."~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014;
Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

15 **~~19.03.1103.2.16~~ Accessibility; scoping requirements; general exceptions.**

16 Insert a new subsection as follows:

17 "1103.2.16 Home occupation change of use mixed use occupancies:

18 For existing R-3 buildings in residential zoned neighborhoods, disabled access
19 requirements are not required for converting an R-3 to a mixed use, R-3 and
20 commercial use building, as long as the owner of the commercial use both lives and
21 works in the building. Presence of employees or public use does not reinstate disabled
22 access requirements for this type of Home Occupation R-3 mixed use.

23 Exception: Disabled access for the commercial use is required when the Home
24 Occupation's commercial use is an E-occupancy."

(Serial No. 2009-16(b), § 2, 9-21-2009)

25 **~~19.03.1103.2.17~~ 15 Temporary structures.**

Add a new section 1103.2.17, Temporary structures, as follows:

"1103.2.17 Temporary structures. Temporary structures as defined in 19.01.202 shall be
accessible as follows:

1
2 ~~1) Construction related: no accessibility requirements,~~

3 21) Event related: the structure shall meet the accessibility requirements of the code,
4 except that in regard to toilet facilities: when approved by the building official,
5 temporary accessible bathrooms may be used, and/or accessible bathrooms in
6 another accessible building on the same site or an adjacent or nearby site may be
7 used when a signed use agreement is provided.

8 32) Seasonal structures: Toilet facilities may be as per (2) above. The seasonal
9 building itself shall be wheelchair accessible per the ICC/ANSI A117.1 or ADA-
10 SAD guidelines if more than the owner(s) will be allowed in the building."

11 Exception: Access is always required for kiosks used by the public. For employee-only
12 kiosks, a "broker" kiosk requires a five-foot turning diameter due to potentially more
13 than one person working inside; "vendor" or one-person working kiosks can delete the
14 five-foot circle as long as the door is wide enough for a wheelchair and the employee can
15 back into the vendor kiosk and work from within. Also, when only employees use these
16 vendor kiosks (never the public), then ICC/ANSI A117.1 or ADA-SAD complying
17 entrance platforms and ramps are not required; rather, a portable ramp stored on-site is
18 an acceptable alternate.

19 43) First phase buildings: Toilet facilities may be as per (2) above. The first phase
20 building itself shall be wheelchair accessible per the ICC/ANSI A117.1 or ADA-
21 SAD guidelines.

22 54) Temporary fabric covered buildings: Access for the disabled is required when
23 building permits are required by Title 19 for uses which require access for
24 persons with disabilities. Access is required per (2) or (3) above when more than
25 the owners enter or occupy the building.

~~6) Caretaker facilities: no accessibility requirements."~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.03.1104.1 Accessible route; site arrival points.~~

~~Add the following to the end of the sentence:~~

~~"At least one building entrance shall be on an accessible route unless it is structurally
impracticable to do so because of the terrain or unusual characteristics of the site."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

1
2 **~~19.03.1106.6~~ Accessibility; parking and passenger loading facilities; location.**

3 Add the following in the second exception after the word "facilities":

4 ", public or private,"

5 And at the end of the sentence add the follow:

"if approved by the CBJ Community Development Department."

6 (~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

7 **~~19.03.1203.1~~ Interior environment; ventilation; general.**

8 Add the following to the end of the first paragraph:

9 "In newly created spaces or when the use of a space changes, mechanical ventilation will
10 be required in all spaces that are used as offices if the total aggregate area for the office
11 use exceeds 1,000 square feet on each floor. No allowance for natural ventilation by
12 openable windows is allowed. The system shall deliver not less than the air volume of
outside or return air or both as required by this code."

13 (~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

14 **~~19.03.1203.2.1~~ Openings into attic.**

Change " 1/16inch" to "¼ inch" and "¼ inch" to "½ inch".

15 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 3, 7-30-2014, eff. 7-31-2014~~)

16 **~~19.03.1203.4.2~~ Ventilation; contaminants exhausted.**

17 Delete 1203.4.2.1, Bathrooms and add the following:

18 "~~1203.4.2.1 Moist Environment Rooms.~~ All bathrooms, water closet compartments,
19 laundry rooms with more than one clothes washer and one clothes dryer, kitchens and
20 similar moist environment rooms shall be provided with a mechanical exhaust system
21 connected directly to the outside with a minimum rated exhaust capacity of 50 cubic feet
22 per minute and 100 cubic feet per minute for kitchens. Reduced exhaust capacity may
23 be approved when continuous ventilation is provided from whole house or heat recovery
24 ventilation systems as long as an exhaust intake is located in each moist environment
25 room."

(~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

~~19.03.1204.1~~ Temperature control; equipment and systems.

Change to the following:

1
2 ~~"Every dwelling unit or guest room which is situated on a lot any part of which is within~~
3 ~~one-quarter mile of a public or private road from which the owner may gain legal access~~
4 ~~to the lot or which is situated on a lot any part of which is within one-quarter mile of a~~
5 ~~public utility electric power distribution line shall be provided with heating facilities~~
6 ~~capable of maintaining a room temperature on the design heating day of 68 degrees F at~~
7 ~~a point three feet (914 mm) above the floor in all habitable rooms without involving the~~
8 ~~combustion of a solid fuel."~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

9 **19.03.1207.1 ~~Sound transmission; scope.~~**

10 Add the following to the end of the last sentence:

11 "or between dwelling units and commercial uses."

12 And add the following sentence:

"Guest rooms shall have the same requirements as dwelling units."

13 (Serial No. 2009-16(b), § 2, 9-21-2009)

14 **19.03.1301 Energy efficiency; general; scope.**

15 Delete and add the following:

16 "1301.1 Scope. Newly created buildings or portions of buildings containing R Occupancy
17 Groups or buildings where the occupancy group is changed to Group R shall comply with
18 the energy efficiency requirements of IRC Chapter 11 as in sections 19.04.N1101
through 19.04. N1104."

19 **19.03.1504.9 Roof assemblies and rooftop structures; performance**
20 **requirements; sliding snow and ice.**

21 Add a new subsection as follows:

22 "*1504.9 Sliding snow and ice.* Roofs shall be designed so that snow is not discharged
23 onto public ways, onto adjoining property, onto or against other buildings, in a manner
24 that blocks any required exit or driveway from any building; or in a manner that may
25 damage property. Snow cleats or other devices may be approved where there are
practical difficulties in complying with this section."

19.03.1607.9-312.5 Live loads; impact loads; gGeophysical hazard and snow
impact loads.

Add a new subsection as follows:

"1607.9.312.5 Geophysical hazard and snow impact loads. Impact loads shall be considered in the design and construction of any structure where impact loads may occur such as in moderate and severe geophysical hazard zones referred to in CBJ19.04.301.9 or snow shedding from upper roofs."

19.03.1607.12.2.14.1 Roof loads; ordinary roof, awnings, and canopies.

Delete the second paragraph.

~~19.03.1608.1.1~~ — ~~Snow loads; flat roof snow loads.~~

Add a new subsection as follows:

"1608.1.1 flat roof snow loads. The minimum flat roof snow load, Psf, shall be 50 pounds per square foot."

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.03.1608.2~~ — ~~Snow loads; ground snow loads.~~

Delete section in its entirety and add the following:

"1608.2 Ground snow loads (GSL). The GSL for determining Design Snow Loads are given below.

1608.2.1 GSL for elevations up to and including 500 feet above MLLW. For all elevations up to and including 500 feet above MLLW, the GSL shall be 70 pounds per square foot (3.4 kN/m²).

1608.2.2 GSL for elevations higher than 500 feet above MLLW. For elevations more than 500 feet above MLLW, the GSL shall be determined using site specific case studies. Determination of the GSL shall be based on an extreme value statistical analysis of data available in the vicinity of the site using a value with a two percent annual probability of being exceeded (50-year mean recurrence interval). In cases where statistical data is unavailable or determination of the GSL would be prohibitively expensive, other methods for determining the GSL may be proposed to the building official for consideration. The GSL shall be approved by the building official."

In IBC Table 1608.2, Location of Juneau, delete "60" and add "See CBJ 19.03.1608.2".

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.03.1609.3 Basic wind speed.

Delete section in its entirety and add the following:

"When determining the basic wind speeds for use under IBC Section 1609 or ASCE 7, Section 6.5.4, the minimum basic wind speed in miles per hour shall be determined using the Juneau 3 Second Gust Wind Speed Map dated ~~October 22, 2009~~January 1, 2017. For elevations above 500 feet above MLLW, the minimum basic wind speed shall be determined by the building official."

19.03.Figure 1609 Basic Wind Speed (3-Second Gust).

Add the following note after the figure:

"Note: For design in the City and Borough of Juneau, the Juneau 3 Second Gust Wind Speed Map supersedes this map. Conversions to Basic Wind Speed can be accomplished using Table 1609.3.1, Equivalent Basic Wind Speeds."

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.03.1610.1 Soil lateral load.

Add the following after the last sentence:

"Walls retaining more than four feet of unbalanced earth shall be designed as retaining walls."

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.03.1612.2 Flood loads; definitions.~~

~~Modify the following definitions by replacing the word "market value" with "City and Borough of Juneau assessed value or 50 percent of appraised market value, supplied by owner or applicant,"~~

~~"SUBSTANTIAL DAMAGE~~

~~SUBSTANTIAL IMPROVEMENT."~~

~~And delete item 2 under the definition of "SUBSTANTIAL IMPROVEMENT."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

19.03.1612.3 Flood loads; establishment of flood hazard areas.

Delete paragraph and replace with the following:

"Flood hazard maps, studies and related supporting data along with revisions thereto as adopted under City and Borough of Juneau Land Use Code, Title 49.70, Article IV Flood Hazard Areas are hereby adopted by reference and declared to be part of this section."

~~19.03.1612.5 Flood hazard documentation.~~

~~Add "and other engineered foundations" after "pile" in item number 2.2.~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.03.1803.5.2 ~~Geotechnical investigations; questionable soil.~~

Delete the subsection and add the following:

~~"1803.5.2 Questionable Soil. Each application for a permit for construction in an area which has been previously filled without a grading permit, was an exception to the building code grading provisions, of the applicable building code in effect at the time fill was placed; or was not filled in compliance with the applicable building code provisions in effect when the fill was placed or which appears to the building official to have an inadequate soil bearing capacity for the proposed construction shall be accompanied by a foundation and soils investigation (hereinafter called the Report). The Report shall be prepared by a Registered Engineer in the State of Alaska having expertise in the preparation of soils and foundation reports. The building official shall incorporate those recommendations contained in the Report as well as other requirements deemed necessary to ensure the stability and safety of the proposed construction in the building permit. Foundation and soils investigations shall comply with the provisions of Sections 1803.2 through 1803.6."~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)

19.03.1805.1 ~~Dampproofing and waterproofing; general.~~

Delete the first paragraph and add the following:

~~"1805.1 Where required. Walls or portions thereof that retain earth and enclose interior spaces and floors below grade shall be waterproofed and dampproofed in accordance with this section. All crawlspace walls below exterior grade shall be dampproofed."~~

19.03.1809.5 ~~Shallow foundations; frost protection.~~

In item 1, delete "the locality" and add "32 inches";

And add the following exceptions:

- "4. Foundations for exterior decks, landings, and platforms; without roofs; not rigidly attached to a building or structure; and not greater than 30 inches above finish grade may bear directly on the ground.
5. Foundations within mobile home parks for manufactured homes, and its additions or accessory buildings may bear directly on the ground."

1
2 **19.03.1809.12 Timber footings.**

3 Add the following to the end of the paragraph:

4 "Footings for wood foundations shall be concrete. All fasteners in wood foundations shall
5 be stainless steel. Wood foundations shall be installed only in Type GW, GP, SW, and SP
6 soils unless a foundation design is submitted to the building official for approval. The
7 foundation design shall be prepared by an engineer registered in the State of Alaska
8 having expertise in the preparation of soils and foundation design for wood
9 foundations."

9 ~~**19.03.2703 Electrical; meters.**~~

10 ~~Add a new section as follows:~~

11 ~~"2703 Meters. Energy use, where practical, shall be separately metered in buildings with
12 three or more dwelling units."~~

12 ~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

13 **19.03.2308.2.3 Conventional light-frame construction; limitations; allowable**
14 **loads.**

15 Delete items 3.3 and 4.

16 **19.03.2308.8.8 11 Conventional light-frame construction; floor joists framing; rim**
17 **joists.**

18 Add the following subsection:

19 "2308.8.8 11 *Rim joists.* Rim joists adjacent to unconditioned spaces shall be constructed
20 of pressure preservative treated wood or other decay resistant or synthetic products
21 approved for such use.

22 *Exception:* Decay resistant rim joists are not required when a minimum of two inches of
23 foam insulation is applied inside or outside the rim joist. Insulation is to be well sealed.
24 Fiberglass insulation shall not be placed in direct contact with untreated rim joists in
25 crawl spaces."

24 **19.03.2308.8.9 12 Conventional light-frame construction; floor joists framing; vapor**
25 **retarder.**

Add the following subsection:

"2308.8.9 12 *Vapor retarder.* Under floor spaces and crawlspaces shall have a vapor
retarder that is a minimum of 6 mil thick (0.15 mm) polyethylene film installed such

1
2 that all edges are lapped a minimum of 6 inches (152 mm) and sealed with a permanent
3 compatible sealing compound or adhesive. Such vapor retarder shall extend vertically
4 up the foundation wall a minimum of 6 inches (152 mm) and be attached and sealed
5 with a permanent compatible sealing compound or adhesive to the foundation wall.
6 Vapor retarder shall not be attached to wood other than pressure preservative treated
7 wood. Vapor retarder is to be contoured so as to avoid damage from walking upon it. All
8 penetrations of vapor retarder shall be well sealed. Comparable substitutions of

9 **19.03.2308.10.1 Conventional light-frame construction; rRoof and ceiling framing;**
10 **wind uplift.**

11 Add a new sentence reading:

12 "Such ties or other mechanical devices shall be spaced no farther than 48 inches apart."

13 ***

14 **19.03.Table 2902.1 Plumbing systems; minimum number of required plumbing**
15 **fixtures.**

16 In the column header entitled Water Closets, delete the parenthetical section and add the
17 following:

18 "In each toilet room, for each urinal added in excess of the minimum required, one water
19 closet may be deducted. The number of water closets shall not be reduced to less than
20 two-thirds ($\frac{2}{3}$) of the minimum water closet requirement."

21 And in assembly areas containing auditoriums, convention halls, stadiums, and casinos,
22 the ratios of fixtures shall be as follows:

- 23 "1. the number of water closets required for females are changed to provide
24 a. four water closets for 1—50 females;
25 b. six water closets for 51—100 females;
a. 10 water closets for 101—200 females;
b. 14 water closets for 201—400 females;
c. one additional water closet for each 100 females over 400 females; and
"2. the number of lavatories required for females and males are changed to
a. one lavatory for each water closet up to four water closets; and

- b. one additional lavatory for each two additional water closets beyond four water closets. (Changes number 1. and 2., DOL)"

In the column header entitled Classification at row number 8, delete the parenthetical section and add the following:

"(see Sections 2902.2, 2902.4, 2902.4.1 and 19.03.2902.6)"

~~Delete the "Other" column of this table.~~

Delete footnote a. and replace with the following:

- "a. The fixtures shown are based on one fixture being the minimum required for the number of persons indicated. Any fraction greater than one is to be rounded to the nearest whole number."

Add footnote e to apply to Drinking Fountains column heading. Footnote e to read as follows:

- "e. No drinking fountains are required for occupant loads less than 60. The rate of drinking fountains required in this table applies to the number of occupants after the first 60 occupants. Where water is served in restaurants or other food establishment where water is provided without charge, drinking fountains shall not be required. In other occupancies, where drinking fountains are required, bottled water dispensers shall be permitted to be substituted for not more than 50 percent of the required drinking fountains. Drinking fountains shall not be installed in toilet rooms."

~~19.03.2902.2.1 Plumbing systems; separate facilities; family or assisted use toilet facilities serving as separate facilities.~~

~~In the first sentence after "family/assisted use" add "/unisex."
(Serial No. 2017-01, § 5, 6-5-2017, eff. 7-6-2017)~~

19.03.2902.3.2 3 Plumbing systems; location of toilet facilities in occupancies other than covered mall buildings.

~~In the exception, a~~ Add a second paragraph as follows sentence to read:

"For minor uses, the building official may approve facilities in nearby buildings under the same or different ownership with adequate assurance of continued access."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)

1
2 **19.03.2902.6 8 Plumbing systems; unoccupied storage occupancies.**

3 Add a new section as follows:

4 *2902.6 8 Unoccupied storage occupancies.* Plumbing fixtures shall not be required in
5 buildings which are primarily S occupancies where there are no employees and no
6 owner operated business' such as mini-storage units, and private storage
condominiums."

7 ***

8 ~~**19.03.3401.3 Existing structures; compliance with other codes.**~~

9 ~~Revise section to read as follows:~~

10 ~~"Alterations, repairs, additions and changes of occupancy to existing structures must~~
11 ~~comply with the provisions for alterations, repairs, additions and changes of occupancy~~
12 ~~in the International Fire Code, NFPA 70, the Uniform Plumbing Code, the International~~
13 ~~Mechanical Code, the International Fuel Gas Code, the International Property~~
14 ~~Maintenance Code and the National Electrical Code as adopted in this Title. Provisions~~
15 ~~of the International Existing Building Code may also be used." (SFM, partial)~~
~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)~~

16 ~~**19.03.3401.7 Existing structures; general; fire hazard in existing non-high rise**~~
~~**structures.**~~

17 ~~Add a new subsection as follows:~~

18 ~~"Section 3401.7 Fire hazard. An existing building, regardless of occupancy, that exceeds~~
19 ~~the areas and heights allowed by Chapter 5 of this code or that does not conform to the~~
20 ~~requirements of Section 704, Fire resistive rated construction, Exterior walls, and in the~~
21 ~~building official's opinion presents a serious fire threat to adjacent property, will be~~
22 ~~required to have installed an approved automatic sprinkler system, fire walls, a~~
23 ~~combination of both, or other approved means intended to reduce the fire threat."~~
~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014;~~
~~Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

24 ~~**19.03.3409.2 Historic buildings; flood hazard areas.**~~

25 ~~Delete the exeception.~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)~~

1
2 **~~19.03.3410.1~~ — ~~Moved structures.~~**

3 Delete section and add the following:

4 "~~3410.1 Buildings, structures and their building service equipment moved into or within~~
5 ~~the jurisdiction shall comply with the provisions of the International Existing Building~~
6 ~~Code.~~"

7 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014;~~
8 ~~Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

9 **~~19.03.3411.1~~ — ~~Accessibility for existing buildings; scope.~~**

10 Add an exception as follows:

11 "1. — ~~For existing R-3 buildings in residential zoned neighborhoods, disabled access~~
12 ~~requirements are not required for converting an R-3 to a mixed use, R-3 and~~
13 ~~commercial use building, as long as the owner of the commercial use both lives~~
14 ~~and works in the building. Presence of employees or public use does not reinstate~~
15 ~~disabled access requirements for this type of Home Occupation R-3 mixed use.~~
16 ~~Disabled access for the commercial use is required when the Home Occupation's~~
17 ~~commercial use is an E occupancy."~~

18 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014;~~
19 ~~Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)~~

20 **~~19.03.3412.2~~ — ~~Compliance alternatives; applicability.~~**

21 Replace the first sentence and the second sentence up to the first comma with the following:

22 "~~Structures meeting the definition of "Building, existing" under 19.01.202"~~

23 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)~~

24 **~~19.03. Chapter 35~~ — ~~Referenced standards. (SFM)~~**

25 Change "NFPA " to "NFPA 13-2010", "NFPA " to "NFPA 13D-2010", "NFPA " to "NFPA
13R-2010", "NFPA " to "NFPA 14-2010", and "NFPA " to "NFPA 72-2010";

And add the following referenced standards:

NFPA 10-2010 Portable Fire Extinguishers.

