

**ASSEMBLY HUMAN RESOURCES COMMITTEE  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

February 7, 2022 6:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

**AGENDA**

**I. CALL TO ORDER**

**II. LAND ACKNOWLEDGEMENT**

**III. ROLL CALL**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF MINUTES**

**A. January 10, 2022 Assembly Human Resources Committee Minutes-Draft**

**VI. PUBLIC PARTICIPATION**

**VII. AGENDA TOPICS**

**A. Juneau Economic Development Council (JEDC)-Appointment-Labor Seat**

**B. Local Emergency Planning Committee (LEPC)-Appointment to Seat 6-  
primary media seat**

The Local Emergency Planning Committee (LEPC) has primary and alternate seats. Staff requests the Assembly Human Resources Committee (HRC) forward the nomination of the below applicant for appointment to the Assembly. At the December 13, 2021 HRC, the committee reappointed Bill Legere to the primary media seat. Mr. Legere notified staff in January 2022 that he would not seek reappointment after all. The LEPC thanks Mr. Legere for his many years of service.

**Seat 6 – Media Seat [Primary Member] {seat formally held by Bill Legere}  
replacing him is Jennifer Pemberton, starting immediately and ending  
12/31/2024.**

**C. Public Participation Rules and Resolution 2976**

**VIII. OTHER BUSINESS**

**A. 2022 Assembly Goals**

The committee will review the 2022 Assembly Goals and Implementing Actions to

see which goals fit within the charge of the Human Resources Committee. This topic will sit as a placeholder on the agenda for review as time allows during meetings.

## **IX. STAFF REPORTS**

### **A. Change to SRRC Interview/Appointments Date & Shifting the 2/28 HRC to 5:30pm**

First, due to meeting conflicts with the original February 15 date to hold Systemic Racism Review Committee interviews/appointments, staff is requesting to move interview/appointments to Thursday, February 24, still at 5:30pm via zoom webinar.

Second, the Juneau Human Rights Commission accepted the Human Resources Committee invitation to meet and discuss the letters submitted from the commission to the HRC regarding Afghan refugees and Anti-Semitism. They would also like to discuss a potential proclamation for former Assemblymember Rosalee Walker that was first brought up in 2019. Lastly, the commission would like to update the HRC on upcoming Town Halls they are hoping to host as well as possible funding requests.

There are a number of board/committee appointments that will need to take place as well so staff is requesting a 5:30pm start time for the February 28, 2022 Human Resources Committee Meeting.

## **X. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

## **XI. NEXT MEETING DATE**

### **A. February 28, 2022**

## **XII. ADJOURNMENT**

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

## **ASSEMBLY HUMAN RESOURCES COMMITTEE**

January 10, 2022 6:00 PM

Zoom Webinar

### **MINUTES**

#### **I. CALL TO ORDER**

HRC Chair Hughes-Skandijs called the Assembly Human Resources Committee meeting to order at 6:00 p.m.

#### **II. LAND ACKNOWLEDGEMENT**

#### **III. ROLL CALL**

**Members Present:** Chair Alicia Hughes-Skandijs, Michelle Hale and ‘Wáahlaal Gíidaak

**Members Absent:** Christine Woll

**Others Present:** City Clerk, Beth McEwen, City Manager Rorie Watt, Port Director, Carl Uchytel

#### **IV. APPROVAL OF AGENDA**

Agenda approved as presented.

#### **V. APPROVAL OF MINUTES**

Minutes approved as presented.

**A. December 13, 2021 Assembly Human Resources Committee Minutes-Draft**

**B. December 15, 2021 Special Assembly Human Resources Committee Minutes-Draft**

#### **VI. PUBLIC PARTICIPATION**

None

#### **VII. AGENDA TOPICS**

## A. Board of Equalization - Appointments

The Board of Equalization (BOE) is still currently hearing the large number of appeals the Assessor's Office received for 2021. There are 3 seats on the BOE with terms due plus one vacancy from a member who resigned due to time commitments.

