



REGULAR ASSEMBLY MEETING 2025-20 AGENDA - **UPDATED 11/17/2025 1:30PM**

November 17, 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. October 27, 2025 Regular Assembly (Reorg) 2025-19 Minutes - Draft

[These minutes will be added to the packet under Supplemental Materials prior to the November 17 meeting.]

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 2025-43 An Ordinance Authorizing the Manager to Lease an 8.0 Acre

Fraction of the Parcel of Land near 10020 Crazy Horse Drive at a Reduced Rate to Juneau Animal Rescue for the Purpose of Operating an Animal Shelter.

Juneau Animal Rescue (JAR) submitted a proposal to lease an 8.00-acre fraction of the CBJ parcel located at 10020 Crazy Horse Drive for less than fair market value, for the purpose of constructing and operating a new permanent animal shelter. [CBJC 53.09.270\(b\)](#) authorizes the lease of CBJ land “to a private, nonprofit corporation at less than the market value provided the disposal is approved by the assembly by ordinance, and the interest in land or resource is to be used solely for the purpose of providing a service to the public which is supplemental to a governmental service...” The fair market value lease rate has been determined to be \$3,000 per month, and the proposed lease rate shall be \$10.00 per year with a term of 35 years.

The Lands Housing and Economic Development (LHED) Committee reviewed this application at the [January 27, 2025, meeting](#) and passed a motion of support for granting this lease. The CBJ Assembly reviewed the proposal and passed a motion of support at its Regular Assembly Meeting on [July 28, 2025](#).

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

2) Ordinance 2024-01(b)(BC) An Ordinance Appropriating \$1,316,554 to the Manager for the City and Borough of Juneau's Fiscal Year 2025 Operating Costs; Funding Provided by Various Sources.

This ordinance appropriates \$1,316,554 for the City and Borough of Juneau’s FY2025 operating costs. The following funds require supplemental budget authority in FY2025:

Risk Management: this ordinance appropriates \$1,298,432 of Risk Management funds for health insurance claims that exceeded budget estimates.

Pandemic Response: this ordinance provides budget authority to transfer residual funds of \$14,077 from the Pandemic Response Fund to the General Fund. This final housekeeping transfer closes the Pandemic Response Fund.

Downtown Parking: this ordinance appropriates \$2,510 for the purchase and installation of cameras at the Downtown Parking Center that exceeded budget estimates. This expense is funded by greater than anticipated parking revenue.

Capital Projects: this ordinance provides budget authority to transfer \$1,535 of general funds from the Parks and Recreation Capital Improvement Projects Fund to the General Fund. This is a housekeeping transfer that corrects a historical accounting entry.

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

3) Ordinance 2025-42 An Ordinance Amending the Comprehensive Plan by Adopting the Downtown Douglas/West Juneau Area Plan.

On [August 12, 2025](#), the Planning Commission recommended that the City and Borough Assembly adopt the Downtown Douglas / West Juneau Area Plan as an addendum to the CBJ Comprehensive Plan. The Commission added the following recommendations:

- Plan p. 7: Delete the first paragraph under “Downtown Douglas. The current wording seems to indicate a historical record, but does not discuss Alaska Native stewardship.
- Plan p. 25: Delete Action C under Goal 4.2, as the transfer of Mayflower Island to DIA is underway and this goal was written prior to the Assembly’s stated intent to transfer.
- Plan p. 27: Move content to follow “Equity” language on p. 4 to better reflect the equity discussion in the context of Alaska Native land use.
- Plan p. 29: Delete Goal 5.3 and Action A to ensure these parcels are treated the same as any parcel in the CBJ in terms of land use and regulation.
- Appendices: Delete four “Steering Committee Mapping Exercise” maps.
- Appendices: Move Traffic Calming graphics to follow p. 11, Goal 1.2, and remove street names.

On [November 3, 2025](#), the Assembly Lands, Housing, and Economic Development Committee discussed the recommendations and favorably moved the Downtown Douglas / West Juneau Area Plan to the full Assembly for consideration and adoption into the Comprehensive Plan.

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

B) Resolutions

1) Resolution 4031 A Resolution Supporting the Juneau Coordinated Transportation Coalition’s Prioritization of Projects for Grant Funding by the Alaska Department of Transportation & Public Facilities.

On August 28, 2025, the Juneau Coordinated Transportation Coalition (JCTC) met and reviewed nominations for funding for the FY2025 Alaska Department of Transportation Human Services Transportation Service Grant. To be considered for grant funding, each community must prioritize their projects and that priority list must be endorsed by motion or resolution by the local municipal government.

This year SAIL requests capital for a replacement ADA vehicle for its SAIL/ORCA program. The request is for \$95,700.

JCTC made a recommendation to the CBJ Public Works and Facilities Committee (PWFC) to make the replacement ADA vehicle for the SAIL/ORCA program the top priority for the grant program.

The PWFC, at their September 8, 2025, regular meeting, voted to forward a Resolution of support for the SAIL application to the full Assembly.

Upon approval, the resolution would serve as an addendum to the CBJ 2020 Juneau Coordinated Human Services Transportation Plan.

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.

Marijuana License — Renewal

Licensee: Alaskan Coffee Pot LLC d/b/a Alaskan Coffee Pot

License Type: Retail Marijuana Store License: #25190 Location: 159 S. Franklin St. Juneau AK 99801

Clerk Note: The CBJ Finance Department has removed their protest because the licensee has paid their account balance in full. This item was moved from New Business to the Consent Agenda.