NFPA 20-2010 Installation of Stationary Pumps for Fire Protection

NFPA 750-2010 Standards for Water Mist Fire Protection Systems.

(~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)~~

19.03.Appendix A Employee qualifications.

Delete IBC Appendix A, ~~Employee Qualifications~~, in its entirety is not adopted.

19.03.Appendix B Board of appeals.

Delete IBC Appendix B, ~~Board of Appeals~~, in its entirety and refer to CBJ 01.50 is not adopted.

19.03.Appendix C Group U - Agricultural buildings.

IBC Appendix C, ~~Group U - Agricultural buildings~~, is hereby adopted.

19.03.Appendix D Fire districts.

Delete IBC Appendix D, ~~Fire Districts~~, in its entirety is not adopted.
(Serial No. 2009-16(b), § 2, 9-21-2009)

19.03.Appendix E Supplementary site accessibility requirements.

IBC Appendix E, ~~Supplementary site accessibility requirements~~, is hereby adopted.

19.03.Appendix F Rodent proofing.

Delete IBC Appendix F, ~~Rodent Proofing~~, in its entirety is not adopted.

19.03.Appendix G Flood resistant construction.

Delete IBC Appendix G, ~~Flood Resistant Construction~~, in its entirety is not adopted.

19.03.Appendix H Signs.

IBC Appendix H, ~~Signs~~, is hereby adopted with the following modification:

Delete Section H104 Identification in its entirety.

19.03.Appendix I Patio covers.

IBC Appendix I, ~~Patio covers~~, is hereby adopted.

19.03.Appendix J Grading.

Delete IBC Appendix J, ~~Grading~~, in its entirety. See CBJ Title 19.12 Grading is not adopted.

19.03.Appendix K ~~ICC Electrical Code~~ Administrative provisions.

Delete IBC Appendix K, ~~ICC Electrical Code~~, in its entirety is not adopted.

19.03.Appendix L Earthquake recording instrumentation.

IBC Appendix L is not adopted.

19.03.Appendix M Tsunami-generated flood hazards.

IBC Appendix M is not adopted.

19.03.Appendix N Replicable buildings.

IBC Appendix N is not adopted.

19.03.Appendix O Performance based application.

IBC Appendix O is not adopted.

19.03.Appendix P Sleeping lofts

IBC Appendix P is not adopted.

Chapter 19.04 RESIDENTIAL CODE

19.04.R010.1 Adoption of residential code.

For the purpose of regulating the erection, construction, prefabrication, enlargement, alteration, repair, replacement, removal, demolition, conversion, occupancy, equipment, use, location and maintenance of all detached one- and two-family dwellings including up to five guestrooms and multiple single-family dwellings (townhouses), not more than three stories in height with a separate means of egress, and their accessory structures located within the City and Borough, there is adopted by reference as the residential code of the City and Borough that compilation of rules and regulations prepared and, published by the International Code Council, a nationally recognized technical trade organization, which compilation is entitled "International Residential Code, ~~2012~~ 2024 Edition", and one copy which has been filed in the office of the municipal clerk of the City and Borough or in such place designated by the municipal clerk for public use, inspection and examination and which compilation is made a part of this chapter as if fully set forth in this section, subject only to the enumerated additions, deletions and changes in this chapter.

19.04.R010.2 Other codes applicable to one- and two-family dwellings.

In addition to the requirements of this chapter, one- and two-family dwellings shall comply with all other applicable codes of the City and Borough including the following codes as modified in Title 19 and where applicable:

Title 19.01, Juneau Building ~~Codes~~ Administrative Code;

Title 19.02, Board of Appeals;

Title 19.12, Excavation and Grading Code;

~~2012~~ 2024 IPMC, Property Maintenance Code;

~~2012~~ 2024 IEBC, Existing Building Code;

~~2012~~ 2024 IBC Chapter 32, Encroachments into the Public Right-of-Way;

2012 2024 UPC, Uniform Plumbing Code and Title 19.06, Plumbing Code;
2012 2024 IFC, International Fire Code, in particular, Section 503, Fire Department
Access and Appendix D, Fire Apparatus Access Roads.

~~19.04.R010.3~~ — ~~Applicability.~~

~~One and two family dwellings are not required to meet the requirements of the building,
electrical, mechanical or fuel gas codes except as specifically required in CBJ 19.04.~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.R010.4~~ — ~~Unfinished space.~~

~~Add the following section:~~

~~"Unfinished space equal to or greater than 70 sq ft accessed by a person door and/or
open doorway, other than garages and crawlspaces, shall be finished to habitable space
standards excepting finish materials.~~

~~Exceptions:~~

- ~~1. — Habitable space elements are not required for spaces accessed only by a 22"
(559mm) × 30" (762mm) access hatch or only by a pull-down attic stair.~~
- ~~2. — Habitable space elements are not required if a deed restriction is approved by the
building official limiting the uses of the unfinished space to storage only and a
copy of that recorded deed restriction is submitted to building official.~~
- ~~3. — Finish material is not exempted where foam products are exposed to the room."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

19.04.R100 Accessibility Administration.

Delete IRC Chapter 1, Administration, except as referred to elsewhere in this code, and add
the following:

~~"R101 Accessibility. Where disabled access is provided but not otherwise required by the
codes, either IBC Chapter 11, Accessibility, the Americans with Disabilities Act (ADA-
AG) or the Fair Housing Accessibility Guidelines may be used as guidelines. Where
disabled access is required, work shall comply with IBC Chapter 11, Accessibility and
ICC/ANSI A117.1-2003."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

19.04.R202 General building definitions.

Add the following definitions:

1
2 "Alley. An alley is a public space or thoroughfare, 20 feet or less, but not less than ten
3 feet in width, which has been dedicated for public use."

4 "Flashing. Flashing is sheet material designed to lead water to the building exterior."

5 "Guestroom. Any room or rooms used for sleeping or living, but not for cooking purposes
6 for compensation accessory to an owner occupied dwelling with not more than one
7 dwelling unit. Guestrooms that are greater than 150 square feet (13.9m²) shall be
8 considered as one guestroom for every 100 square feet (9.3m²) of superficial floor area or
9 increment thereof used for lodging for compensation. Guest rooms may be in an
10 accessory building having no kitchen facilities and not rented or otherwise used as a
11 separate dwelling unit."

12 "Minor additions means additions to a dwelling unit that result in an increase of less
13 than 15 percent in the floor area."

14 "Remodeling means structural and nonstructural changes to a dwelling unit which do
15 not result in an increase in the floor area."

16 "Semi-conditioned space means a room or other enclosed space within a structure which
17 may be heated or cooled by the presence of components of a heating or cooling system or
18 by thermal transmission from an adjoining conditioned space."

19 "Unconditioned space means a room or other space which is not provided by design with
20 a source of heat or cooling."

21 "Zero-lot. A townhouse with only two dwelling units."

22 Add the following to the definition of "Grade Plane":

23 "Grade Plane. When fill or other construction is placed above the original ground level of
24 a site, that fill or other construction shall not be considered in determining the grade
25 plane of the building unless that fill extends at least 20 feet from the wall with no more
than a uniform slope of two percent when either of the following two conditions exist:

1. The fill or construction is adjacent to an exterior wall of a building or
2. The fill was placed within the last 5 years and is excavated so that exterior walls
are constructed below the finished grade of the fill."

~~Delete the definition of "Townhouse" and substitute the following:~~

~~"Townhouse. A single family dwelling unit constructed in a group of two or more attached units with property lines running between the units in which each unit extends from foundation to roof and with open space on at least two sides."~~

"SUBSTANTIAL DAMAGE. Damage of any origin sustained by a structure for which the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the City and Borough of Juneau assessed value or 50 percent of appraised market value, supplied by owner or applicant, of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT. Any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the City and Borough of Juneau assessed value or 50 percent of appraised market value, supplied by owner or applicant, of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not include any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions."

19.04.Table_R301.2(1) Climatic and geographic design criteria.

Delete Table R301.2(1), Climatic and Geographic Design Criteria, retain the table notes and insert the following new table:

TABLE NO. R301.2(1)

CLIMATIC AND

GEOGRAPHIC DESIGN CRITERIA

Roof Snow load (lbs. per sq. ft.)	50
Wind Speed (mph)	105 or 116 ^{k,l}
Seismic Condition by Zone	D1
Subject to Damage from:	
Weathering	Yes, severe
Frost Line Depth	32"
Termite	No
Decay	Yes
Winter Design Temperature	-10°F
Ice Barrier Underlayment Required	Yes
Flood Hazards	Yes
Air Freezing Index	2500
Mean Annual Temperature	40 °F

Change footnote g to read as follows:

"g. Flood hazard maps, studies and related supporting data along with revisions thereto as adopted under City and Borough of Juneau Land Use Code, Title 49, Article IV Flood Hazard Areas are hereby adopted by reference."

Add Notes k and l to read:

"k. For elevations above 500 feet above MLLW, the wind speed shall be determined by the building official."

"l. Basic wind speed shall be determined by the building official using the Juneau 3 Second Gust Wind Speed Map, dated 12/17/08."

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04.R301.6 Roof load.

Add the following as the second sentence:

"For elevations more than 500 feet above MLLW, the snow load shall be determined by the building official."

19.04.R301.9 Geophysical hazards.

Add a new section as follows:

"301.9 Geophysical hazards. In moderate and severe avalanche hazard areas shown on the Avalanche Hazard Designation Mapping, dated April 27, 2022, and attached to Serial No. 2023-18(am) as Appendix A, or when the director of engineering and public works determines that development is proposed in an area similar in nature to those studied in the above referenced documents but outside of the study area, an engineered structural analysis shall be submitted with the permit application."

19.04.R302.1.1 Fire-resistant construction; exterior walls; location on property.

Add a new subsection to read as follows:

"302.1.1 Location on Property. Buildings must adjoin or have access to a permanent public way or yard on not less than one side. Required yards must be permanently maintained."

~~19.04.R302.2 Fire-resistant construction; townhouse.~~

~~Change the Exception to read:~~

1
2 "A common 2-hour fire-resistance-rated wall assembly is permitted for townhouse if
3 such walls do not contain plumbing or mechanical equipment, ducts or vents in the
4 cavity of the common wall. Electrical installations shall be installed in accordance with
5 Chapters 34 through 43. Penetrations of electrical outlet boxes shall be in accordance
6 with Section R302.4.

(Serial No. 2017-01, § 10, 6-5-2017, eff. 7-6-2017)

7 **19.04.R306.1.7 Protection of water supply and sanitary sewage systems.**

8 Delete the following from the second sentence:

9 "...in accordance with the plumbing provisions of this code and Chapter 3 of the
10 International Private Sewage Disposal Code."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)

11 **19.04.R306.2.1 Flood-resistant construction; flood hazard areas (including A**
12 **Zones); elevation requirements.**

13 Replace item 2 with the following:

14 "2. In areas of shallow flooding (AO Zones), buildings and structures shall have the
15 lowest floor (including basement) elevated at least as high above the highest
16 adjacent grade as the depth number specified in feet (mm) on the FIRM. Where
17 elevation is unspecified on FIRM or from another authoritative source, the
18 elevation may be determined by reasonable local judgment based on historical
19 data, high water marks, photographs of past flooding, or other similar or relevant
20 data. Failure to elevate construction at least 2 feet (610 mm) above grade in
21 these areas may result in higher insurance rates."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)

22 **19.04.R306.3.2 Flood-resistant construction; coastal high-hazard areas (including**
23 **V Zones and coastal A zones, where designated); elevation requirements.**

24 Replace requirement number 5 with the following:

25 "5. The use of fill for structural support of buildings within V Zones may be allowed
only when certified by an engineer licensed to practice in the State of Alaska that
the fill, foundation and structure attached thereto is adequately anchored to
resist floatation, collapse and lateral movement due to the effects of wind and
water loads acting simultaneously on any and all building structural

1
2 components. The use of fill for structural support shall not be permitted where
3 soil investigations that are required in accordance with Section R401.4 indicate
4 that soil material under the proposed fill is subject to scour or erosion from wave-
5 velocity flow conditions. Wind and water loading values shall each have a one
6 percent chance of being equaled or exceeded in any given year (100-year mean
7 recurrent interval)."

8 **19.04.R303.925.8 Required heating.**

9 Add the following to the first sentence:

10 " . . . without involving the combustion of a solid fuel."

11 **19.04.R307R327.1 Toilet, bath, and shower spaces; space required.**

12 On Figure R307R327.1 Minimum Fixture Clearances delete "21 in." clearance on water
13 closets and water bidet and replace with the following:

14 "(24 in."

15 Delete both "30 in. min." on Shower figure and replace with the following:

16 "See 2012 Uniform Plumbing Code Section 411408.7 for shower dimension
17 requirements."

18 **19.04.R310.1 Emergency escape and rescue openings.**

19 In the first sentence after ". . . sleeping room . . .," add the following:

20 "or other habitable room equal to or greater than 70 square feet and not used for
21 cooking, eating, living room or other dedicated, non sleeping uses."

22 (Serial No. 2009-16(b), § 2, 9-21-2009)

23 **19.04.R310.6 Replacement of existing nonconforming windows required for**
24 **emergency escape and rescue.**

25 Add a new subsection and new exception as follows:

"R310.6 Replacement of existing nonconforming windows required for emergency escape
and rescue. Replacement windows for emergency escape and rescue shall meet the
dimensions of this subsection. Where the existing rough opening does not allow for
replacement window dimensional requirements of this subsection the rough opening
shall be enlarged and the replacement window shall meet the full emergency escape and
rescue openings per IRC Section R310.1 through R310.5."

~~*R310.6.1 Minimum opening area.* All emergency escape and rescue openings shall have a minimum net clear opening of 4 square feet (0.372 m²).~~

~~*R310.6.2 Minimum opening height.* The minimum net clear opening height shall be 22 inches (559 mm).~~

~~*R310.6.3 Minimum opening width.* The minimum net clear opening width shall be 20 inches (508 mm).~~

~~*R310.6.4 Minimum sill height.* Where emergency escape and rescue openings are provided they shall have a sill height of not more than 48 inches (1118 mm) above the floor.~~

~~*Exception:* Installation of one or more permanently affixed steps extending the full width of the window opening constructed to the current adopted International Residential codes rise and run requirements so the top step is no greater than 44 inches to the top of the sill."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)~~

~~**19.04.R311.9 ——— Ladders.**~~

~~Add a new subsection to read:~~

~~"*R311.9 Ladders.* Stairs or ladders used only to attend equipment or to access unoccupied spaces are exempt from the requirements of this section.~~

~~Sleeping and other lofts or similar separate spaces of not over 250 square feet and not containing primary kitchens or bathrooms may be accessed by alternating tread stair with handrails on each side. Alternating tread stairs are defined in IBC Section 202."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)~~

~~**19.04.R314.3 ——— Smoke alarms; location.**~~

~~Add the following item:~~

~~"4. ——— In any habitable room equal to or greater than 70 square feet and not used for cooking, eating, living room or other dedicated, non-sleeping uses."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)~~

~~**19.04.R315.1 ——— Carbon monoxide alarms.**~~

~~"*R315.1 Carbon monoxide alarms.*~~

~~Exceptions:~~

1
2 1. ~~Carbon monoxide detectors and alarms are not required in dwelling units and~~
3 ~~structures that have no combustion appliances, attached garage, or other vehicle~~
4 ~~parking within 25 feet of any direct opening.~~

5 2. ~~Carbon monoxide detectors and alarms are not required if all combustion~~
6 ~~equipment is located within a mechanical room separated from the rest of the~~
7 ~~building by construction capable of resisting the passage of smoke. If the~~
8 ~~structure has an attached and enclosed parking garage, the garage shall be~~
9 ~~ventilated by an approved automatic carbon monoxide exhaust system designed~~
10 ~~in accordance with the 2006 I.M.C.~~

11 ~~*R315.4.1 Interconnection.* In new construction, all carbon monoxide detectors and~~
12 ~~alarms located within a single dwelling unit shall be interconnected in such a manner~~
13 ~~that actuation of one alarm shall activate all of the alarms within the individual~~
14 ~~dwelling unit.~~

15 ~~*R315.4.2 Power source.* In new construction, carbon monoxide detectors and alarms~~
16 ~~shall receive their primary power from the building wiring if the wiring is served from a~~
17 ~~commercial source, and shall be equipped with a battery backup. Wiring shall be~~
18 ~~permanent and without a disconnecting switch other than what is required for~~
19 ~~overcurrent protection. In existing construction, carbon monoxide detectors and alarms~~
20 ~~may be powered by battery or a cord and plug with battery backup." (SFM)~~

21 ~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)~~

22 **~~19.04.R317.1 — Protection of wood and wood based productions against decay;~~**
23 **~~location required.~~**

24 ~~In item 2, delete remainder of sentence after "exterior foundation walls".~~

25 ~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)~~

~~19.04.R319.3 — Protection against decay; fasteners.~~

~~Delete the first exception.~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.R320 — Accessibility.~~

~~Delete this section in its entirety.~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)~~

1
2 **~~19.04.R322.1.7 — Protection of water supply and sanitary sewage systems.~~**

3 Delete the following from the second sentence:

4 "...in accordance with the plumbing provisions of this code and Chapter 3 of the
5 International Private Sewage Disposal Code."

6 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017~~)

7 **~~19.04.R322.1.9 — Flood resistant construction; general; manufactured homes.~~**

8 Delete the last sentence and replace with the following:

9 "Manufactured homes shall not be placed in identified flood ways."

10 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017~~)

11 **~~19.04.R322.2.1 — Flood resistant construction; flood hazard areas (including A
12 Zones); elevation requirements.~~**

13 Replace item 2 with the following:

14 "2. — In areas of shallow flooding (AO Zones), buildings and structures shall have the
15 lowest floor (including basement) elevated at least as high above the highest
16 adjacent grade as the depth number specified in feet (mm) on the FIRM. Where
17 elevation is unspecified on FIRM or from another authoritative source, the
18 elevation may be determined by reasonable local judgment based on historical
19 data, high water marks, photographs of past flooding, or other similar or relevant
20 data. Failure to elevate construction at least 2 feet (610 mm) above grade in
21 these areas may result in higher insurance rates."

22 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017~~)

23 **~~19.04.R322.3.2 — Flood resistant construction; coastal high hazard areas (including
24 V Zones); elevation requirements.~~**

25 Replace requirement number 3 with the following:

"3. — The use of fill for structural support of buildings within V Zones may be allowed
only when certified by an engineer licensed to practice in the State of Alaska that
the fill, foundation and structure attached thereto is adequately anchored to
resist floatation, collapse and lateral movement due to the effects of wind and
water loads acting simultaneously on any and all building structural
components. The use of fill for structural support shall not be permitted where
soil investigations that are required in accordance with Section R401.4 indicate

1
2 that soil material under the proposed fill is subject to scour or erosion from wave-
3 velocity flow conditions. Wind and water loading values shall each have a one
4 percent chance of being equaled or exceeded in any given year (100-year mean
5 recurrent interval)."

6 Replace requirement number 4 and its exception with the following:

7 "4. — Walls and partitions enclosing areas below the design flood elevation shall meet
8 the requirements of Sections R324.3.4 and R324.3.5."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)

9 **19.04.R401.1 — Foundations; application.**

10 Add the following exceptions:

11 "3. — Foundations for unroofed exterior decks, landings, and platforms not rigidly
12 attached to a building or structure, and not greater than 30 inches above finish
13 grade may bear directly on the ground.