**Two of the incumbents have applied for reappointment, Emily Haynes and Emil Mackey for terms beginning immediately (January 1 2022) and ending December 31, 2024.** The third incumbent, Barbara Sheinberg, is not applying for reappointment but has agreed to stay through completion of BOE Hearings for 2021 property appeals. No other applications have been received for the BOE; active recruitment will happen in Spring when the Assessor's Office and Clerk's Office prepare for 2022 property appeals with a BOE board training happening in April or May.

**MOTION:** by Ms. Hale to recommend the Human Resources Committee request the Assembly not make appointments or reappointments to the Board of Equalization until the current 2021 BOE hearing cycle is complete and that the incumbents continue to serve until such reappointments are made. *Hearing no objections, motion passed.*

## B. Resolution 2968 A Resolution Naming City and Borough of Juneau Property Legally Described as Archipelago Lot 2A "Peratrovich Plaza" in Honor of Elizabeth Peratrovich

In December 2020, Docks & Harbors completed Phase I of the Downtown Waterfront Improvement project which expanded the Seawalk and added a bus staging area. This property owned by CBJ is recognized in the Assessor's data base as Archipelago Lot 2A. The term Archipelago is often used by CBJ staff and downtown patrons to generally describe this area. Docks & Harbors staff has contemplated other appropriate names which would provide wayfinding opportunities to this area along the waterfront, but none were generally descriptive to the new development. In September, Ms. Crystal Worl, in partnership with CBJ and Sealaska Heritage Institute (SHI), created and installed a 60 foot by 28 foot mural of Elizabeth Peratrovich along the face of the southeast wall of the Marine Parking Garage. This mural is now a prominent feature along the waterfront.

At its October 28 regular meeting, the Docks & Harbors Board voted to recommend the Assembly change the name of this area from Archipelago Lot 2A to Peratrovich Plaza. Docks & Harbors has consulted with Elizabeth's son (Roy Jr.) and Elizabeth's granddaughter (Betsy) as well as the artist and SHI. All have had favorable responses to the name change.

The Systemic Racism Review Committee considered this ordinance at its December 14, 2021, meeting, and forwarded it to the Assembly.

Committee members reviewed Resolution 2968, each commenting they were pleased to see staff had reached out to the Peratrovich family and Sealaska Heritage Institute for feedback and approval in naming this section of the sea walk, Peratrovich Plaza. Members noted it was long overdue and will be a great way to welcome and educate visitors.

- **MOTION:** by ‘Wáahlaal Gíidaak to recommend the Human Resources Committee move Resolution 2968 to the full Assembly for action. ***Hearing no objection, motion passed.***

## **VIIISTAFF REPORTS**

### **A. Set Dates for Systemic Racism Review Committee Interviews for Two Vacant Seats**

The committee discussed possible dates to hold interviews for Systemic Racism Review Committee vacant seats and will forward February 15, 2022 to the full Assembly as a possible date to meet.

## **IX. NEXT MEETING DATE**

Chair Hughes-Skandijs spoke to Ms. Woll's previous recommendation of adding the Assembly goals and implementing actions to future HRC meetings. This would allow for the HRC to receive progress reports and help move goals along that would fit within the charge of the HRC. Ms. Hale commented it would be good to start with Assembly goals and actions then expand on items that might also fit within those goals. ‘Wáahlaal Gíidaak recommended adding Assembly Goals as a placeholder on the HRC agenda. Chair Hughes-Skandij's will work with staff to get the assembly goals added as an agenda item.

### **A. February 7, 2022 at 6:00 p.m.**

## **X. ADJOURNMENT**

There being no further business before the committee, meeting adjourned at 6:18 p.m.