D) Bid Awards

1) Bid Award - Statter Harbor Breakwater Geotechnical Investigation (DH26-007)

Bids opened for the subject project [DH26-007] on October 28, 2025. The bid protest period expired at 4:30 p.m. October 29, 2025. Results of the bid opening are:

BIDDERS	BASE BID	ADDITIVE ITEMS	TOTAL BID
Discovery Drilling Inc.	\$557,110	\$882,868	\$1,439,978
Engineer Estimate	\$680,000	\$1,444,000	\$2,124,000

This contract is in support of the US Army Corps of Engineer's feasibility engineering study to replace the existing Statter Harbor breakwater. The project requires a qualified geotechnical driller to collect subsurface soils to depths of 100 feet below mudline in 150 feet of water in Auke Bay. The Contractor is to provide geotechnical drilling and sampling equipment for 2 borings in the base bid with the additive items providing the option of up to 6 borings in total.

The Docks & Harbors Board reviewed and recommended bid award at its [October 30, 2025](#) regular Board meeting.

The City Manager recommends the Assembly approve DH26-007 (Statter Harbor Breakwater Geotechnical Investigation) award to Discovery Drilling Inc. for \$1,439,978. Funding is provided by Harbors Enterprise.

E) Transfers

1) Transfer Request 2605 A Transfer of \$2,360,000 from Various CIPs to CIP R72-187 Blackerby Subdivision Reconstruction.

This request would transfer \$2,360,000 from various CIPs to a new CIP Blackerby Subdivision. The waterline in the subdivision is severely corroded and has the potential for catastrophic failure. The line has a significant repair history, most recently experiencing two breaks in a one-week period in October. This transfer would provide for the replacement of the failing waterline while simultaneously rebuilding the aged roadway infrastructure. Due to the severity of this project, the goal is to begin work in the spring. All other projects transferring funds will retain sufficient funding for currently scheduled project work.

The Public Works and Facilities Committee reviewed this request at its [November 3, 2025](#) meeting.

The Manager recommends approval of this transfer.

I. PUBLIC HEARING

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

Assemblymember Adkison proposed this ordinance to implement ranked choice voting for CBJ elections. If passed, ranked choice voting would apply to single-member races beginning with the October 6, 2026 municipal election. This ordinance was reviewed by the Assembly Human Resources Committee at its [March 3rd meeting](#) and forwarded to the Assembly Committee of the Whole. The Committee of the Whole discussed Ordinance 2025-13 at its [June 2nd](#) and [August 4th](#) meetings and forwarded it to the [June 9th](#) Regular Assembly meeting for introduction. Public testimony was taken at the [July 28th](#) Regular Assembly meeting and again at the [August 18th](#) Regular Assembly meeting, where Ordinance 2025-13(c) was set for additional public hearing and final action by the Assembly at its November 17th Regular meeting.

The Systemic Racism Review Committee reviewed this ordinance at its [July 15, 2025 meeting](#).

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

2. Ordinance 2025-41 An Ordinance Authorizing the Eaglecrest Ski Area to Enter Into a Franchise and Permit Agreement with Alaska Rainforest Sanctuary, LLC dba Kawanti Adventures, for Operating the Alaska Zipline Adventure Canopy Tour.

This ordinance authorizes a five-year Franchise Agreement for Kawanti Adventures to operate the Alaska Zipline Adventure Canopy Tour at Eaglecrest. This ordinance updates Ordinance 2023-22 to provide a new five-year timeframe and removes the requirement for annual renewal of the permit. This will allow Kawanti to pursue funding to make necessary upgrades and improvements to their infrastructure.

The Systemic Racism Review Committee reviewed this ordinance at the [October 28, 2025](#),

meeting.

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

3. **Ordinance 2025-01(b)(P) An Ordinance Appropriating \$320,200 to the Manager for the Wetlands Rescue Vehicle Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and Airport Capital Reserve Funds.**

This ordinance would appropriate \$300,200 of Federal Aviation Administration Airport Improvement Program grant funds and \$20,000 in local Airport matching funds to the Wetlands Rescue Vehicle CIP. This appropriation would provide for the purchase of a Marsh Master MM-2MX for wetland rescue and off-pavement emergency response. The vehicle would enhance access and patient extraction in tidal/wetland areas while preserving Aircraft Rescue and Firefighting vehicle readiness on paved surfaces.

The Airport Board of Directors approved this ordinance at the [October 9, 2025](#) meeting. The Systemic Racism Review Committee reviewed this ordinance at the [October 28, 2025](#), meeting.

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

4. **Ordinance 2025-01(b)(Q) An Ordinance Appropriating \$1,097,875 to the Manager for the Motor Grader and Vacuum Truck Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and Airport Capital Reserve Funds.**

This ordinance would appropriate \$1,037,875 of Federal Aviation Administration Airport Improvement Program grant funds and \$60,000 in local Airport matching funds to the Motor Grader and Vacuum Truck CIP. This appropriation would provide for the purchase of a motor grader and a glycol recovery vacuum truck. The new machinery would replace aging snow removal equipment, allowing for sustainable and reliable winter operations.

The Airport Board of Directors approved this ordinance at the [October 9, 2025](#) meeting. The Systemic Racism Review Committee reviewed this ordinance at the [October 28, 2025](#), meeting.

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

J. UNFINISHED BUSINESS

K. NEW BUSINESS

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

There are 9 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

P. SUPPLEMENTAL MATERIALS

- 1. October 27, 2025 Regular Assembly (Reorg) 2025-19 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

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.