14 4. — Foundations for one-story wood or metal frame buildings not used for human
15 occupancy and not over 400 square feet (37.2 m²) in floor area may be
16 constructed with walls supported on a wood foundation plate when approved by
17 the building official."

(Serial No. 2009-16(b), § 2, 9-21-2009)

18 ***

19 **19.04.R403.1.1 Footings; minimum size.**

20 Delete the subsection and add the following:

21 "Minimum standards for concrete and masonry footings shall be as set out in the City
22 and Borough "Standard CBJ Foundations" dated ~~July 1, 2005~~ January 2016. The
23 building official may approve a stamped, engineered foundation in lieu of the City and
24 Borough standard."

25 ***

19.04.R403.3 — Frost protected shallow foundations.

Add the following as the last sentence of this section:

"For purposes of this section only, the air freezing index for Juneau is 3,000."

(Serial No. 2009-16(b), § 2, 9-21-2009)

1
2 **~~19.04.R406.1~~ Concrete and masonry foundation dampproofing.**

3 Delete section R406.1.

4 (~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

5 ***

6 **19.04.R408.5 Removal of debris.**

7 Add the following sentence:

8 "For skirted buildings placed over muskeg, muskeg may remain but shall be covered
9 with minimum ~~six~~ ten mil ground cloth of polyethylene sheeting."

10 **19.04.R408.6 Finished grade.**

11 Add the following at the end of the sentence:

12 "including sump pumps ~~in the crawl space.~~"

13 **~~19.04.R502.14~~ 15 Floors; wood floor framing; rim joists.**

14 Add the following subsection:

15 "*R502.14 Rim joists.* Rim joists adjacent to unconditioned interior spaces shall be
16 constructed of pressure preservative treated wood or other decay resistant or synthetic
17 products approved for such use.

18 ~~Exception:~~

19 ~~Decay resistant rim joists are not required when a minimum of two inches of foam~~
20 ~~insulation is applied inside or outside the rim joist. Insulation is to be well sealed.~~

21 ~~Fiberglass insulation shall not be placed in direct contact with untreated rim joists in~~
22 ~~crawl spaces."~~

23 **~~19.04.R502.15~~ 16 Conventional light-frame construction; floor joists; vapor**
24 **retarder.**

25 Add the following subsection:

"*R502.15 Vapor retarder.* Under floor spaces and crawlspaces shall have a vapor
retarder that is a minimum of 6 mil thick (0.15 mm) class 1 polyethylene film installed
such that all edges are lapped a minimum of 6 inches (152 mm) and sealed with a
permanent compatible sealing compound or adhesive. Such vapor retarder shall extend
vertically up the foundation wall a minimum of 6 inches (152 mm) and be attached and
sealed with a permanent compatible sealing compound or adhesive to the foundation
wall. Vapor retarder shall not be attached to wood other than pressure preservative

1
2 treated wood. Vapor retarder is to be contoured so as to avoid damage from walking
3 upon it. All penetrations of vapor retarder shall be well sealed. Comparable
4 substitutions of materials and or installation methods may be used as approved by the
5 building official."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)

6 **~~19.04.R602.3.1 — Wood wall framing; stud size, height and spacing.~~**

7 ~~Delete the words "Table R602.3(5)" and add "Tables R602.3(5) and R602.3(6)".~~

8 ~~Table R602.3(5)~~

9
10 ~~MAXIMUM STUD SPACING (Inches)~~

11
12 ~~116 MPH WIND SPEED~~

Wall Height	Stud Size and Minimum Grade	EXPOSURE D Supporting			EXPOSURE C Supporting			EXPOSURE B Supporting		
		Roof & Ceiling	One Floor, Roof & Ceiling	Two Floors, Roof & Ceiling	Roof & Ceiling	One Floor, Roof & Ceiling	Two Floors, Roof & Ceiling	Roof & Ceiling	One Floor, Roof & Ceiling	Two Floors, Roof & Ceiling
8 ft.	2 × 6 HEM FIR STUD	16	16	16	24	16	16	24	24	16
	2 × 6 HEM FIR NO. 2	24	24	16	24	24	16	24	24	16
9 ft.	2 × 6 HEM FIR STUD	16	16	12	16	16	12	24	16	16
	2 × 6 HEM FIR NO. 2	16	16	16	24	24	16	24	24	16
10 ft.	2 × 6 HEM FIR STUD	12	12	—	16	12	12	16	16	12

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	2 × 6 HEM FIR NO. 2	16	16	16	24	16	16	24	16	16
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Footnotes:

- (1) ~~Roof and ceiling loads represent trusses spanning 32 feet with 20 psf dead load, 50 psf snow load and a two foot eave.~~
- (2) ~~Each floor load represents ten foot tributary area with a 20 psf dead load and 40 psf live load.~~
- (3) ~~Wind loads determined per 2006 International Building Code.~~
- (4) ~~Studs supporting two floors, roof and ceiling are limited to 16 inch spacing due to plate crushing.~~
- (5) ~~Alternate stud sizes, grades, spacing and heights are allowed if sealed by an engineer registered in the State of Alaska.~~

Table R602.3(6)

~~MAXIMUM STUD SPACING (Inches)~~

~~105 MPH WIND SPEED~~

Wall Height	Stud Size and Minimum Grade	EXPOSURE D Supporting			EXPOSURE C Supporting			EXPOSURE B Supporting		
		Roof & Ceiling	One Floor, Roof & Ceiling	Two Floors, Roof & Ceiling	Roof & Ceiling	One Floor, Roof & Ceiling	Two Floors, Roof & Ceiling	Roof & Ceiling	One Floor, Roof & Ceiling	Two Floors, Roof & Ceiling
8 ft.	2 × 4 HEM FIR NO. 2	—	—	—	—	—	—	16	12	—
	2 × 6 HEM FIR STUD	24	16	16	24	24	16	24	24	16
	2 × 6 HEM FIR NO. 2	24	24	16	24	24	16	24	24	16
9 ft.	2 × 4 HEM FIR No. 2	—	—	—	—	—	—	12	—	—
	2 × 6 HEM FIR STUD	16	16	16	16	16	16	24	16	16

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	2 × 6 HEM FIR NO. 2	24	24	16	24	24	16	24	24	16
10 ft.	2 × 6 HEM FIR STUD	16	12	12	16	16	12	16	16	16
	2 × 6 HEM FIR NO. 2	24	16	16	24	16	16	24	24	16

Footnotes:

- (1) — ~~Roof and ceiling loads represent trusses spanning 32 feet with 20 psf dead load, 50 psf snow load and a two-foot eave.~~
- (2) — ~~Each floor load represents ten foot tributary area with a 20 psf dead load and 40 psf live load.~~
- (3) — ~~Wind loads determined per 2006 International Building Code.~~
- (4) — ~~Studs supporting two floors, roof and ceiling are limited to 16 inch spacing due to plate crushing.~~
- (5) — ~~Alternate stud sizes, grades, spacing and heights are allowed if sealed by an engineer registered in the State of Alaska.~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.Table_R602.3(5) — Size, height and spacing of wood studs.~~

~~Delete Table R602.3(5), and replace with the attached tables: Table R602.3(5), Maximum Stud Spacing — 116 mph and Table R602.3(6), Maximum Stud Spacing — 105 mph.~~
~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.R602.10 — Wall bracing.~~

~~Delete Section 602.10 of the 2012 International Residential Code and refer to Section 602.10 of the 2006 International Residential Code.~~
~~(Serial No. 2017-01, § 10, 6-5-2017, eff. 7-6-2017)~~

~~19.04.R602.11 — Wall anchorage.~~

~~Delete Section 602.11 of the 2012 International Residential Code and refer to Section 602.11 of the 2006 International Residential Code.~~
~~(Serial No. 2017-01, § 10, 6-5-2017, eff. 7-6-2017)~~

~~19.04.R703.2 — Water resistive barrier.~~

~~Delete exception 2.~~
~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)~~

~~19.04.R703.3.2.5.3 Horizontal siding.~~

Add the following:

"Exterior type plywood siding with a grooved pattern shall not be installed horizontally as the weather resistant siding."

1
2 **9.04.R802.3 .4.2 Framing details.**

3 Add a paragraph as follows:

4 "Minimum depth from roof sheathing to wall plate at exterior walls to be ~~nine~~ twelve
5 inches for habitable spaces."

6 (Serial No. 2009-16(b), § 2, 9-21-2009)

7 **19.04.R802.10.2 Trusses.**

8 Add the following sentence to the end of the paragraph as follows:

9 "Minimum depth of truss at exterior wall plate to be ~~nine~~ twelve inches for habitable
10 spaces."

11 **19.04.R802.11.1 Roof tie-down; uplift resistance.**

12 Add the following sentence to ~~the second paragraph~~:

13 "Uplift ties shall be spaced no farther than 48 inches apart."

14 ***

15 **~~19.04.R905.7.1.1 Requirements for roof coverings; wood shingles; Solid sheathing~~**
16 **~~required.~~**

17 Delete section 905.7.1.1.

18 (Serial No. 2009-16(b), § 2, 9-21-2009)

19 **~~19.04R.905.8.1.1 Requirements for roof coverings; wood shakes; Solid sheathing~~**
20 **~~required.~~**

21 Delete section 905.8.1.1.

22 (Serial No. 2009-16(b), § 2, 9-21-2009)

23 ***

24 **~~19.04.N1101.10 Climate zones.~~**

25 Delete this section in its entirety and replace with the following:

"For the purpose of this chapter the City and Borough of Juneau shall be classified as
being located in Climate Zone 6."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)

19.04.N1102.2.10 Energy efficiency; building thermal envelope; crawl space walls.

In the first sentence, delete the words "when the crawl space is not vented to outside."

And add the following as the last sentence:

"Any openings provided for ventilation or access shall be capable of being positively closed to prevent winter air infiltration. The closure shall provide nominal R-10 minimum thermal performance. Insulation installed on the exterior of crawlspace walls shall be of waterproof materials."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)

~~19.04.N1103.3 — Energy efficiency; mechanical systems.~~

~~Add the following subsection:~~

~~"N1103.3.2 Piping insulation. All piping subject to damage from freezing shall be protected from freezing."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017; Memo of 3-28-2018)~~

~~***~~

~~19.04.Table M1306.2.2 — Clearances, in inches with specified forms of protection.~~

~~Insert the following table: (SFM)~~

~~TABLE M1306.2.2 CLEARANCES, IN INCHES WITH SPECIFIED FORMS OF PROTECTION. (1,2)~~

TYPE OF PROTECTION	Where the standard clearance in Table M1306.2.1 with no protection is									
	36 Inches	18 Inches	12 Inches							
Applied to the Combustible Material Unless Otherwise Specified and Covering All Surfaces within the Distance Specified as the Required Clearance with No Protection										
(Thicknesses Are Minimum)	(× 25.4 for mm)									
(× 25.4 for mm)	Above	Sides And Rear	Chimney or Vent Connector	Above	Sides And Rear	Chimney or Vent Connector	Above	Sides And Rear	Chimney or Vent Connector	
1. ¼" in insulating mill board spaced out 1" (3)	30	18	30	15	9	12	9	6	6	
2. 0.013" (No. 28 manufacturer's standard gage) steel sheet on ¼" insulating millboard	24	18	24	12	9	12	9	6	4	

3.	0.013" (No. 28 manufacturer's standard gage) steel sheet spaced out 1" (3)	18	12	18	9	6	9	6	4	4	
4.	0.013" (No. 28 manufacturer's standard gage) steel sheet on 1/8" insulating mill board spaced out 1" (3)	18	12	18	9	6	9	6	4	4	
5.	1 1/2" insulating cement covering on heating appliance	18	12	36	9	6	18	6	4	9	
6.	1/4" insulating millboard on 1" mineral fiber batts reinforced with wire mesh or equivalent	18	12	18	6	6	6	4	4	4	

1
2
3 1. ~~For appliances complying with 2006 IMC Sections 304.2 and 304.3.~~

4 2. ~~Except for the protection described in Item 5, all clearances shall be measured~~
5 ~~from the outer surface of the appliance to the combustible material, disregarding~~
6 ~~any intervening protection applied to the combustible material.~~

7 3. ~~Spacers shall be of noncombustible material.~~

8 NOTE: ~~Insulating millboard is a factory-made product formed of noncombustible~~
9 ~~materials, normally fibers, and having a thermal conductivity of 1 Btu-inch per square~~
10 ~~foot per degree Fahrenheit [1.73W/(m K)] or less.~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

11 **~~19.04.M1502.1 — Clothes dryer exhaust; general; outdoor discharge.~~**

12 Delete the exception and add the following sentence:

13 "Condensing (ductless) clothes dryers shall not be used."

(Serial No. 2009-16(b), § 2, 9-21-2009)

14 ***

15 **~~19.04.M1506.2 — Exhaust ducts; bathroom, laundry room, kitchen, HRV and listed~~**
16 **~~exhaust ducts.~~**

17 Add a new subsection as follows:

18 "~~M1506.2 Bathroom, laundry room, kitchen, HRV and listed exhaust ducts. Bathroom,~~
19 ~~laundry room and kitchen room exhaust ducting and HRV ducting may be of smooth~~
20 ~~plastic, smooth metal or flexible metal. Corrugated ducting including metal corrugated~~
21 ~~or expandable type shall not be used. Ducting included as a part of a listed appliance~~
22 ~~may also be used as listed with that appliance."~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

23 **~~19.04.M1601.4.1 — Duct construction; installation, joints, seams, and connections.~~**

24 Add the following as the last sentence:

25 "No cloth tape, mesh or similar tapes are allowed. The use of foil tape is approved."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 8, 6-5-2017, eff. 7-6-2017)

~~19.04.M2101.11 — Hydronic piping systems installation; occupant protection.~~

Add a new subsection to read as follows:

~~"M2101.11 Occupant protection. The surface temperature of piping located within normal reach of building occupants shall not exceed 120 degrees F."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~***~~

19.04.G2413.3 Pipe sizing; sizing.

Add the following item:

"4. Sections ~~1216~~ 1215 and ~~1217~~ in the 2006 Uniform Plumbing Code shall be considered an acceptable method of sizing gas piping."

~~19.04.G2414.10.1~~ Pipe joints.

~~Add the following sentence to the end of the paragraph:~~

~~"All joints in underground ferrous piping shall be welded when any of the following conditions apply:~~

~~1. The nominal pipe diameter is 2½ inch or larger.~~

~~2. The pipe is installed under a driveway.~~

~~3. Medium pressure systems."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.G2414.10.2~~ Tubing joints.

~~Add the following sentence to the end of the paragraph:~~

~~"All joints in underground copper shall be brazed with wrought copper fittings. No underground joints shall be permitted unless the underground length of run exceeds 60 feet (18.3 m). All pipe to tubing transitions shall be made above ground."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.G2414.10.4~~ 19.5 Metallic fittings.

Delete the words "or cast iron" from item 1.

~~***~~

19.04.G2427.8 Venting system ~~location~~ terminal clearances.

~~Change Item 3 to read~~ Add the following sentence and conditions:

"With these conditions:

"~~3~~1. The vent terminal of a direct-vent appliance shall be as required in the manufacturer's installation instructions. If such instructions do not specify the

minimum dimension to air openings into the building, then that dimension shall be not less than 24 inches."

Also add a new item 5 to read as follows:

"25. An anticipated snow depth of 12 inches shall be used when determining the manufacturer's minimum vent termination height. Measurements shall be made to the bottom of the vent outlet."

~~19.04.Part VIII — Electrical.~~

Delete IRC Part VIII, Chapters 34 through 41, and refer to Title 19.08 for adoption of the National Electrical Code.

(Serial No. 2017-01, § 10, 6-5-2017, eff. 7-6-2017)

~~19.04.Appendix A — (IFGS) Sizing and capacities of gas piping.~~

IRC Appendix A (IFGS) Sizing and Capacities of Gas Piping is hereby adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.04.Appendix B — (IFGS) Sizing of venting systems serving appliances equipped with draft hoods, category I appliances, and appliances listed for use and type B vents.~~

IRC Appendix B, (IFGS) Sizing of Venting Systems Serving Appliances Equipped with Draft Hoods, Category I Appliances, and Appliances Listed for Use and Type B Vents is hereby adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.04.Appendix C — (IFGS) Exit terminals of mechanical draft and direct vent venting systems.~~

IRC Appendix C, (IFGS) Exit Terminals of Mechanical Draft and Direct Vent Venting Systems is hereby adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.04.Appendix D — (IFGS) Recommended procedure for safety inspection of an existing appliance installation.~~

IRC Appendix D, (IFGS) Recommended Procedure for Safety Inspection of an Existing Appliance Installation is hereby adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.04.Appendix E ——— Manufactured housing used as dwellings.~~

~~IRC Appendix E, Manufactured Housing used as Dwellings is hereby adopted.
(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.Appendix F ——— Radon control methods.~~

~~IRC Appendix F, Radon Control Methods is not adopted.
(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.Appendix G ——— Swimming pools, spas and hot tubs.~~

~~IRC Appendix G, Swimming Pools, Spas and Hot Tubs is hereby adopted.
(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.Appendix H ——— Patio covers.~~

~~IRC Appendix H, Patio Covers is hereby adopted.
(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.Appendix CH Private Sewage Disposal.~~

~~IRC Appendix I, Private Sewage Disposal-CH is not adopted.
(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.Appendix J ——— Existing buildings and structures.~~

~~IRC Appendix J, Existing Buildings and Structures is hereby adopted.
(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.AJ102.5 ——— Appendix J Existing building and structures; compliance; flood hazard areas.~~

~~Delete this section and replace with the following:~~

~~"AJ102.5 Flood Hazard areas. Work performed in existing buildings that are determined to be substantial improvement or substantial damage, located in a flood hazard area as established by Table R301.2(1), shall meet the requirements of Section R323."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.04.AJ201.1 ——— Appendix J Existing building and structures; definitions.~~

~~Add the following definitions:~~

~~"SUBSTANTIAL DAMAGE. Damage of any origin sustained by a structure for which the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the City and Borough of Juneau assessed value or 50 percent of appraised~~

market value, supplied by owner or applicant, of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT. Any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the City and Borough of Juneau assessed value or 50 percent of appraised market value, supplied by owner or applicant, of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not include any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions."

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04. Appendix K ——— Sound transmission.

IRC Appendix K, Sound Transmission is hereby adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04. Appendix L ——— Permit Fees.

IRC Appendix L, Permit Fees is not adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04. Appendix M ——— Home Day care R-3 occupancy.

IRC Appendix M, Home Day care R-3 occupancy is not adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04. Appendix N ——— Venting methods.

IRC Appendix N Venting methods is not adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04. Appendix O ——— Gray water recycling systems.

IRC Appendix O Gray water recycling systems is not adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04. Appendix P ——— Sprinkling.

IRC Appendix P, Sprinkling is not adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04. Appendix Q ——— ICC International Residential Electrical Provisions/National Electrical Code cross reference.

IRC Appendix Q, ICC International Residential Electrical Provisions/National Electrical Code cross reference is hereby adopted.
(Serial No. 2009-16(b), § 2, 9-21-2009)

19.04. Appendix AA Board of appeals.

IRC Appendix AA is not adopted.

19.04. Appendix AB Permit fees.

IRC Appendix AB is not adopted.

19.04. Appendix BA Manufactured housing used as dwellings.

IRC Appendix BA is hereby adopted

19.04. Appendix BB Tiny houses.

IRC Appendix BB is hereby adopted.

19.04. Appendix BC Accessory dwelling units.

IRC Appendix BC is not adopted.

19.04. Appendix BD Home day care – R-3 occupancy.

IRC Appendix BD is not adopted.