JEDC.org

612 West Willoughby Ave. Suite A

Juneau, AK 99801

Phone 907-523-2300

Fax 907-463-3929

**Board of Directors**

**Juneau Economic Development Council**

**612 West Willoughby Avenue**

**Juneau, AK 99801**

**January 18, 2022**

**Assembly of the City and Borough of Juneau**

**155 South Seward Street**

**Juneau, AK 99801**

**Attention: Beth McEwen, *Municipal Clerk***

**RE: Recommendations to the CBJ Assembly for appointment of a member of the Board of Directors of the Juneau Economic Development Council**

Dear CBJ Assembly:

The Juneau Economic Development Council (JEDC) seeks the assistance of the City and Borough of Juneau (CBJ) Assembly to make one (1) appointment to our Board of Directors. In accordance with the Bylaws of JEDC, the membership of the JEDC Board of Directors is comprised as follows:

- The Mayor of the City and Borough of Juneau or the Mayor's designee from the CBJ Assembly;
- The Chancellor of University of Alaska Southeast (UAS) or the Chancellor's designee from UAS;
- One member appointed by the CBJ Assembly representing organized labor;
- One member appointed by the CBJ Assembly representing a nonprofit environmental organization;
- Seven (7) members appointed by the CBJ Assembly based upon their experience and expertise in fields relating to economic development, including but not limited to large and small business, entrepreneurship, natural resource development, tourism, banking and finance, engineering and construction, and government.

Board Members serve staggered three-year terms and may serve two consecutive terms. In Article Four, Section 2, Paragraph E, of JEDC Bylaws, it states:

*"The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members."*

CBJ Assembly  
January 18, 2022  
Page 2

In accordance with our Bylaws, notice of vacancies on the JEDC Board of Directors was posted to the CBJ and JEDC websites. One Organized Labor Seat opening currently exists on the Board with a term expiring on/about November 2022.

At the meeting of the Board of Directors of JEDC on Wednesday, January 12, the Board reviewed the application and conducted an interview of Rodney Hesson, the only applicant for this position.

The JEDC Board of Directors recommends to the CBJ Assembly that the following person be appointed to the JEDC Board:

- Rodney Hesson, to an Organized Labor Seat for the remainder of the current term expiring on/about November 2022.

Mr. Hesson has lived in Juneau since 1977, having graduated from JDHS in 1992. He is a trade unionist and 20-year member of the International Brotherhood of Electrical Works (IBEW) Local 1547, where he is also the Assistant Business Manager. As a union electrician, he has worked on projects including the Franklin Dock Electrification, JDHS Remodel, Douglas Roundabout, and the construction of Thunder Mountain High School. He currently serves on the Juneau Central Labor Council and CBJ Personnel Board, as well as the President of the Juneau Building and Construction Trades Council, where he has assisted in completing nearly 30 Project Labor Agreements since 1996.

On behalf of the JEDC Board of Directors, we look forward to your appointment.

The JEDC Board of Directors would like to thank the following Board Member who is ending his service on the Juneau Economic Development Council due to a relocation by his employer: Chris Dimond.

Regards,

A handwritten signature in black ink, appearing to read "Brian Holst", enclosed within a circular scribble.