19.04. Appendix BE Radon control methods.

IRC Appendix BE is not adopted.

19.04. Appendix BF Patio covers.

IRC Appendix BF is hereby adopted.

19.04. Appendix BG Sound transmission.

IRC Appendix BG is hereby adopted.

19.04. Appendix BH Automatic vehicle gates.

IRC Appendix BH is not adopted.

19.04. Appendix BI Light straw-clay construction.

IRC Appendix BI is not adopted.

19.04. Appendix BJ Strawbale construction.

IRC Appendix BJ is not adopted.

19.04. Appendix BK Cob construction (monolithic construction).

IRC Appendix BK is not adopted.

19.04.Appendix BL Hemp-line (hemperete) construction.

IRC Appendix BL is not adopted.

19.04.Appendix BM 3D-printed building construction.

IRC Appendix BM is not adopted.

19.04.Appendix BN Extended plate wall construction.

IRC Appendix BN is not adopted.

19.04.Appendix BO Existing Buildings and structures.

IRC Appendix BO is hereby adopted.

19.04.Appendix BO102.7 Appendix BO Existing building and structures; compliance; flood hazard areas.

Replace “Section R104.3.1” with “Section R306”.

19.04.Appendix CA Sizing and capacities of gas piping.

IRC Appendix CA is hereby adopted.

19.04.Appendix CB Sizing of venting systems serving appliances equipped with draft hoods, category I appliances, and appliances listed for use and type B vents.

IRC Appendix CB is hereby adopted.

19.04.Appendix CC Recommended procedure for safety inspection of an existing appliance installation.

IRC Appendix CC is hereby adopted.

19.04.Appendix CD Piping standards for various applications.

IRC Appendix CD in not adopted.

19.04.Appendix CE Venting methods.

IRC Appendix CE is not adopted.

19.04.Appendix CF Sizing of water piping systems.

IRC Appendix CF is not adopted.

19.04.Appendix CG Nonsewered sanitation systems.

IRC Appendix CG is not adopted.

19.04.Appendix CH Private sewage disposal.

IRC Appendix CH is not adopted.

19.04.Appendix NB Solar-ready provisions – detached one- and two- family dwellings and townhouses.

IRC Appendix NB is not adopted.

19.04.Appendix NC Zero net energy residential building provisions.

IRC Appendix NC is not adopted.

19.04.Appendix ND Electric energy storage systems.

IRC Appendix ND is not adopted.

19.04.Appendix NE Electric vehicle charging infrastructure.

IRC Appendix NE is not adopted.

19.04.Appendix NF Alternative building thermal envelope insulation R-value options.

IRC Appendix NF is not adopted.

19.04.Appendix NG 2024 IECC stretch code.

IRC Appendix NG is not adopted.

19.04.Appendix NH Operational carbon rating and energy reporting.

IRC Appendix NH is not adopted.

19.04.Appendix NI On-site renewable energy.

IRC appendix NI is not adopted.

19.04.Appendix NJ Demand responsive controls.

IRC Appendix NJ is not adopted.

19.04.Appendix NK Electric-ready residential building provisions.

IRC Appendix NK is not adopted.

19.04.Appendix NL Renewable energy infrastructure.

IRC Appendix NL is not adopted.

Chapter 19.05 EXISTING BUILDING CODE

19.05.010 International Existing Building Code (IEBC) adopted.

For the purpose of providing an alternative method of regulating the enlargement, alteration, repair, moving, conversion, occupancy, and use of existing buildings and structures or portions thereof in the City and Borough, there is adopted by reference, as the existing Building Code of the City and Borough, that certain compilation of rules and regulations prepared by the International Code Council, a nationally recognized technical trade

organization, which compilation is entitled "International Existing Building Code, ~~2012~~ 2024 Edition," (IEBC) and one copy which has been filed in the office of the municipal clerk of the City and Borough, or places designated by the municipal clerk for public use, inspection and examination, and which compilation is made a part of this chapter as if fully set forth in this section, subject only to the enumerated additions, deletions and changes in this chapter.

19.05.702.4 Alterations - level 1; materials and methods.

Delete reference to "International Energy Conservation Code".

Delete reference to "International Plumbing Code" and replace with "Uniform Plumbing Code".

19.05.708 Alterations - level 1; energy conservation.

Delete this section in its entirety.

~~**19.05.810.1 Alterations - level 2; plumbing; minimum fixtures.**~~

Delete reference to "International Plumbing Code" and replace with "International Building Code" or "International Residential Code" as applicable.

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 11, 6-5-2017, eff. 7-6-2017)

~~**19.05.809.1 Alterations - level 2; energy conservation.**~~

Delete this section in its entirety.

~~**19.05.907.8 Alterations - level 3; energy conservation.**~~

Delete this section in its entirety.

~~**19.05.10.0910.1 Change of occupancy; plumbing; increased demand Plumbing.**~~

Delete all references to "International Plumbing Code" in section and replace with "International Building Code" or "International Residential Code" or "Uniform Plumbing Code" as applicable.

~~**19.05.1012.8 Change of occupancy; change of occupancy classification; accessibility.**~~

Add an exception as follows:

For existing R-3 buildings in residential zoned neighborhoods, disabled access requirements are not required for converting an R-3 to a mixed-use, R-3 and commercial use building, as long as the owner of the commercial use both lives and works in the building. Presence of employees or public use does not reinstate disabled

access requirements for this type of Home Occupation R-3 mixed use. This exception does not apply when Home Occupation is combined with an E occupancy serving more than 12 children.

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 5, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 11, 6-5-2017, eff. 7-6-2017)

19.05.1401.2 Performance compliance methods; applicability.

Delete the phrase starting with "[Date to be inserted by the jurisdiction?" and insert the following: "the date specified in the definition of Existing Building in section 202, Definitions." (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 11, 6-5-2017, eff. 7-6-2017)

19.05 Appendix A Guidelines for the seismic retrofit of existing buildings.

Appendix Chapter A is hereby adopted.

19.05 Appendix B Supplementary accessibility requirements for existing buildings and facilities.

Appendix Chapter B is hereby adopted.

19.05 Appendix C Guidelines for the wind retrofit of existing buildings.

Appendix C is hereby adopted.

19.05 Appendix D Board of appeals.

Appendix D is not adopted.

19.05 Appendix E Temporary emergency uses.

Appendix E is hereby adopted.

Chapter 19.06 PLUMBING CODE

19.06.1.010 Uniform Plumbing Code (UPC) adopted.

For the purpose of regulating the erection, construction, reconstruction, addition, enlargement, conversion, equipment, use and maintenance of all plumbing within and without all buildings and structures or portions thereof within the City and Borough, there is adopted by reference as the plumbing code of the City and Borough, that certain compilation of rules and regulations prepared and published by the International Association of Plumbing and Mechanical Officials, a nationally recognized technical trade organization, which compilation is entitled "Uniform Plumbing Code, ~~2012~~ 2024 Edition," (UPC) and one copy which has been filed in the office of the municipal clerk of the City and Borough or at such places as designated

by the municipal clerk, for public use, inspection and examination and which compilation is made a part of this chapter as if fully set forth in this section, subject only to the enumerated additions, deletions and changes in this chapter.

~~19.06.1.312.1~~ Protection of piping, materials, and structures.

Add the following sentence to the end of the paragraph:

"Sleeve to have an internal diameter 2" larger than the pipe the sleeve is protecting when penetrating a foundation wall. Pipe to be centered in sleeve to allow 1" of annular space around the pipe."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)

~~19.06.1.312.7~~ Protection of piping, materials and structures.

Delete remainder of sentence after Table 14-1.

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 6, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)

19.06.1.422.0 Minimum number of required fixtures.

Delete section in its entirety and refer to IBC Section 2902.1, Table 2902.1, Minimum Number of Plumbing Facilities ~~except that for assembly areas containing auditoriums, convention halls, stadiums, and casinos, the ratios of fixtures shall be as follows:~~

1. ~~the number of water closets required for females are changed to provide~~
 - a. ~~four water closets for 1–50 females;~~
 - b. ~~six water closets for 51–100 females;~~
 - c. ~~10 water closets for 101–200 females;~~
 - d. ~~14 water closets for 201–400 females; and~~
 - e. ~~one additional water closet for each 100 females over 400 females; and~~
2. ~~the number of lavatories required for females and males are changed to~~
 - a. ~~one lavatory for each water closet up to four water closets; and~~
 - b. ~~one additional lavatory for each two additional water closets beyond four water closets. (DOL)~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)

~~19.06.1.507.5~~ — ~~Relief valve discharge.~~

Delete section ~~507.5~~.

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017; Memo of 3-28-2018)

~~19.06.1.Table 604.1~~ — ~~Materials for building supply and water distribution piping and fittings.~~

Delete "Asbestos Cement" from the table.

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)

~~19.06.1.604.2~~ ~~Materials; copper or copper alloy tube.~~

Delete the exception.

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)

~~19.06.1.608.5~~ ~~Discharge piping~~

Delete (7).

~~19.06.1.608.7~~ — ~~Vacuum relief valves.~~

Add the following after "elevation":

"more than one story".

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.06.1.609.3(2)~~ — ~~Installation; under concrete slab.~~

Add the following as the first sentence:

"Copper pipe and tubing shall be protected from direct contact with concrete or cinder blocks by a minimum of 0.025 inch (0.64mm) approved sheathing or wrapping."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)

~~19.06.1.701.12(2)~~ ~~Drainage; piping.~~

Delete the words "Chapter ~~15~~ 14 "Firestop Protection and replace with the words "the Building Code".

~~19.06.1.701.12(7)~~ ~~Drainage; piping.~~

Add a new exception as follows:

"701.1(7) ABS, PVC, and cast iron shall not be used underground where it passes underneath the foundation within one foot of building walls or footings unless

adequately sleeved with schedule 40 steel or ductile iron with a minimum one inch annular space to a point two feet on each side of the wall or footing."

~~19.06.1.710.3(3) — Sanitary drainage; drainage of fixtures located below the next upstream manhole or below the main sewer level; sewage ejector pumps.~~

Delete the words "three (3) inches (80 mm)" and replace with the words "two (2) inches (50mm)."

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)~~

~~19.06.1.801.3 — Bar and fountain sink traps.~~

Delete the words "5 feet" from the last sentence and substitute the words "15 feet."
~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.06.1.811.9 — Chemical wastes.~~

Add a new section as follows:

~~"811.9 Dental vacuum systems may be installed with schedule 40 PVC pipe and fittings, above and below grade."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

19.06.1.903.1(2) Vents; materials; applicable standards.

Delete reference to "Chapter 145 Firestop Protection" and replace with "the Building Code."

~~19.06.1.908.2 — Horizontal wet venting for bathroom groups.~~

Delete this section in its entirety.

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 6, 7-30-2014, eff. 7-31-2014)~~

~~19.06.1.1002.2 — Horizontal lengths of trap arms.~~

Add footnote ** after the words "Horizontal lengths of Trap Arm" and below Table 1002.2 add the following:

~~"** Trap arms for residential floor drains may be extended beyond the limits of Table 1002.2 to where they pass under the nearest wall before installing the required vent."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 6, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)~~

~~19.06.1014.0 — Grease interceptors.~~

19.06.1.1014.1 Grease interceptors; general. Modify the first sentence to read:

Grease interceptors shall be installed in all commercial establishments that prepare food or beverages, food processing establishments, to include churches and coffee stands that are

regulated by the Department of Environmental Conservation, Division of Environmental Health Food Safety and Sanitation. An approved type of grease interceptor(s) complying with the provisions of this section shall be correctly sized and properly installed in grease waste line(s) leading from sinks and drains, such as floor drains, floor sinks and other fixtures or equipment in serving establishments such as restaurants, cafes, lunch counters, cafeterias, bars and clubs, hotels, hospitals, sanitariums, factory or school kitchens, or other establishments where grease is introduced into the drainage or sewage system in quantities that can effect line stoppage or hinder sewage treatment or private sewage disposal.

Add the following exception.

Exception: The Authority Having Jurisdiction may waive the grease interceptor requirements for an establishment if provided convincing evidence from the business owner as to why a grease interceptor would not be needed.

~~19.06.1.1101.5.1~~ — Subsoil drains; discharge.

~~Add the following to the beginning of the paragraph:~~

~~"When required by the administrative authority..."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)~~

19.06.1.1101.6 7 Building subdrains.

Delete the word "public" and insert the word "storm."

19.06.1.1101.412.1 Primary roof drainage.

Delete the first sentence and replace with the following:

"Roof areas of a building shall be drained by roof drains, gutters, scuppers, or sheet flow off the edge of the roof."

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.06.1.1101.412.2.2 Secondary roof drains.

Delete "or 1101.412.2.2.2" from the last sentence.

19.06.1.1101.412.2.2(b).2 Combined systems.

Delete this subsection in its entirety.

19.06.1.41081105.0 Controlled-flow roof drainage.

Delete Subsections 41081105.1 and 41081105.2 in their entirety.

~~19.06.1.Chapter 12~~ — ~~Fuel gas piping.~~

~~In addition to the fuel gas pipe sizing requirements in this chapter, the fuel gas pipe sizing methods in the International Fuel Gas Code shall be considered acceptable methods of sizing fuel gas piping.~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)~~

~~19.06.1.1316.9~~ — ~~Materials.~~

~~Add a new subsection as follows:~~

~~"1316.9 Dental vacuum systems may be installed with schedule 40 PVC pipe and fittings, above and below grade."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.06.1.Chapter 145~~ ~~Firestop protection.~~

~~Delete UPC Chapter 145 in its entirety. Refer to Chapter 7 of the International Building Code.~~

~~19.06.1.Chapter 16~~ — ~~Gray water systems.~~

~~Delete UPC Chapter 16 in its entirety.~~

APPENDICES

~~If a specific appendix is not listed as adopted, it is deleted.~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 12, 6-5-2017, eff. 7-6-2017)~~

19.06.1.UPC Appendix A Recommended rules for sizing the water supply system.

UPC Appendix A is hereby adopted.

19.06.1.UPC Appendix B Explanatory notes on combination waste and vent systems.

UPC Appendix B is hereby adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.06.1.UPC Appendix C Alternate plumbing systems.

UPC Appendix C is hereby adopted.

19.06.1.UPC Appendix D Sizing stormwater drainage systems.

UPC Appendix D is hereby adopted with the following change:

UPC Table D1, Maximum Rates of Rainfall for Various Cities, Storm Drainage, and substitute the following:

"Roof drainage rate in Juneau shall be based on a rainfall of one inch per hour."

19.06.1.UPC Appendix E Manufactured/mobile home parks and recreational vehicle parks.

UPC Appendix E is hereby adopted.

19.06.1.UPC Appendix G Sizing of gas venting.

UPC Appendix G is hereby adopted.

19.06.1.UPC Appendix H Private sewage disposal systems.

UPC Appendix H is not adopted.

19.06.1.UPC Appendix J Combination of indoor and outdoor combustion and ventilation opening design.

UPC Appendix J is hereby adopted.

19.06.1.UPC Appendix K ~~Private sewage disposal~~ Potable rainwater catchment-systems.

UPC Appendix K is ~~not~~ hereby adopted.

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.06.1.UPC Appendix L Sustainable practices.

UPC Appendix L is not adopted

19.06.1.UPC Appendix M Peak water demand calculator.

UPC Appendix M is not adopted

19.06.1.UPC Appendix N Impact of water temperature on the potential for scalding and legionella growth.

UPC Appendix N is not adopted

19.06.1.UPC Appendix O Non-sewered sanitation systems.

UPC Appendix O is not adopted

19.06.1.UPC Appendix P Professional qualifications.

UPC Appendix P is not adopted

19.06.1.UPC Appendix Q Indoor horticultural facilities.

UPC Appendix Q is not adopted

19.06.1.UPC Appendix R Tiny houses.

UPC Appendix R is hereby adopted

19.06.1.UPC Appendix S Onsite stormwater treatment systems.

UPC Appendix S is not adopted

Chapter 19.07 MECHANICAL CODE

19.07.010 International Mechanical Code (IMC) adopted.

For the purpose of regulating the erection, installation, alterations, repair, relocation, replacement, addition to, use, design, quality of materials, location and maintenance of heating, ventilating, cooling and refrigeration systems, incinerators, and other miscellaneous heat-producing appliances within and without all buildings and structures and portions thereof within the City and Borough, there is adopted by reference as the mechanical code of the City and Borough that compilation of rules and regulations prepared and published by the International Code Council, a nationally recognized technical trade organization, which compilation is entitled "International Mechanical Code, ~~2012~~ 2024 Edition," (IMC) and one copy which has been filed in the office of the municipal clerk of the City and Borough or at such other places designated by the municipal clerk, for public use, inspection and examination and which compilation is made a part of this chapter as if fully set forth in this section, subject only to the enumerated additions, deletions and changes in this chapter.

19.07.301.6 Fuel gas appliances and equipment.

Delete the words "fuel gas distribution and equipment,"(SFM)

19.07.303.3 Prohibited locations.

~~In exception 3 insert the words "tightly gasketed" before "solid" to read "tightly gasketed solid door."~~

Delete the words "~~weather-stripped~~ in accordance with the exterior door air leakage requirements of the International Energy Conservation Code ~~and~~." from the third exception.(SFM) ~~(SFM partial)~~

~~19.07.304.9 Clearances to combustile construction.~~

~~Delete section 304.9 and add the following:~~

~~304.9 Construction clearances to combustible construction. Heat producing equipment and appliances shall be installed to maintain the required clearances to combustible construction as specified in the listing and manufacturer's instructions. Such clearances shall be reduced only in accordance with Section 308. Certain unlisted, heat producing equipment shall be allowed provided it is installed in a manner so as to maintain the clearances to combustible construction specified in Tables 304.7 and 304.8. Clearances to combustibles shall include such considerations as door swing, drawer pull, overhead projections or shelving and window swing, shutters, coverings and drapes. Devices such as doorstops or limits, closers, drapery ties or guards shall not be used to provide the required clearances."~~ (SFM)

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 7, 7-30-2014, eff. 7-31-2014)~~

~~***~~

~~**19.07. Table 304.9 — Clearances, in inches with specified forms of protection.**~~

~~Insert the following table: (SFM)~~

~~Table 304.9 Clearances, in inches with specified forms of protection. (1,2)~~

TYPE OF PROTECTION		Where the standard clearance in Table 304.7 with no protection is											
Applied to the Combustible Material Unless Otherwise Specified and Covering All Surfaces within the Distance Specified as the Required Clearance with No Protection (Thicknesses Are Minimum)		36 Inches			18 Inches			12 Inches			6 Inches		
		(× 25.4 for mm)											
(× 25.4 for mm)		Above	Sides And Rear	Chimney or Vent Connector	Above	Sides and Rear	Chimney or Vent Connector	Above	Sides and Rear	Chimney or Vent Connector	Above	Sides and Rear	Chimney or Vent Connector
1.	¼" in insulating mill board spaced out 1" (3)	30	18	30	15	9	12	9	6	6	3	2	3
2.	0.013" (No. 28 manufacturer's standard gage) steel sheet on ¼" insulating millboard	24	18	24	12	9	12	9	6	4	3	2	2
3.	0.013" (No. 28 manufacturer's standard gage) steel sheet spaced out 1" (3)	18	12	18	9	6	9	6	4	4	2	2	2
4.	0.013" (No. 28 manufacturer's standard gage) steel sheet on ½" insulating mill board spaced out 1" (3)	18	12	18	9	6	9	6	4	4	2	2	2
5.	1½" insulating cement covering on heating appliance	18	12	36	9	6	18	6	4	9	2	1	6

6.	¼" insulating millboard on 1" mineral fiber batts reinforced with wire mesh or equivalent	18	12	18	6	6	6	4	4	4	2	2	2
— 1. For appliances complying with Sections 304.2 and 304.3.													
— 2. Except for the protection described in Item 5, all clearances shall be measured from the outer surface of the appliance to the combustible material, disregarding any intervening protection applied to the combustible material.													
— 3. Spacers shall be of noncombustible material.													
NOTE: Insulating millboard is a factory-made product formed of noncombustible materials, normally fibers, and having a thermal conductivity of 1 Btu-inch per square foot per degree Fahrenheit [1.73W/(m·K)] or less.													

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 14, 6-5-2017, eff. 7-6-2017)

~~19.07.308.12~~ — ~~Clearance reduction; steam and hot water pipes.~~

Add the following new subsection:

~~"308.12 Steam and hot water pipes. Coverings or insulation used on steam or hot water pipes shall be of material suitable for the operating temperature of the system. The insulation or jackets shall be of noncombustible materials, or the insulation or jackets and lap seal adhesives shall be tested as a composite product. Such composite product shall have a flame spread rating of not more than 25 and a smoke developed rating not to exceed 50."~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.07.403.3~~ — ~~Outdoor airflow rate.~~

Delete the first sentence and add the following:

~~"Ventilation Systems shall be designed to have the capacity to supply the minimum outdoor airflow rate required in Table 403.3 based on the occupancy of the space and the occupant load or other parameter as stated herein, or in accordance with ASHRAE Standard 62 (2010 edition)." (SFM)~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 7, 7-30-2014, eff. 7-31-2014)

~~19.07.Table 403.3~~ — ~~Minimum ventilation rates.~~

Add a footnote i as follows:

~~"i. — Change of use of a space to an accessory storage occupancy shall not require addition of a ventilation system when the space was not previously mechanically ventilated."~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 7, 7-30-2014, eff. 7-31-2014)

~~19.07.501.3~~ — ~~Exhaust discharge.~~

Delete the exceptions and add the following to the second sentence:

~~"unless it is part of any engineered ventilation system."~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 7, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 14, 6-5-2017, eff. 7-6-2017)

1
2 **~~19.07.504.1 — Clothes dryer exhaust; installation.~~**

3 Delete the exception and add the following sentence:

4 "Condensing (ductless) clothes dryers shall not be used."

5 (~~Serial No. 2017-01, § 13, 6-5-2017, eff. 7-6-2017~~)

6 **~~19.07.505.1 — Domestic kitchen exhaust equipment; domestic systems.~~**

7 In Exception 1, delete the words "or natural" and add the word "exhaust" in their place.

8 And add the following Exception:

9 "3. — Ducting included as a part of a listed appliance may be used as listed with that
appliance."

10 (~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

11 ***

12 **~~19.07.511.1 — Dust, stock and refuse conveying systems.~~**

13 Add the following exception:

14 "Exception: Listed dust collectors and separators designed and installed in accordance
with NFPA 664."

15 (~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

16 ***

17 **~~19.07.603.1 — Duct construction and installation; general.~~**

18 Add the following sentence:

19 "Bathroom, laundry room and kitchen room exhaust ducting and HRV ducting may be of
smooth plastic, or smooth metal. Ducting included as a part of a listed appliance may
also be used as listed with that appliance."

20 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 14, 6-5-2017, eff. 7-6-2017~~)

21 ***

22 **19.07.604.1 Duct systems; insulation; general.**

23 Delete the words "and the International Energy Conservation Code." (SFM)

24 Add to the end of the paragraph:

25 All supply and return air ducts and plenums shall be insulated with a minimum of R-5
insulation when located in unconditioned spaces and with a minimum of R-128
insulation when located outside the building envelope. When located within a building

envelope assembly, the duct or plenum shall be separated from the building exterior or unconditioned or exempt spaces by a minimum of R-8 insulation.

Exceptions:

1. When located within equipment.
2. When the design temperature difference between the interior and exterior of the duct or plenum does not exceed 15°F (8°C).

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 14, 6-5-2017, eff. 7-6-2017)

19.07.605.1 Air filters; general.

Add exception:

"Exception: Filters may be installed downstream of any heat exchanger or coil when environmental conditions are such that filters installed upstream of a heat exchanger or coil degrade system performance.(SFM)

19.07.802.3 —Chimney and vents; installation.

Add the following sentences:

~~"If Direct vent appliances manufacturer's installation instructions do not specify the minimum dimension to air openings into the building, then that dimension shall be not less than 24 inches. An anticipated snow depth of 12 inches shall be used when determining the manufacturer's minimum vent termination height. Measurements shall be made to the bottom of the vent outlet."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

19.07.804.1 Direct-vent terminations.

Add the following sentence to the end of the paragraph:

"For direct-vent terminal clearances not specified by the manufacturer, the minimum dimension to air openings into the building shall be 24 inches. An anticipated snow depth of 12 inches shall be used when determining the manufacturer's minimum vent termination height. Measurements shall be made to the bottom of the vent outlet."

19.07.907.1 Incinerators and crematories; general

Add a second sentence to read:

~~"Commercial standard UL 2790 may be accepted as an alternative to UL 791 and~~
~~Residential standard UL 508 and UL 698 may not be acceptable to UL 791."~~(SFM)

1
2 **19.07.92129.1 ~~Unvented~~ Vented room heaters.**

3 Add a new section as follows second sentence to read:

4 ~~19.07.929.1 Unvented Room Heaters.~~ "Unvented room heaters shall not be used."

5 **19.07.1001.1 Boilers, water heaters and pressure vessels; scope.**

6 ~~In exception 7, add the following sentence:~~

7 "See AS 18.60.180 — 18.60.395." Revised, with exceptions remaining, to read:

8 Scope. This chapter governs the installation, alteration, and repair of boilers, water
9 heaters, and pressure vessels not subject to the provisions of the Department of Labor
10 and Workforce Development under AS 18.60.180-18.60.395." (SFM)

11 **~~19.07.1006.7 Boilers, water heaters and pressure vessels; boiler safety devices.~~**

12 ~~Add ", Table 10-A," after the word "instructions."~~

13 ~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

14 **~~19.07.Table 10A Controls and limit devices for automatic boilers.~~**

15 ~~In IMC Chapter 10, add a new Table 10A, as follows:~~

16 ~~TABLE 10A-CONTROLS AND LIMIT DEVICES FOR AUTOMATIC BOILERS~~

SAFETY CONTROL TIMING												
(Nominal Maximum Time in Seconds)												
Boiler Group	Fuel	Fuel Input Range ¹ (Inclusive) (x 0.293071 For W)	Type of Pilot ²	Trials for Main Burner Flame		Flame Pilot	Main Burner Flame Failure ³	Assured Fuel Supply Control ⁴	Assured Air Supply Controls ⁵	Low-Fire Start-Up Control ⁶	Pre-Purging Control ⁷	Hot Water Temperature and Low Water Limit Controls ⁸
				Trial for Pilot	Direct Electric Ignition							
A	Gas	0—400,000 Btu/h	Any type	90	Not Required	90	90	Not Required	Required	Not Required	Not Required	Required
B	Gas	400,001—2,500,000 Btu/h	Interrupted or intermittent	15	15	15	2—4	Not Required	Required	Not Required	Not Required	Required
C	Gas	2,500,001—5,000,000 Btu/h	Interrupted or intermittent	15	15	15	2—4	Required	Required	Required	Required	Required
D	Gas	Over 5,000,000 Btu/h	Interrupted	15	15	15	2—4	Required	Required	Required	Required	Required
E	Oil	0—400,000 Btu/h	Any type	Not Required	90	90	90	Not Required	Required	Not Required	Not Required	Required
F	Oil	400,001—1,000,000 Btu/h	Interrupted	Not Required	30	30	2—4	Required	Required	Not Required	Not Required	Required
G	Oil	Over 3,000,000 Btu/h	Interrupted	Not Required	15	15	2—4	Required	Required	Not Required	Not Required	Required
H	Oil	Over 3,000,000 Btu/h	Interrupted	15	15	60	2—4	Required	Required	Required	Required	Required
	Electric	All	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Required

¹Fuel input shall be determined by one of the following:

^{1.1}The maximum burner input as shown on the burner nameplate or as otherwise identified by the manufacturer.

^{1.2}The nominal boiler rating, as determined by the building official, plus 25 percent.

²Automatic boilers shall have one flame failure device on each burner which shall prove the presence of a suitable ignition source at the point where it will reliably ignite the main burner, except that boiler Groups A, B, E, F and G which are equipped with direct electric ignition shall monitor the main burner, and all boiler groups using interrupted pilots shall monitor only the main burner after the prescribed limited trial and ignition periods. Boiler Group A equipped with continuous pilot shall accomplish 100 percent shutoff within 90 seconds upon pilot flame failure. The use of intermittent pilots in boiler Group C is limited to approved burner units.

³In boiler Groups B, C and D, a 90-second main burner flame failure limit may apply if continuous pilots are provided on manufacturer assembled boiler burner units which have been approved by an approved testing agency as complying with nationally recognized standards approved by the building official. Boiler Groups F and G equipped to reenergize their ignition system within 0.8 second after main burner flame failure will be permitted 30 seconds for Group F or 15 seconds for Group G to reestablish its main burner flame.

⁴Boiler Groups C and D shall have controls interlocked to accomplish a non-recycling fuel shutoff upon high or low gas pressure, and boiler Groups F, G and H using steam or air for fuel atomization shall have controls interlocked to accomplish a non-recycling fuel shutoff upon low atomizing steam or air pressure. Boiler Groups F, G and H equipped with a preheated oil system shall have controls interlocked to provide fuel shutoff upon low oil temperature.

⁵Automatic boilers shall have controls interlocked to shut off the fuel supply in the event of draft failure if forced or induced draft fans are used or, in the event of low combustion airflow, if a gas power burner is used. Where a single motor directly driving both the fan and the oil pump is used, a separate control is not required.

⁶~~Boiler Groups C, D and H, when firing in excess of 400,000 Btu (117 kW) per combustion chamber, shall be provided with low fire start of its main burner system to permit smooth light off. This will normally be a rate of approximately one third of its maximum firing rate.~~

⁷~~Boiler Groups C, D and H shall not permit pilot or main burner trial for ignition operation before a purging operation of sufficient duration to permit a minimum of four complete air changes through the furnace, including combustion chamber and the boiler passes. Where this is not readily determinable, five complete air changes of the furnace, including combustion chamber up to the first pass, will be considered equivalent. An atmospheric gas burner with no mechanical means of creating air movement or an oil burner which obtains two thirds or more of the air required for combustion without mechanical means of creating air movement shall not require purge by means of four air changes so long as its secondary air openings are not provided with means of closing. If such burners have means of closing secondary air openings, a time delay must be provided which puts these closures in a normally open position for four minutes before an attempt for ignition. An installation with a trapped combustion chamber shall in every case be provided with a mechanical means of creating air movement for purging.~~

⁸~~Every automatic hot water heating boiler, low pressure hot water heating boiler, and power hot water boiler shall be equipped with two high temperature limit controls with a manual reset on the control with the higher setting interlocked to shut off the main fuel supply, except that manual reset on the high temperature limit control shall not be required on any automatic package boiler not exceeding 400,000 Btu/h (117 kW) input and which has been approved by an approved testing agency. Every automatic hot water heating, power boiler and package hot water supply boiler shall be equipped with one low water level limit control with a manual reset interlocked to shut off the fuel supply so installed as to prevent damage to the boiler and to permit testing of the control without draining the heating system except on boilers used in Group R Occupancies of less than six units and in Group M Occupancies and further, except that the low water level limit control is not required on package hot water supply boilers approved by a nationally recognized testing agency. However, a low water flow limit control installed~~

1
2 in the circulating water line may be used instead of the low water level limit control for
3 the same purpose on coil type boilers.

4 ⁹Every automatic low pressure steam heating boiler, small power boiler and power
5 steam boiler shall be equipped with two high steam pressure limit controls interlocked
6 to shut off the fuel supply to the main burner with manual reset on the control with the
7 higher setting and two low water level limit controls, one of which shall be provided
8 with a manual reset device and independent of the feed water controller. Coil type flash
9 steam boilers may use two high temperature limit controls, one of which shall be
10 manually reset in the hot water coil section of the boiler instead of the low water level
11 limit control.

12 ¹⁰Boiler Groups C, D and H shall use an approved automatic reset safety shutoff valve
13 for the main burner fuel shutoff, which shall be interlocked to the programming control
14 devices required. On oil burners where the safety shutoff valve will be subjected to
15 pressures in excess of 10 psi (69 kPa) when the burner is not firing, a second safety
16 shutoff valve shall be provided in series with the first. Boiler Groups C and D, using gas
17 in excess of 1 pound per square inch (6.9 kPa) pressure or having a trapped combustion
18 chamber or employing horizontal fire tubes, shall be equipped with two approved safety
19 shutoff valves, one of which shall be an automatic reset type, one of which may be used
20 as an operating control, and both of which shall be interlocked to the limit control
21 devices required. Boiler Groups C and D using gas in excess of 1 pound per square inch
22 (6.9 kPa) pressure shall be provided with a permanent and ready means for making
23 periodic tightness checks of the main fuel safety shutoff valves.

24 ¹¹Control and limit device systems shall be grounded with operating voltage not to
25 exceed 150 volts, except that, on approval by the building official, existing control
equipment to be reused in an altered boiler control system may use 220-volt single
phase with one side grounded, provided such voltage is used for all controls. Control and
limit devices shall interrupt the ungrounded side of the circuit. A readily accessible
means of manually disconnecting the control circuit shall be provided with controls so
arranged that when they are deenergized the burner shall be inoperative."

(Serial No. 2009-16(b), § 2, 9-21-2009)

1
2 **19.07.1105.3 ————— Machinery room, general requirements; refrigerant detector.**

3 Add a second sentence to read as follows:

4 "Refrigerant detectors shall alarm both inside and outside the machinery room."
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 14, 6-5-2017, eff. 7-6-2017)

5 ***

6 **19.07.1204.2 ————— Hydronic piping; pipe insulation; required thickness.**

7 Delete section 1204.2 and add the following:

8 "1204.2 *Required Insulation.* The surface temperature of piping located within normal
9 reach of building occupants shall not exceed 120 degrees Fahrenheit." (SFM, partial)
(Serial No. 2009-16(b), § 2, 9-21-2009)

10 **19.07.1305.2.1 ————— Fuel oil system installation; flood hazard.**

11 Add a second paragraph as follows:

12 "In flood hazard areas, tank inlets, fill openings, outlets, and vents shall be at or above
13 the design flood elevation or fitted with covers designed to prevent the inflow of
14 floodwater or outflow of the contents of the tanks during conditions of the design flood."
(Serial No. 2009-16(b), § 2, 9-21-2009)

15 **19.07.1401.1 Solar systems; general.**

16 Delete Sections 1401 through 1404 and insert a new Section 1401.1 as follows:

17 "1401.1 *General.* Solar energy equipment and appliances must be installed in
18 compliance with the Solar Energy Code as adopted by 8 AAC 63.010, as amended from
19 time to time." (SFM)

20 **19.07.Chapter 15 Referenced standards.**

21 In IMC Chapter 15, add or change these listed referenced standards to the following:

22 NFPA 13-2010 Installation of Sprinkler Systems. (SFM)

23 NFPA 72-2010 National Fire Alarm Code. (SFM)

24 NFPA 96-2011 Ventilation Control and Fire Protection of Commercial Cooking
25 Operations.

Add to the list of referenced UL Standards:

UL 2790-2019 Revision Standard for Commercial Incinerators, adopted by reference."
(SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 7, 7-30-2014, eff. 7-31-2014)

1
2 **19.07. ~~IMC~~ Appendix A ~~Combustion air openings and e~~Chimney connector pass-**
3 **throughs.**

4 IMC Appendix A is hereby adopted ~~as a part of this Code~~.
(Serial No. 2009-16(b), § 2, 9-21-2009)

5 **19.07. ~~IMC~~ Appendix B Recommended permit fee schedule.**

6 IMC Appendix B is not adopted.
7 (Serial No. 2009-16(b), § 2, 9-21-2009)

8 **19.07. Appendix C Board of appeals.**

9 IMC Appendix C is not adopted.

10 **19.07. Appendix D Clean air delivery.**

11 IMC Appendix D is not adopted.

12 **19.07. Appendix E Clean air delivery and monitoring.**

13 IMC Appendix E is not adopted.

14 **Chapter 19.08 ELECTRICAL CODE**

15 **19.08.010 National Electrical Code (NEC) adopted.**

16 For the purpose of regulating the construction, reconstruction, addition, enlargement,
17 conversion, equipment, use and maintenance of all electrical wiring and devices within and
18 without all buildings and structures within the City and Borough, there is adopted, as the
19 electrical code of the City and Borough, that certain compilation of rules and regulations
20 prepared and published by the National Fire Protection Association, a nationally recognized
21 technical trade association, which compilation is entitled "National Electrical Code, ~~2011~~ 2023
22 Edition," (NEC) and one copy which has been filed in the office of the municipal clerk of the
23 City and Borough or in such place designated by the municipal clerk for public use, inspection
24 and examination and which compilation is made a part of this chapter as if fully set forth in
25 this section, subject only to the enumerated additions, deletions and changes in this chapter.

~~19.08.100(1) Definitions, general.~~

~~Add the following definition:~~

~~"Abandoned. Wherever used in a requirement to remove existing, unused cables of all
types in the National Electrical Code, "Abandoned" shall mean unused cables left in
sufficient quantity to constitute a hazardous situation as determined by the building
official."~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.08.210.19(A)(4) Branch circuit ratings; other loads.~~

~~In the first sentence change "14 AWG" to "12 AWG".~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.08.210.19(A)(5) Branch circuit ratings; water heaters.~~

~~Add a new subsection as follows:~~

~~"(5) Water heaters. For each storage type electric water heater, the minimum conductor size shall be AWG No. 10 copper."~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.08.225.31(B)2 Outside branch circuits and feeders; location.

In the first paragraph delete the words "be installed either inside or outside of the building or structure served or where the conductors pass through the building or structure" and replace with the following:

"be accessible from the exterior of the building or in a room with direct access to the exterior. Such room shall be separated from remainder of the building by construction capable of resisting the passage of smoke. Doors shall be self-closing or automatic closing upon detection of smoke. Doors shall not have air transfer openings and shall not be undercut in excess of the clearance permitted in accordance with NFPA 80."

19.08.230.28 Overhead service-drop conductors; service masts as supports.

~~Number the existing paragraph as (A) and a~~Add a new subsection (CB) reading as follows:

~~"(CB) Exterior service equipment shall be protected from roof drainage and snow from roof eaves. Masts for aerial services shall be a minimum of two-inch rigid steel conduit".~~

19.08.334.14 Nonmetallic-sheathed cable: Types NM, and NMC, ~~and~~ NMS; abandoned cables.

Add the following section:

"334.14 Abandoned cables. The accessible portion of abandoned cables shall be removed."

(Serial No. 2009-16(b), § 2, 9-21-2009)

Chapter 19.09 FUEL GAS CODE

19.09.010 International Fuel Gas Code (IFGC) adopted.

For the purpose of regulating the installation, alterations, repair, relocation, replacement, addition to, use, design, quality of materials, location and maintenance of fuel gas piping systems, fuel gas utilization equipment and related accessories within and without all buildings and structures and portions thereof within the City and Borough, there is adopted by reference as the Mechanical Code of the City and Borough that compilation of rules and regulations prepared and published by the International Code Council, a nationally recognized technical trade organization, which compilation is entitled "International Fuel Gas Code, ~~2012~~ 2024 Edition," and one copy which has been filed in the office of the clerk of the City and Borough or at such other places designated by the clerk, for public use, inspection and examination and which compilation is made a part of this chapter as if fully set forth in this section, subject only to the following enumerated additions, deletions and changes.

19.09.101 Administration, general.

Delete Sections 101.3 through ~~114.409.7~~.

19.09.202 General definitions.

Add the following definitions:

"ICC Electrical Code shall mean appropriate corresponding references in the ~~2014~~ National Electrical Code adopted at CBJC 19.08.010."

19.09.306.4 Appliances under floors.

Add the following as the first sentence:

"Installation of gas burning appliances in underfloor crawlspaces is prohibited ~~unless prior written approval is obtained from the administrative authority.~~"

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.09.403.109.1~~ 19.09.403.109.1 Pipe joints.

Add the following at the end of the paragraph:

"All joints in underground ferrous piping shall be welded when any of the following conditions apply:

1. The nominal pipe diameter is 2½ inch or larger.
2. The pipe is installed under a driveway.
3. Medium pressure systems."

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.09.403.109.2 Copper tTubing joints.

Add the following sentence at the end of the paragraph:

"All joints in underground copper shall be brazed with wrought copper fittings. No underground joints shall be permitted unless the underground length of run exceeds 60 feet (18.3 m). All pipe to tubing transitions shall be made above ground."

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.09.403.10.49.5 Metallic fittings.

In Item 2, delete the words "or cast iron." and delete Item 5.

19.09.404.20 21 Piping system installation; frost heave.

Add a new subsection as follows:

404.20 Frost heave. At all points where fuel gas piping enters or leaves the ground there shall be installed, above ground, a connection capable of absorbing relative motion due to frost heave action. Such connectors shall be of a type approved by the building official and installed in such a manner to absorb a 6-inch (152 mm) displacement in any direction. A wire braided kink-proof flexible connection with woven jacket and oil proof synthetic tube and cover and neoprene liner may be used. Supporting wire shall run the full length of hose. Hose-to-pipe connectors are to be of the removable metal compression type.

Temperature range shall be -40 degrees F (-40c) to +250 degrees F (121c). (Aeroquip #1503 medium-pressure single-wire braid hose equipped with non-swivel male pipe fittings is an example of a suitable connector.)"

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 16, 6-5-2017, eff. 7-6-2017)

19.09.404.2122 Piping system installation; flex connectors.

Add a new subsection as follows:

1
2 404.21 *Flex connectors*. Flex connectors listed for outdoor use may be used between
3 meter and house main. No flex connector may pass through any wall, partition, panel or
4 other barrier. Solid fittings shall be used on each end."

5 **19.09.404.22 23 Piping system installation; mobile homes.**

6 Add a new subsection as follows:

7 404.22 *Mobile homes*. Pounds to inches water-column regulators serving mobile homes
8 and connected to copper tubing shall be attached directly to the inlet connection on the
9 exterior of the mobile home, and shall not be located under the mobile home. An
10 approved gas valve shall be installed immediately preceding the regulator."

11 ***

12 ~~19.09.409.5.2 Vented decorative appliances and room heaters.~~

13 Delete section in its entirety.

14 ~~(Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014)~~

15 ~~19.09.409.5.3 Located at manifold.~~

16 Delete section in its entirety.

17 ~~(Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014)~~

18 ~~19.09.501.7 Connection to fireplace.~~

19 Delete this section and replace with the following:

20 "Gas fired appliances shall not be connected to fireplace chimneys without prior
21 approval of the Administrative Authority."

22 ~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

23 ***

24 **19.09.503.8 Venting system termination location.**

25 Change Item 3 to read Make the Exception 1. and add the following exception:

26 "23. The vent terminal of a direct-vent appliance shall be as required in the
27 manufacturer's installation instructions. If such instructions do not specify the
28 minimum dimension to air openings into the building, then that dimension shall
29 be not less than 24 inches."

30 Also, add a new Item 5 to read as follows:

1
2 "5. An anticipated snow depth of 12 inches shall be used when determining the
3 manufacturer's minimum vent termination height. Measurements shall be made
4 to the bottom of the vent outlet."

5 ***

6 **19.09. Appendix A (IFGS) Sizing and capacities of gas piping.**

7 IFGC Appendix A (IFGS) Sizing and capacities of gas piping is hereby adopted.

8 **19.09. Appendix B (IFGS) Sizing of venting systems serving appliances**
9 **equipped with draft hoods, category I appliances, and appliances listed for use with**
10 **type B vents.**

11 IFGC Appendix B (IFGS) Sizing of venting systems serving appliances equipped with draft
12 hoods, category I appliances, and appliances listed for use with type B vents is hereby adopted.

13 ~~**19.09. Appendix C (IFGS) Exit terminals of mechanical draft and direct vent venting**~~
14 ~~**systems.**~~

15 IFGC Appendix C (IFGS) Exit Terminal of Mechanical Draft and Direct Vent Venting
16 Systems is hereby adopted.

17 (Serial No. 2009-16(b), § 2, 9-21-2009)

18 **19.09. Appendix CD (IFGS) Recommended procedure for safety inspection of an**
19 **existing appliance installation.**

20 IFGC Appendix CD (IFGS) Recommended procedure for safety inspection of an existing
21 appliance installation is hereby adopted.

22 **19.09. Appendix D Board of appeals.**

23 IFGC Appendix D is not adopted.

24 **Chapter 19.10 FIRE CODE**

25 **19.10.010 International Fire Code (IFC) adopted.**

For the purpose of regulating the storage, handling and use of hazardous substances,
materials and devices and other conditions hazardous to life or property in the use or
occupancy of buildings or premises or portions thereof in the City and Borough, there is
adopted by reference as the fire code of the City and Borough that certain compilation of rules
and regulations jointly prepared and published by the International Code Council, a nationally
recognized professional and trade organization, which compilation is entitled "International
Fire Code, ~~2012~~ 2024 Edition," (IFC) and once copy which has been filed in the office of the

municipal clerk of the City and Borough or such other places as designated by the municipal clerk for public use, inspection and examination and which compilation is made a part of this chapter as if fully set forth in this section, subject only to the enumerated additions, deletions and changes in this chapter.

19.10.101.1 Accessibility.

Add the following new subsection:

"101.1 Accessibility. When buildings or facilities (or portions thereof) are covered by IBC Chapter 11, Accessibility, installations such as switches and controls, receptacles, signage, elevators and lifts, protective signaling systems, alarm systems, telephone listening devices and other operable equipment and the height of operable parts such as receptacles, switches, thermostats, panelboards, controls and other operable equipment shall meet or exceed the requirements of ICC/ANSI A117.1- 2009."

19.10.105 Permits.

Delete subsections 105.6, Required operational permits and 105.7, Required construction permits except where referred to in CBJC 19.01.105.1.5, Fire Code Permits Required. All references to permit requirements in IFC chapters 3 through 44 are deleted except in those sections corresponding to the required permits in CBJC 19.01.105.1.5.

19.10.202 Definitions.

~~The first sentence of the definition of "Airport" is revised to delete the words "with an overall length greater than 39 feet (11887 mm) and an overall exterior fuselage width greater than 6.6 feet (2012 mm)". (SFM)~~

~~In IFC Section 202, "Occupancy classifications", "Educational Group E", delete the definition of "Day Care" and insert the following paragraph:~~

~~"The use of a building or structure, or portion thereof, for education, supervision or personal care services for more than five children older than 2½ years of age, including children related to the staff shall be classified as an E occupancy." (SFM)~~

~~And add an exception under the definition "Educational Group E, Day care" to read:~~

~~"Exception. Family child care homes (Group R-3) operating between the hours of 6:00 a.m. and 10:00 p.m. may accommodate a total of 12 children of any age without conforming to the requirements of this regulation (E occupancy) except for smoke~~

1
2 ~~detectors and alarms as described in Subsection 907.2.10; carbon monoxide detectors~~
3 ~~and alarms as specified in 19.03.425; means of egress requirements of Section 1003,~~
4 ~~including emergency escape and rescue openings, as required by Section 1029, in~~
5 ~~napping or sleeping rooms; and portable fire extinguisher requirements as described in~~
6 ~~Section 906." (SFM)~~

7 Add a new paragraph between the first and second paragraphs of the definition of
8 "~~Institutional Group I-1~~" in "~~Occupancy Classification~~" to read:

9 "~~A facility in this occupancy classification that has occupants who need physical~~
10 ~~assistance to respond in emergency situations must comply with the International Fire~~
11 ~~Code, Section 405" (SFM)~~

12 And change the first sentence of the last paragraph of definition of Occupancy Group I-1 to
13 read:

14 "~~A facility such as the above with five or fewer persons, including persons related to the~~
15 ~~staff, shall be classified as Group R-3 or shall comply with the International Residential~~
16 ~~Code." (SFM, partial)~~

17 And add a second paragraph to the definition of Occupancy Group I-2 to read:

18 "~~A facility such as the above with five or fewer persons, including persons related to the~~
19 ~~staff, shall be classified as Group R-3 or shall comply with the International Residential~~
20 ~~Code." (SFM, partial)~~

21 And add a third paragraph to the definition of Occupancy Group I-2 to read:

22 "~~A child care facility that provides care on a 24 hour basis to more than five children 2½~~
23 ~~years of age or less, including children related to the staff shall be classified as Group I-~~
24 ~~2." (SFM)~~

25 And revise the second sentence of the definition "~~Group I-4, day care facilities~~" to read:

"~~A facility such as the above with five or fewer persons, including persons related to the~~
~~staff, shall be classified as a Group R-3 or shall comply with the International~~
~~Residential Code." (SFM, partial)~~

Add a new paragraph between the first and second paragraphs of the definition of
"Institutional Group I-4" in "Occupancy Classification" to read:

"A facility in this occupancy classification that has occupants who need physical assistance to respond in emergency situations must comply with the International Building Code, Section 19.03.423 19.03.426."

Add a new paragraph to the definition for R-4 in "Residential Group R" of "Occupancy Classification between the first and second paragraphs to read:

"Facilities within this occupancy classification that have occupants needing physical assistance to respond in emergency situations must comply with the International Fire Code, Section 405."

And add the following definitions:

~~"Service is the annual test, maintenance or service defined and required by applicable fire protection system maintenance standards set out in Table 901.6.1." (SFM)~~

"STAIRWAYS, PRIVATE" are stairways within commercial occupancies serving one tenant only and not used by the public."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

~~19.10.308.1 Open flame.~~

Delete IFC Section 308.1 and add the following:

~~"308.1 Open flame. The use of open flame in connection with a public meeting or gathering for the purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purposes in assembly or educational occupancies shall be done in consultation with the fire department." (SFM)~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)~~

~~19.10.311.5 Vacant premises; placards.~~

Delete sections 311.5 through 311.5.5. (SFM)

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.10.405.10 Emergency evacuation drills; false alarms.~~

Add a new subsection to read;

~~"405.10 False alarms. False alarms may not be counted as a fire drill for the purposes of this section." (SFM)~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.10.405.11 ~~Emergency evacuation drills; occupants needing physical assistance.~~ (SFM)

Chapter 4, Section 405 (Emergency evacuation drills) of the I.F.C., is revised by adding a new Section 19.10.405.11 to read: "19.10.405.11 Occupants Needing Physical Assistance (Group I-1 and R-4).":

~~19.10.405.11.1 Applicability.~~ The provisions of this section apply to all Groups I-1 and R-4 occupancies where the occupants need physical assistance from staff or others to respond to emergencies. (SFM)

~~19.10.405.11.2 Definitions.~~ In this section, "evacuation capability" means the ability of occupants, residents, and staff as a group either to evacuate a building or to relocate from the point of occupancy to a point of safety; "point of safety" means a location that (a) is exterior to and away from a building; or (b) is within a building of any type construction protected throughout by an approved automatic sprinkler system and that is either (1) within an exit enclosure meeting the requirements of I.B.C. Section 1020; or (2) within another portion of the building that is separated by smoke partitions meeting the requirements of I.B.C. Section 711, with not less than a one-half hour fire resistance rating, and the portion of the building has access to a means of escape or exit that conforms to the requirements of this code and does not require return to the area of the fire." (SFM)

~~19.10.405.11.4 Evacuation capability and fire protection requirements.~~ Fire protection requirements of a facility under this section are as follows: (SFM)

~~19.10.405.11.4.1 Prompt evacuation capability.~~ Evacuation capability of three minutes or less indicates prompt evacuation capability. In facilities maintaining prompt evacuation capability, the requirements of the code for Groups I-1 or R-4 occupancies must be followed. (SFM)

~~19.10.405.11.4.2 Slow evacuation capability.~~ Evacuation capability of more than three but less than 14 minutes indicates slow evacuation capability. In facilities maintaining slow evacuation capability, the facility must be protected by (a) an automatic smoke detection system, using addressable smoke detectors, designed and installed in accordance with the provisions of this code and N.F.P.A. 72; and

(b) an automatic sprinkler system, with quick response or residential sprinklers, installed in accordance with Section 903.3.1.2 N.F.P.A. 13R (Sprinkler Systems); (SFM)

~~19.10.405.11.4.3 Impractical evacuation capability.~~ Evacuation capability of 14 minutes or more indicates impractical evacuation capability. In facilities maintaining impractical evacuation capability, the facility must be protected by (a) the protections for a facility with slow evacuation capability under Section 405.11.4.2; (b) one half hour fire resistive construction throughout the facility; and (c) direct egress from sleeping rooms for occupants needing evacuation assistance either (i) to the exterior at grade level, to an exterior porch or landing by a three foot six inch wide door; or (ii) if the sleeping rooms are separated from the rest of the building by smoke partitions installed in accordance with I.B.C. Section 711, by egress windows conforming to the provisions of Section 1026. (SFM)

(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

~~19.10.407.1 ——— Hazard communication; general.~~

Delete IFC Section 407.1 and add the following:

~~"407.1 General.~~ The provisions of Sections 407.2 through 407.7 shall be applicable, in the discretion of the fire chief, where hazardous materials are located on the premises." (SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009)

~~19.10.408.3.5 ——— Use and occupancy related requirements; (Group E, I, and R-2 college and university buildings); false alarms.~~

Add a new subsection as follows:

~~"408.3.5 False Alarms.~~ False alarms may not be counted as a fire drill for the purposes of this section." (SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

~~19.10.501.2 — Fire service features; general; permits.~~

Delete IFC Section 501.2 in its entirety.

(Serial No. 2009-16(b), § 2, 9-21-2009)

1
2 **~~19.10.501.3 — Fire service features; general; construction documents.~~**

3 Add a second paragraph to read:

4 "The fire chief of the registered department may require fire apparatus access roads,
5 premises identification, key boxes, fire protection water supplies, fire protection and
6 utility equipment identification and access, and emergency responder radio coverage in
7 accordance with this chapter. Documentation shall be provided indicating that the fire
8 chief has been involved in discussion regarding fire apparatus access roads, premises
9 identification, key boxes, fire protection water supplies, fire protection and utility
10 equipment identification and access, and emergency responder radio coverage."

11 (Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

12 **~~19.10.503.1.1 — Fire apparatus access roads; buildings and facilities.~~**

13 Section 503.1.1 (Buildings and facilities) of the I.F.C., is revised to read: "Buildings and
14 facilities. The fire chief of the registered department having jurisdiction may require approved
15 fire apparatus roadways for every facility, building, or portion of a building constructed or
16 moved into or within the jurisdiction on or after September 15, 2001. The fire apparatus access
17 roadway must be required to comply with the requirements of this section as determined by the
18 chief of that jurisdiction and be required to extend within 150 feet (45,720 mm) of all portions
19 of the facility or building or any portion of the exterior wall of the first story of the facility or
20 building as measured by an approved route around the exterior of the building or facility.";

21 (SFM)

22 Section 503.1.1 of the I.F.C., the lead in line to the exception is revised to read: "Exception:
23 The chief of the registered fire department having jurisdiction may increase or decrease the
24 dimension of 150 feet (45,720 mm) where:"; (SFM)

25 Section 505.1 (Address identification) of the I.F.C., the first sentence is revised to read: "The
chief of the registered fire department having jurisdiction may require that all new and
existing buildings be provided with approved address numbers, building numbers, or approved
building identification visible from the street or road fronting the property, or on the street or
road if the building is not visible from the street or road."; (SFM)

Section 505.2 (Street or road signs) of the I.F.C., the first sentence is revised to read: "The
chief of the registered fire department having jurisdiction may require streets and roads to be
identified with approved signs."; (SFM)

1
2 Section 507.1 of the I.F.C., the first sentence is revised to read: "The chief of the registered
3 fire department having jurisdiction may require that an approved water supply capable of
4 supplying the required fire flow for fire protection be provided to premises upon which
5 facilities, buildings, or portions of facilities or buildings are constructed or moved into or within
6 the jurisdiction on or after September 15, 2001."; (SFM)

(Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014)

7 ***

8 **~~19.10.507.6 Fire protection water supplies; damage protection.~~**

9 Add a new subsection as follows:

10 ~~"507.6 Damage Protection. When exposed to probable vehicular damage due to proximity~~
11 ~~to alleys, driveways or parking areas, standpipes, post indicator valves and sprinkler~~
12 ~~system or standpipe system connections shall be protected by guard posts or other~~
13 ~~approved means."~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014)

14 ***

15 **~~19.10.603.3.1 Fuel fired appliances; maximum outside fuel oil storage above~~**
16 **~~ground.~~**

17 Add the following to the end of the last sentence:

18 ~~"and have a minimum distance to nearest important building of not less than five feet."~~

(SFM)

19 (Serial No. 2009-16(b), § 2, 9-21-2009)

20 **~~19.10.4102605.10 Portable electric space heaters.~~**

21 Delete "through 605.10.4" in the first sentence and replace with "through 605.10.6"

22 Add a new subsection as follows:

23 ~~"605.10.54102.2.6 Building greater than 35 feet in height. Portable, electric space~~
24 ~~heaters shall not be operated in buildings greater than 35 feet in height.~~

25 ~~605.10.64102.1.5 Replace with I occupancy groups and ambulatory care facilities.~~
Portable, electric space heaters shall not be operated within portions of buildings
containing I occupancies."

(Serial No. 2009-16(b), § 2, 9-21-2009)

1
2 **~~19.10.703.2.3.1 — Door operation; operation.~~**

3 Add a new subsection as follows:

4 "~~703.2.3.1 Operation.~~ Fire assemblies shall not be obstructed or otherwise impaired from
5 their proper operation at any time. When two or more self-closing fire assemblies within
6 a building have been documented as having been obstructed or impaired during three or
7 more inspections, the fire code official may order the installation of automatic closing
8 devices meeting the requirements of Subsection 1008.1.9.9 and item 5 of the IBC."

(SFM)

9 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017~~)

10 **~~19.10.901.4.1.1 — Fire protection systems; installation; required fire protection~~**
11 **~~systems; licenses.~~**

12 Add a new subsection as follows:

13 "~~901.4.1.1 Licenses.~~ All work on fire suppression systems is to be done by a person
14 licensed by the State of Alaska, Department of Public Safety, for the work being
performed."

15 (~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

16 **~~19.10.901.4.7.5 — Fire protection systems; installation; marking of fire protection~~**
17 **~~equipment and fire hydrants.~~**

18 Add a new subsection as follows:

19 "~~901.4.7 Marking of fire protection equipment and fire hydrants.~~ Fire Department
20 connection devices for building sprinkler systems in new and existing buildings shall be
21 identified by the installation of approved reflective markers or signs installed above the
device in an unobstructed location at approximately 7 feet above grade."

22 **~~19.10.901.5 — Fire protection systems; installation acceptance testing.~~**

23 Add the following at the end of the last sentence:

24 "~~and all results of such tests must be conveyed to the Fire Marshal within 30 days.~~"

(SFM)

25 (~~Serial No. 2009-16(b), § 2, 9-21-2009~~)

~~19.10.901.6.2.2 — Fire protection systems; inspection, testing and maintenance;~~
~~records; reports.~~

Add a new subsection as follows:

1
2 ~~"901.6.2.2 Reports. A copy of all services reports shall be sent to the fire code official.~~
3 ~~Each system shall be tagged by the inspection agency, indicating the date of service and~~
4 ~~whether or not the system is in conformance with the associated standards." (SFM,~~
5 ~~partial)~~

6 ***

7 ~~19.10.901.6.4 — Fire protection systems; inspection, testing and maintenance;~~
8 ~~certification of operable systems.~~

9 Add the following new subsection:

10 ~~"901.6.4 Certification of operable systems. Certification of a system's condition shall~~
11 ~~include, at a minimum, the relevant information specified in 2008 NFPA 25, Appendix~~
12 ~~B."~~

13 (Serial No. 2009-16(b), § 2, 9-21-2009)

14 ~~19.10.903.2.1.2 — Automatic sprinkler systems; Group A-2.~~

15 In item 2 change "100" to "50."

16 (Serial No. 2009-16(b), § 2, 9-21-2009)

17 ~~19.03.903.2.3 Automatic sprinkler systems; Group E.~~

18 Delete and add the following:

19 "Group E. An automatic sprinkler system must be provided throughout all buildings
20 with Group E occupancies. The use of a firewall or barrier does not establish a separate
21 building or fire area for purposes of this section.

22 As determined by the fire official, an automatic fire-extinguishing system approved
23 under Section 904 shall be installed in a Group E occupancy in accordance with Section
24 903.2.3 whenever alterations or additions are made to an existing structure containing a
25 Group E occupancy.

Exception. Buildings with Group E occupancies having an occupant load of 49 or fewer.
An automatic sprinkler system must also be provided for every portion of educational
buildings.

Day care uses that are licensed to care for more than five persons between the hours of
10:00 p.m. and 6:00 a.m. must be equipped with an automatic sprinkler system designed
and installed as described in Section 19.03.903.3.1.3 or an equivalent system approved
by the Building Official." (SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)

~~19.10.903.2.3~~ Automatic sprinkler systems; Group E.

Delete IFC Section 903.2.3, and add the following:

~~"903.2.3 Group E. An automatic sprinkler system shall be provided throughout all buildings in Group E occupancies and for every portion of educational buildings below the level of exit discharge. The use of a firewall does not constitute a separate building for the purposes of this section.~~

~~Exception: Buildings with E occupancies having an occupant load of 49 or less.~~

~~Day care uses that are licensed to care for more than 5 persons between the hours of 10:00 p.m. and 6:00 a.m. shall be equipped with an automatic sprinkler system designed and installed in accordance with Subsection 903.3.1.3, or an approved equivalent system." (SFM)~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

~~19.10.903.2.8~~ Automatic sprinkler systems; Group R.

Revise 903.2.8 as follows:

~~An automatic sprinkler system must be installed in Group R occupancies except as required in 903.2.8.1 through 903.2.8.4.~~

(Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

~~19.10.903.2.8.34~~ Automatic sprinkler systems; Group R-1.

Add a new subsection as follows:

Health Clinics with Transient Quarters may utilize a 13D sprinkler system throughout the building; a fire barrier can be utilized to separate the building and utilize a 13R. In addition, a rental cabin with potable water with stays less than 30 days will be considered R-1 and will be required to follow this section.

~~19.10.903.2.8.5~~ Automatic sprinkler systems; Group R-2.

A new subsection as follows:

An automatic sprinkler system or a residential sprinkler system installed in accordance with Section 903.3.1.2 must be provided throughout all buildings with a Group R-2 fire

area that are more than two stories in height, including basements, or that have more than four dwelling units or 16 sleeping rooms.";

19.10.903.2.11.3 Automatic sprinkler systems; Buildings ~~55~~ 35 feet or more in height.

Delete subsection 903.2.11.3, and the Exceptions and add the following:

"903.2.11.3 Buildings over three stories or more than 35 feet in height. An automatic fire sprinkler system shall be installed throughout all buildings more than three stories in height or where any portion is more than 35 feet above or below fire department vehicle access. This requirement shall not affect the sprinkler substitutions in IBC Chapter 5, General Building Heights and Areas and IBC Chapter 7, Fire Resistance-Rated Construction."

~~19.10.903.3.1.1.2 Automatic sprinkler systems; elevator hoistways and machine rooms.~~

Add the following subsection:

~~*"903.3.1.1.2 Elevator Hoist Ways and Machine Rooms. When the provisions of this code require the installation of automatic sprinkler systems, the installation in elevator hoist ways and machine rooms must occur as described in NFPA 13-2007 Elevator Hoistways and Machine Rooms and adopted by reference and the American Society for Mechanical Engineers (A.S.M.E.) A17.1 Safety Code for Elevators and Escalators 2000 Edition and adopted by reference.*~~

~~Exception:~~

~~Sprinklers are not required in an elevator machine room where all of the following occur:~~

- ~~(1) — separated from the remainder of the building in accordance with ASME A17.1 Safety Code for Elevators and IBC section 3006.4,~~
- ~~(2) — smoke or heat detection is provided in accordance with NFPA 72-2007,~~
- ~~(3) — notification of alarm activation is received at a constantly monitored location,~~
- ~~(4) — fire extinguisher is provided in the elevator machine room," (SFM)~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014)~~

19.10.903.3.1.1.34 Automatic Sprinkler Systems; Inspectors test valve.

Add the following subsection:

1
2 903.3.1.1-34 *Inspectors Test Valve*. A test valve will be installed at the remote area in
3 both dry and wet systems to equal the required flow of one sprinkler head. In locations
4 that use floor control valves, the inspector test valve may be collocated where it can be
5 installed to the exterior or to an interior drain".

6 **~~19.10.903.3.6 Automatic Sprinkler Systems Hose threads.~~**

7 Revise by deleting "the fire code official" and replace with "AS 18.70.084"
(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

8 **~~19.10.903.3.7 Fire department connections.~~**

9 Add the following at the end of the sentence:

10 "and equipped with an approved locking caps."

11 (Serial No. 2009-16(b), § 2, 9-21-2009)

12 **~~19.10.903.4.2 Automatic sprinkler systems; alarms.~~**

13 In the first sentence, add "and visual strobe" after "audible".

14 (Serial No. 2009-16(b), § 2, 9-21-2009)

15 **~~19.10.903.6.1 Automatic sprinkler systems; existing buildings; educational
16 occupancies.~~**

17 Add a new subsection as follows:

18 "~~903.6.1 Educational occupancies. An approved automatic fire extinguishing system
19 shall be installed in an E Occupancy in accordance with Section 903.2.2, as revised,
20 whenever alterations, repairs or additions are made to an existing structure containing
21 an E Occupancy.~~" (SFM)

22 (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

23 ***

24 **~~19.10.904.11-614.5~~ Alternative automatic fire-extinguishing systems;
25 commercial cooking systems; operations and maintenance.**

 Add the following at the end of the paragraph:

 "Persons performing cleaning on grease removal hoods shall be trained on NFPA 96."

~~19.10.905.1 Standpipe systems; general.~~

 Add a sentence as follows:

 "~~Street level connections must be equipped with approved locking caps.~~"

 (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

1
2 **~~19.10.906.1~~ Portable fire extinguishers; where required.**

3 Delete exception in item 1. (SFM)

4 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014~~)

5 **~~19.10.907.1.2~~ Fire alarm and fire detection systems; fire alarm shop drawings.**

6 Revise by adding the following additional required construction documents for plan review:

7 "14. System riser diagrams."

8 "15. Fire system designer stamp, signature and date." (SFM)

9 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014~~)

10 **~~19.10.907.1.4~~ Fire alarm and detection systems; licenses.**

11 Add a new subsection as follows:

12 "~~907.1.4 Licenses. All work on fire alarm~~ Fire alarm and fire detection systems is to be
13 done by a person licensed by the State of Alaska, Department of Public Safety, for the
14 work being performed."

15 (~~Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014~~)

16 **19.10.907.2.1 Fire alarm and detection systems; Group A.**

17 Delete Add exception and replace with to first paragraph:

18 "A manual fire alarm system shall be installed in Group A-2 occupancies with an
19 occupant load of 100 or more."

20 **19.10.907.2.2 Group B.**

21 Revise by deleting the Exception.

22 **19.10.907.2.3 Fire alarm and detection systems; Group E.**

23 Revise exception 1 by replacing "50" with "49".

24 Add a second paragraph after the exceptions to read:

25 "Rooms used for sleeping or napping purposes within a day care use of a Group E
occupancy must be provided with smoke alarms that comply with the requirements of
section 907.2.11.2." (SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014;

Serial No. 2017-01, § 3, 6-5-2017, eff. 7-6-2017)

~~19.10.907.2.3~~ Fire alarm and detection systems; Group E.

Add a second paragraph as follows:

1
2 "Rooms used for sleeping or napping purposes within a day care use of a Group E
3 occupancy must be provided with smoke alarms that comply with the requirements of
4 section 907.2.12.2." (SFM)

5 ~~And delete exception 3. (SFM)~~

6 ~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014;~~
7 ~~Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)~~

8 ***

9 **19.10.907.2.7.1 Group M.**

10 Revise by deleting Exception 2.

11 ***

12 **19.10.907.2.10.1 Group R-4; Manual fire alarm systems.**

13 Revise by deleting Exception 2.

14 ~~(Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)~~

15 ***

16 **19.10.907.2.11.2 Fire alarm and detection systems; single and multiple station**
17 **smoke alarms; Where required new buildings and structures; Groups R-2, R-3, R-4**
18 **and I-1.**

19 In item 2. after "In each room used for sleeping purposes", add the following:

20 "or other habitable room over 70 square feet and not used for cooking, eating or living
21 room uses.

22 ~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)~~

23 **19.10.909.18 Smoke control systems; acceptance testing.**

24 Add a new sentence as follows:

25 "A copy of the acceptance test certificate must be forwarded to the Fire Chief by the firm
conducting the test within 30 days of the completion of the installation." (SFM)

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

19.10.1002.1 Definitions.

Add the following definition:

"STAIRWAYS, PRIVATE" are stairways within commercial occupancies serving one
tenant only and not used by the public."

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.10.Table 1006.2.1 Spaces with one exit or exit access doorway.

Add footnote reference superscript “h” after “R-2” in the “occupancy” column, footnote “h” to read:

“R-2 buildings without automatic sprinkler system will have a 75 feet maximum common path of egress travel distance.”(SFM)

19.10.Table 1006.3.4(1) Stories and occupiable roofs with one exit or access to one exit for R-2 occupancies.

Add footnote reference superscript “d” after “R-2” in the “occupancy” column, footnote “d” to read:

“R-2 buildings without automatic sprinkler system will have a 75 feet maximum common path of egress travel distance.”(SFM)

19.10.1007.1009.6 Areas of refuge.

Add the following sentence:

"Fire department hose connections and valves shall not be located in areas of refuge."

19.10.1008.1.5 Floor elevation.

~~Add the following exception:~~

~~"6. Landings are not required at doors serving non-habitable building equipment rooms and spaces."~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014)

19.10.1009.0 Stairways; scope.

~~Add a new subsection as follows:~~

~~"1009.0 Scope. Stairs and ladders used only to attend equipment, to access non-habitable spaces or in window wells are exempt from the requirements of this section."
(SFM, partial)~~

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.10.1009.41011.2 Stairway width.

~~Add the following exception:~~

~~"54. Private Stairways, as defined in Chapter 2, may be 32 inches wide."~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

~~19.10.1009.7.21011.5~~ — Stairways; stair treads and risers; riser height and tread depth.

Add the following:

"8.6 Private Stairways, as defined in Chapter 2, shall have stair riser heights of 8 inches maximum and stair tread depths of 9 inches minimum."

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

~~19.10.1009.81011.6~~ Stairway landings.

Add the following exception 4 to read:

"2.4 Landings are not required at the top or bottom of stairways accessing non-habitable building equipment rooms."

19.10.1011.7.1 Stairway construction; stairway walking surface.

Modify exception 2 to add "R-3," after "H".

19.10.1011.7.2 Stairway construction; outdoor conditions.

Modify the sentence to add "snow, or ice" after "water".

~~19.10.1009.9.2~~ Stairway construction; outdoor conditions.

Insert "snow or ice" after the word "water". (SFM)

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

~~19.10.1009.13~~ Alternating tread devices.

Insert the following to the last line of the first paragraph between the words "in area" and the words "and for access to unoccupied roofs."

"in buildings covered by the IRC and Group R-3 sleeping and other lofts or similar separate spaces of not over 250 square feet and not containing kitchens"

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(e), § 10, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

~~19.10.10101012.87.2~~ Ramp construction; outdoor conditions.

Insert "snow or ice" after the word "water". (SFM)

19.10.1021.1 Egress balconies; general.

Add a sentence to read:

1
2 "Exterior exit balconies shall be designed to minimize the accumulation of snow and ice
3 that impedes the means of egress."

4 (Serial No. 2014-19(c), § 3, 7-30-2014, eff. 7-31-2014)

5 **19.03.1031.2 Emergency escape and rescue; where required.**

6 Replace this section with the following:

7 "In addition to the means of egress required by this chapter, provisions shall be made
8 for emergency escape and rescue openings in sleep rooms in any occupancy type.

9 Basements and sleeping rooms below the fourth story above grade plane shall have not
10 fewer than one emergency escape and rescue opening in accordance with this section.

11 Where basements contain one or more sleeping rooms, an emergency escape and rescue
12 opening shall be required in each sleeping room, but shall not be required in adjoining
13 areas of the basement. Such openings shall open directly into a public way or to a yard
14 or court that opens to a public way, or to an egress balcony that leads to a public way.

15 Exceptions:

16 1. Emergency escape and rescue openings are not required from basements or
17 sleeping rooms that have an exit door or exit access door that opens directly into
18 a public way or to a yard, court or exterior egress balcony that leads to a public
19 way.

20 2. Storm shelters are not required to comply with this section where the shelter is
21 constructed in accordance with ICC 500.

22 3. Within individual dwelling and sleeping units in Groups R-2 and R-3, where the
23 building is equipped throughout with an automatic sprinkler system installed in
24 accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3, sleeping rooms in
25 basements shall not be required to have emergency escape and rescue openings
provided that the basement has one of the following:

3.1. One means of egress and one emergency escape and rescue opening.

3.2. Two means of egress."(SFM)

~~19.10.1029.1031.21~~ **Emergency escape and rescue; general.**

In the second sentence after "...sleeping rooms...", add the following:

"or other habitable room over 70 square feet and not used for cooking, eating or living
room uses".

And delete exceptions 1, 2, 3, 4, 5 and 7. (SFM, partial)
(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

~~19.10.1029.61031.7~~ Replacement emergency escape and rescue windows.

Add a new subsection and new exceptions as follows:

~~"1029.6 Replacement emergency escape and rescue windows. Replacement windows for emergency escape and rescue shall meet full egress dimensions per IFC Sections 1029.1 through 1029.3 where rough openings allow.~~

~~Exceptions:~~

- ~~1. Where the existing rough opening does not allow for full emergency escape and rescue per IFC Sections 1029.1 through 1029.3, replacement windows shall have a minimum opening of 20 inches clear width, 22 inches clear minimum height, 4.0 square feet minimum of net opening and a finished sill height of not more than 48 inches to a permanent walkable surface. If the existing rough opening cannot accommodate these dimensions, the rough opening shall be enlarged or a new opening created to allow installation of a full emergency escape and rescue window per IFC Sections 1029.1 through 1029.3.~~
- ~~2. Where the rough opening is not required to be enlarged to meet the minimum clear width, height or area then the finished sill height restriction may be met with the installation of one or more permanently affixed steps. These steps shall extend the full width of the window and meet the current codes rise/run requirements so the top step is no greater than 44 inches to the top of the sill."~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014)

19.10.3201.2 High-piled combustible storage; permits.

Delete IFC Section 3201.2 and replace with the following:

"A permit shall be required as set forth in 19.01.108.15.1." 105.5.24

19.10.4102.1 Portable electric space heaters.

Add a new subsection as follows:

4102.2.6 Building greater than 35 feet in height. Portable, electric space heaters shall not be operated in buildings greater than 35 feet in height.

4102.1.5 Replace with I occupancy groups and ambulatory care facilities. Portable, electric space heaters shall not be operated within portions of buildings containing I occupancies."

(Serial No. 2009-16(b), § 2, 9-21-2009)

19.10.5001.5 Hazardous materials - general provisions; permits.

Add a new paragraph at the end of the subsection as follows:

"For purposes of storage and transport of hazardous materials at, through or near marine facilities, NFPA 307-~~1995~~2021, Standard for the Construction and Fire Protection of Marine Terminals, Piers and Wharves, shall apply."

~~19.10.5601.1.3~~ — ~~Explosives and fireworks; general; fireworks.~~

~~Section 5601.1.3 is revised, with the exceptions remaining, to read: "The storage, use, and handling of fireworks is prohibited except as allowed in this section and AS 18.72." (SFM) (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2011-16, § 2, 7-11-2011, eff. 8-11-2011; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)~~

~~19.10.5608.2~~ — ~~Fireworks display; permit application.~~

Delete and add the following:

- ~~"Permit application. A license or permit must be obtained from the State Fire Marshal's office to conduct fireworks activities as described in Section 105.6 of the IFC including:~~
- ~~(1) — a Wholesaler's License, as described in AS 18.72, to sell, or possess for sale, 1.4G or 1.3G fireworks at wholesale;~~
 - ~~(2) — a Retailer's Permit, as described in AS 18.72, for each location where the applicant intends to sell, or possess for sale, 1.4G fireworks at retail;~~
 - ~~(3) — a Pyrotechnic Operator's Permit to conduct a fireworks display or non-routine testing of 1.3G fireworks, or to possess fireworks for display or non-routine testing of 1.3G fireworks;~~
 - ~~(4) — a Fireworks Event Permit for each event involving public or private display of any amount of 1.3G fireworks or 250 gross pounds (113.4 kg) of salable fireworks;~~
 - ~~or~~
 - ~~(5) — an Annual Permit for routine testing of 1.3G fireworks.~~

~~A permit under (5) of this subsection may be obtained from the State Fire Marshal's office or, on a form approved by the State Fire Marshal, from the fire chief.~~

1
2 An applicant for a Fireworks Event Permit under item (4) of this subsection or for
3 testing under item (5) of this subsection must hold a valid Pyrotechnic Operator's
4 Permit under item (3) of this subsection." (SFM, partial)
5 (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

6 **19.10.5608.2.3 Fireworks display; permit application; delivery of fireworks.**

7 Add a new subsection as follows:

8 "5608.2.3. *Delivery of fireworks.* The delivery of fireworks to locations within this
9 jurisdiction is prohibited unless the vendor first obtains a license or permit from the
10 state fire marshal and operates in a manner consistent with AS 18.72 and this section."

11 ~~**19.10.5608.6.1 Fireworks display; installation of mortars; mortar construction.**~~

12 Add a new subsection to read:

13 ~~"5608.6.1 *Mortar construction.* Mortars must be constructed of, paper, high density
14 plastic pipe, or metal other than cast iron." (SFM)~~

15 (Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

16 ***

17 **19.10.5703.4 Flammable and combustible liquids; storage; spill control and
18 secondary containment.**

19 Add the following sentence to the end of the paragraph:

20 "Dikes shall be constructed as per NFPA Standard 30, ~~Section 2-3.4.3~~"

21 **19.10.5704.2.13.1.4 Flammable and combustible liquids; tanks abandoned in place.**

22 Delete item 5;

23 And add the following to the end of item 3:

24 "such as sand or concrete."

25 ***

~~**19.10.5801.3 Flammable gases; general; plan review.**~~

Add a new subsection to read:

~~"5801.3 *Plan Review.* Where a single container or the aggregate capacity of all
containers at a site is over 500 gallon (1892.7 L) water capacity, the installer shall
submit plans for review before installation in accordance with 13 AAC 50.027." (SFM)~~

(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)

~~19.10. Chapter 80 — Referenced standards; NFPA.~~

~~In IFC Chapter 80, NFPA, add the following standards to those listed and delete listings for other years' editions of the same standards:~~

~~NFPA 10, 2010, NFPA 13, 2010, NFPA 13D, 2010, NFPA 13R, 2010, NFPA 14, 2010,
NFPA 72, 2010, NFPA 750, 2010. (SFM partial)~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009; Serial No. 2014-19(c), § 10, 7-30-2014, eff. 7-31-2014;
Serial No. 2017-01, § 18, 6-5-2017, eff. 7-6-2017)~~

~~***~~

Chapter 19.11 PROPERTY MAINTENANCE CODE

19.11.010 International Property Maintenance Code (IPMC) adopted.

For the purpose of regulating all existing residential and nonresidential structures and all existing premises, and establishing the minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; and the occupancy of existing structures and premises in the City and Borough, there is adopted by reference, as the property maintenance code of the City and Borough, that certain compilation of rules and regulations prepared by the International Code Council, a nationally recognized technical trade organization, which compilation is entitled "International Property Maintenance Code, ~~2012~~ 2024 Edition," (IPMC) and one copy which has been filed in the office of the municipal clerk of the City and Borough, or places designated by the municipal clerk for public use, inspection and examination, and which compilation is made a part of this chapter as if fully set forth in this section, subject only to the enumerated additions, deletions and changes in this chapter.

19.11.201.3 Definitions; terms defined in other codes.

Delete reference to the International Zoning Code and International Plumbing Code. Insert "~~International Existing Building Code~~ Uniform Plumbing Code" after "International ~~Building Residential~~ Code".

19.11.602.3 Heating facilities; heat supply.

Replace the words "during the period from [DATE] to [DATE]" to read:

"year round"

In Exception 1, replace the words "the locality shall be as indicated in Appendix D of the International Plumbing Code." to read:

"Juneau shall be -10° F."

~~19.11.702.4 Emergency escape openings.~~

~~Add a new sentence at the end of the section as follows:~~

~~"In the absence of a determination of code requirements or if no code was adopted at the time of construction, a window is approved for emergency escape or rescue when it has a minimum opening of 20 inches of clear width, 22 inches of clear height, 4.0 square feet of net clear opening and a finished sill height of not more than 48 inches to a walking surface."~~

~~(Serial No. 2009-16(b), § 2, 9-21-2009)~~

~~19.11.705.1 Fire safety requirements; carbon monoxide detectors and alarms.~~

~~Add a new section as follows:~~

~~"705.1 Carbon Monoxide Detectors and Alarms. The provisions of this section shall apply to Groups I-1, I-2, and all R occupancies. At least one carbon monoxide detector or alarm shall be installed on each floor level. If a floor level contains bedrooms or sleeping rooms, at least one detector shall be located in the immediate vicinity of the sleeping area, outside of the bedrooms or sleeping rooms. Carbon monoxide detectors and alarms shall be installed in accordance with their listing. The alarm shall be clearly audible in all sleeping rooms, even if the intervening doors are closed."~~

~~Exceptions:~~

- ~~1. Carbon monoxide detectors and alarms are not required in dwelling units and structures that have no combustion appliances, attached garage, or other vehicle parking within 25 feet of any direct opening.~~
- ~~2. Carbon monoxide detectors and alarms are not required if all combustion equipment is located within a mechanical room separated from the rest of the building by construction capable of resisting the passage of smoke. If the structure has an attached and enclosed parking garage, the garage shall be ventilated by an approved automatic carbon monoxide exhaust system designed in accordance with the 2006 I.M.C.~~

1
2 ~~705.2 Interconnection. In new construction, all carbon monoxide detectors and alarms~~
3 ~~located within a single dwelling unit shall be interconnected in such a manner that~~
4 ~~actuation of one alarm shall activate all of the alarms within the individual dwelling~~
5 ~~unit.~~

6 ~~705.3 Power source. In new construction, carbon monoxide detectors and alarms shall~~
7 ~~receive their primary power from the building wiring if the wiring is served from a~~
8 ~~commercial source, and shall be equipped with a battery backup. Wiring shall be~~
9 ~~permanent and without a disconnecting switch other than what is required for~~
10 ~~overcurrent protection. In existing construction, carbon monoxide detectors and alarms~~
11 ~~may be powered by battery or a cord and plug with battery backup." (SFM)~~

12 (Serial No. 2009-16(b), § 2, 9-21-2009)

13 **19.11. Appendix A Boarding Standard.**

14 ~~Adopted in its entirety IPMC Appendix A is hereby adopted.~~

15 (Serial No. 2014-19(c), § 11, 7-30-2014, eff. 7-31-2014; Serial No. 2017-01, § 19, 6-5-2017, eff. 7-
16 6-2017)

17 **19.11. Appendix B Board of appeals.**

18 IPMC Appendix B is not adopted.

19 ***

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

22 Adopted this _____ day of _____, 2025.

23 Attest:

24 _____
25 Beth A. Weldon, Mayor

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: August 18, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(C)

An Ordinance Appropriating up to \$77,000 to the Manager for Fiscal Year 2026 Airport Operations; Funding Provided by Airport Funds.

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

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$77,000 for fiscal year 2026 Airport Operations.

Section 3. Source of Funds

Airport Funds	\$ 77,000
---------------	-----------

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

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: August 18, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(D)

An Ordinance Appropriating \$1,007,116 to the Manager for the Aircraft Rescue and Fire Fighting Truck Capital Improvement Project, and Deappropriating \$1,007,116 from the Manager for the Aircraft Rescue and Fire Fighting Truck Capital Improvement Project; Funding Provided by Airport Funds.

WHEREAS, fiscal year 2025 Ordinance 2024-01(b)(F) appropriated \$1,007,116 of Federal Aviation Administration (FAA) grant funds for the Aircraft Rescue and Fire Fighting Truck project; and

WHEREAS, the Airport was notified on May 9, 2025 that the public cooperative used for the procurement process is not recognized by the FAA and therefore the grant award in the amount of \$1,007,116 will not be honored;

WHEREAS, this ordinance deappropriates the budget authority for the invalid FAA grant award and appropriates Airport fund balance in its place.

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

Section 2. Appropriation. There is appropriated to the Manager the sum of \$1,007,116 for the Aircraft Rescue and Fire Fighting Truck Capital Improvement Project (A50-114).

Section 3. Deappropriation. There is deappropriated from the Manager the sum of \$1,007,116 for the Aircraft Rescue and Fire Fighting Truck Capital Improvement Project (A50-114).

Section 4. Source of Funds

Federal Aviation Administration	(\$ 1,007,116)
Airport Funds	\$ 1,007,116

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

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager
Introduced: August 18, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(G)

An Ordinance Transferring \$103,546 from the General Fund to the Marine Passenger Fee Fund for Unspent Assembly Grant Awards for the Ambassador Program Between FY2020 and FY2025, Reimbursed by the Downtown Business Association.

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

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

Section 2. Transfer of Appropriation. It is hereby ordered by the Assembly of the City and Borough of Juneau, Alaska, that \$103,546 be transferred from the General Fund to the Marine Passenger Fee Fund for unspent Assembly grant awards for the Ambassador Program between FY2020 and FY2025, reimbursed by the Downtown Business Association.

Section 3. Source of Funds.

General Fund	(\$ 103,546)
Marine Passenger Fee Fund	\$ 103,546

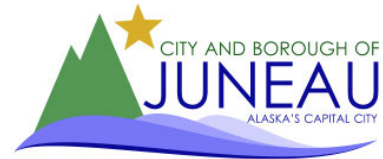
Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk



OFFICE OF THE MUNICIPAL CLERK
155 Heritage Way, Juneau AK 99801
Ph: (907)586-5278 email: city.clerk@juneau.gov

September 10, 2025

via certified/regular mail & email

Spice LLC d/b/a Spice
Attn: Nimmy J. Philips
3540 Glacier Hwy
Juneau AK 99801

Re: Restaurant/Eating Place-2025-2026 Liquor License Renewal Protest
Spice LLC. License #2641

Dear Nimmy J. Philips,

The City and Borough of Juneau is in receipt of your liquor license renewal from the Alcohol Beverage Control Board for local governing body action by the CBJ Assembly.

As is our practice in these matters, staff from the Fire, Finance, Police, and Community Development Departments have reviewed your establishment to ensure compliance with city code. **The Finance Department is recommending the Assembly protest this license renewal due to non-filing of Sales Tax for July 2025 as well as a past-due Sales Tax balance of \$44,985.12 (Account [REDACTED]) as of September 1, 2025, in addition to any applicable penalties and interest that may continue to accrue until the balance is paid in full.**

CBJ Code 20.25.025 provides you with the right to an informal hearing before the Assembly to address this issue. This matter will be considered at the Monday, September 22, 2025, Assembly Human Resources Committee (HRC) meeting at 5:00pm at Centennial Hall & via zoom webinar. The HRC will then forward a recommendation to the Assembly for action at its regular meeting that same evening at 6:00pm at Centennial Hall & via zoom webinar. You have the opportunity to participate in an informal hearing before the HRC and the Assembly during these meetings if you wish to do so. If you plan to attend the meeting via Zoom, please notify the Clerk's Office by 4:00pm on the day of the meeting at the above email or phone number so we can be sure to move you over to panelist mode on the zoom platform.

Copies of the CBJ Code and Alaska Statutes pertaining to the protest process are enclosed for your reference. Please work with our Collections Division to ensure all outstanding balances are resolved prior to this appearing before the Assembly on September 22.

If balance due is paid by the close of business, Monday, September 22, 2025 the protest will be removed and noted as such on the agendas and at the meetings. Collections staff can be reached at 586-5268.

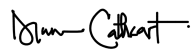
To participate in the HRC meeting via Zoom, on September 22, 2025, use the following participation information:

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

To participate in the Regular Assembly meeting via Zoom, on September 22, 2025, use the following participation information:

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

Sincerely,



Diane 'Di' Cathcart, CMC
Deputy Municipal Clerk

Enclosures
cc via email:
AMCO
Borough Assembly
CBJ Liquor License Staff Reviewers



CITY/BOROUGH OF JUNEAU
155 Heritage Way, Juneau, Alaska 99801-1397

Date: 9/10/2025

Account:



Subject: Sales Tax Statement

SPICE LLC
3540 GLACIER HWY
ATTN: NIMMY PHILIPS
JUNEAU AK 99801

Period YYYY MM	Amount of Tax	Discount	Penalties, Interest, Fees	Cash Applied	Amount Due
2024 2Q	10,141.86	0.00	3,253.07	8,396.78	5,253.98
2024 3Q	12,263.49	0.00	4,293.76	1,903.92	14,818.82
2024 4Q	5,543.55	0.00	1,744.68	500.00	6,818.23
2025 1Q	8,456.62	0.00	2,419.79	800.00	10,076.41
2025 4M	2,991.24	0.00	720.44	0.00	3,741.68
2025 5M	3,800.92	0.00	5.14	3,770.92	105.14
2025 6M	3,732.22	0.00	438.64	0.00	4,170.86
Totals	46,929.90	0.00	12,875.52	15,371.62	44,985.12

This balance is only accurate through the end of this month. Additional Penalties and/or Interest will accrue the 1st of each month until the balance is paid in full.

ALASKA STATUTES AND CBJ CODE SECTIONS
RE: ASSEMBLY LIQUOR LICENSE PROTEST PROCESS

Alaska Statutes 04.11.480

Sec. 04.11.480. Protest.

(a) A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license by sending the board and the applicant a protest and the reasons for the protest within 60 days of receipt from the board of notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer. The local governing body may protest the continued operation of a license during the second year of the biennial license period by sending the board and the licensee a protest and the reasons for the protest by January 31 of the second year of the license. The procedures for action on a protest of continued operation of a license are the same as the procedures for action on a protest of a renewal application. The board shall consider a protest and testimony received at a hearing conducted under AS 04.11.510(b)(2) or (4) when it considers the application or continued operation, and the protest and the record of the hearing conducted under [AS 04.11.510](#) (b)(2) or (4) shall be kept as part of the board's permanent record of its review. If an application or continued operation is protested, the board shall deny the application or continued operation unless the board finds that the protest is arbitrary, capricious, and unreasonable.

(b) If the permanent residents residing outside of but within two miles of an incorporated city or an established village wish to protest the issuance, renewal, or transfer of a license within the city or village, they shall file with the board a petition meeting the requirements of [AS 04.11.510](#) (b)(3) requesting a public hearing within 30 days of the posting of notice required under [AS 04.11.310](#) , or by December 31 of the year application is made for renewal of a license. The board shall consider testimony received at a hearing conducted under [AS 04.11.510](#) (b)(3) when it considers the application, and the record of a hearing conducted under [AS 04.11.510](#) (b)(3) shall be retained as part of the board's permanent record of its review of the application.

(c) A local governing body may recommend that a license be issued, renewed, relocated, or transferred with conditions. The board shall consider recommended conditions and testimony received at a hearing conducted under [AS 04.11.510](#) (b)(2) or (4) when it considers the application or continued operation, and the recommended conditions and the record of the hearing conducted under [AS 04.11.510](#) (b)(2) or (4) shall be kept as part of the board's permanent record of its review. If the local governing body recommends conditions, the board shall impose the recommended conditions unless the board finds that the recommended conditions are arbitrary, capricious, or unreasonable. If a condition recommended by a local governing body is imposed on a licensee, the local governing body shall assume responsibility for monitoring compliance with the condition, except as otherwise provided by the board.

(d) In addition to the right to protest under (a) of this section, a local governing body may notify the board that the local governing body has determined that a licensee has violated a provision of this title or a condition imposed on the licensee by the board. Unless the board finds that the local governing body's determination is arbitrary, capricious, or unreasonable, the board shall prepare the determination as an accusation against the licensee under [AS 44.62.360](#) and conduct proceedings to resolve the matter as described under [AS 04.11.510](#) (c).

CBJ Code 20.25.025

20.25.025 Assembly review of license issuance, renewal, transfer, relocation, or continued operation.

(a) The assembly may protest the issuance, renewal, transfer, relocation, or continued operation of an alcoholic beverage license as provided in state law. The protest shall cite any of the following criteria which the assembly determines to be pertinent:

- (1) The character and public interests of the surrounding neighborhood;
 - (2) Actual and potential law enforcement problems, including the proximity of the premises to law enforcement stations and patrols;
 - (3) The concentration of other licenses of the same and other types in the area;
 - (4) Whether the surrounding area experiences an unacceptable rate of alcohol abuse or of crime or accidents in which the abuse of alcohol is involved;
 - (5) The adequacy of parking facilities;
 - (6) The safety of ingress to and egress from the premises;
 - (7) Compliance with state and local fire, health and safety codes;
 - (8) The degree of control the licensee has or proposes to have over the conduct of the licensed business;
 - (9) The history of convictions of the applicants and affiliates of the applicants for:
 - (A) Any felony involving moral turpitude;
 - (B) Any violation of AS title 04; and
 - (C) Any violation of the alcoholic beverage control laws of another state as a licensee of that state;
 - (10) Whether the applicant or the applicant's affiliates are untrustworthy, unfit to conduct a licensed business or constitute a potential source of harm to the public;
 - (11) Any other factor the assembly determines is generally relevant or is relevant to a particular application.
- (b) The assembly may protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in state law if it determines any of the following conditions exist:

- (1) The business operated under the license is, on the date the assembly considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;
- (2) There are delinquent property taxes or local improvement district assessments or penalty or interest thereon arising out of real or personal property owned in whole or in part by any person named in the application as an applicant or on the permit which is to be continued where such property is used, or is to be used, in whole or in part in the business conducted or to be conducted under the license;
- (3) There is a delinquent charge or assessment owing the City and Borough by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;
- (4) If the license requested is for a beverage dispensary and is requested under AS 04.11.400(d)(1), unless the tourist facility will contain 30 or more rooms;
- (5) If the application is for the issuance or relocation of a license and, after the issuance or relocation, there would be:
 - (A) More than one restaurant or eating place license for each 1,500 population, or fraction thereof, residing within the City and Borough; or
 - (B) More than one license of each other type for each 3,000 population or fraction thereof residing within the City and Borough.
- (6) The business operated or to be operated under the license is violating or would violate the zoning code of the City and Borough; or
- (7) The business operated under the license is, on the date the assembly considers the application, in violation of state or local fire, health, or safety codes. A criminal conviction of this violation is not a prerequisite for a protest under this section.

(c) If the assembly or committee or a subcommittee thereof recommends protest of the issuance, renewal, transfer, relocation, or continued operation of a license it shall state the basis of the protest and the applicant shall be afforded notice and an opportunity to be heard at an abbreviated informal hearing before the assembly to defend the application. For the purposes of this subsection, notice shall be sufficient if sent at least ten days prior to the hearing by certified first class mail to the address last provided by the applicant to the municipal sales tax examiner. At the conclusion of the hearing, the assembly decision to protest the application shall stand unless the majority of the assembly votes to withdraw the protest.
(Serial No. 84-50, § 4, 1984; Serial No. 86-35, §§ 2, 3, 1986; Serial No. 93-25, § 2, 1993; Serial No. 2002-06, § 2, 2-25-2002; Serial No. 2002-44, § 2, 12-2-2002)

State Law References: Assembly protest, AS 04.11.480.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

August 22, 2025

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

Licensee: **Spice LLC**

DBA: Spice

VIA email: philipsnj@gmail.com;

CC: None

Local Government 1: City and Borough of Juneau

Via Email: di.cathcart@juneau.gov; city.clerk@juneau.gov;

Community Council: n/a

Via Email: n/a

Re: Restaurant or Eating Place License #2641 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#2641
License Type:	Restaurant or Eating Place
Licensee:	Spice LLC
Doing Business As:	Spice
Physical Address:	112 N. Franklin Street Juneau, AK 99801
Designated Licensee:	Nimmy J. Philips
Phone Number:	907-209-9167
Email Address:	philipsnj@gmail.com;

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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

We have received a complete renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director

2025 3rd Late File Exemption List to the Assembly

Late File Senior & Disabled Veteran Exemptions:

Name	Parcel Number	Property Address
Lutovio Nemaia	5B2101290650	9950 Stephen Richards Memorial Dr Sp 65
Pamela Cambell	4B230106205A	12175 Glacier HWY Unit A205
Celestino Morato	5B2501020130	9015 Long Run DR
Ioanna Manolakaki	5B2501280021	3636 McGinnis DR
Cynthia Schmiede	1C030E040020	1800 Evergreen AVE
Daniel Tourtellot	5B1301080790	5875 Glacier HWY
Jay Houston	1C030J050210	141 Behrends AVE
Ron Lepoidevin	5B1301120130	6590 Glacier HWY
Scott Blume	1D050L150060	2816 Peters LN
Matt Peterson	5B2101240060	9338 Northland ST
Norman Cohen	7B1001200181	4542 Hillcrest AVE

Late File Senior & Disabled Veteran Hardship Exemptions:

Name	Parcel Number	Property Address
Michael Allison	5B2501260070	3727 El Camino ST
William Morris	4B1801010030	2290 Fritz Cove RD
Michael Hays	5B2501500110	9096 Pinedale ST
Celestino Morato	5B2501020130	9015 Long Run DR
John Sweeney	5B2401420140	8175 Threadneedle ST