**Brian Holst**  
***Executive Director***



City and Borough of Juneau, AK

# Juneau Economic Development Council

## Board Roster



**Garrett Schoenberger**

**1st Term** Nov 25, 2019 - Oct 31, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Vice-Chair

**Category** Public

**Dais Seat** 4



**Alexander Kotlarov**

**1st Term** Nov 25, 2019 - Oct 31, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 10



**Marc Guevarra**

**1st Term** Nov 23, 2020 - Oct 31, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 3



**Raymond Paddock**

**1st Term** Nov 23, 2020 - Oct 31, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 6



**Jill M Weitz**

**1st Term** Nov 23, 2020 - Oct 31, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Non-Profit Environmental Rep.

**Dais Seat** 9

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**Aaron J Morrison**

**1st Term** Nov 22, 2021 - Oct 31, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Chair

**Category** Public

**Dais Seat** 7

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**Melissa M Kookesh**

**2nd Term** Nov 22, 2021 - Oct 31, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 2

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**Jake Carpenter**

**2nd Term** Nov 22, 2021 - Oct 31, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Secretary

**Category** Public

**Dais Seat** 8

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**Rick Caulfield**

**1st Term** N/A - N/A

No Recruitment

**Appointing Authority** Assembly

**Position** Voting Member

**Category** UAS Chancellor

**Dais Seat** 1



**Beth Weldon**

**1st Term** N/A - N/A

No Recruitment

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Mayor

**Category** Mayor Seat

**Dais Seat** 11

---



**Michelle Bonnet Hale**

**1st Term** N/A - N/A

No Recruitment

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Mayor's Alternate

**Category** Mayor's Alternate

**Dais Seat** 12

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**Vacancy Immediately - October 31, 2022**

**Appointing Authority** Assembly **Position** Voting Member

**Category** Organized Labor Representative **Dais Seat** 5

**Application Form**

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**Profile**

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Rodney

First Name

Hesson

Last Name

Middle Initial

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

IBEW Local 1547

Employer

Assistant Business Manager

Job Title

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**Residence Address if different from your Mailing "Home" Address listed above**

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**Residence Address Line 2**

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**Residence City**

Juneau

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**Residence State**

AK

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**Residence Postal Code**

99801

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**Comments**

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I hope to fill the vacant Labor Seat on the JEDC Board for the remainder of the term.

Rodney Hesson

**Secondary Email Address (if any)**

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**Which Boards would you like to apply for?**

Juneau Economic Development Council: Submitted

**Are you applying for reappointment to this board?**

☐ Yes ☒ No

**If you are applying for more than one board, how many total boards are you willing to serve on?**

☒ 2

**Special Needs - please list any special needs below such as need for sign language interpreter, etc...**

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**Interests & Experiences**

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

**Please explain, with specificity, your reasons for applying to serve on this particular board.**

Desire to be more involved in the economic enrichment of our community.

**Please select the type of board seat for which you are applying \***

☒ Criteria specific seat as listed in the board's governing legislation

**Please list any organizations for which you currently serve as a board member, officer, or employee.**

Juneau Building Trades Council, Juneau Central Labor Council, CBJ Personnel Board

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

I have served on the Personnel Board for several terms. I have also served on the Executive Board for my local union, IBEW Local 1547.

**Education/Training: Please list both formal and informal education & training experiences:**

IBEW Wireman Apprenticeship completed in 2006.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

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I am a Journeyman Wireman.

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## Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

### Ethnicity

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☒ Hispanic

### Gender

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☒ Male



Date of Birth

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## Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

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I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

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☒ I Agree



## OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202  
Phone: (907)586-5278 Fax: (907)586-4552  
email: [di.cathcart@juneau.org](mailto:di.cathcart@juneau.org)

### MEMORANDUM

DATE: February 4, 2022

TO: Assembly Human Resources Committee

FROM: Diane Cathcart, Deputy Municipal Clerk

cc: Emergency Programs Staff Liaisons Tom Mattice & Michelle Brown

RE: (LEPC) Seat Assignment/Nomination

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The Local Emergency Planning Committee (LEPC) has primary and alternate seats. Staff requests the Assembly Human Resources Committee (HRC) forward the nomination of the below applicant for appointment to the Assembly. At the December 13, 2021 HRC, the committee reappointed Bill Legere to the primary media seat. Mr. Legere notified staff in January 2022 that he would not seek reappointment after all. The LEPC thanks Mr. Legere for his many years of service.

**Seat 6 – Media Seat [Primary Member] {seat formally held by Bill Legere} replacing him is Jennifer Pemberton, starting immediately and ending 12/31/2024.**

#### **Recommended Motion:**

I move the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointment of Jennifer Pemberton to the Local Emergency Planning Committee Media Seat 6-primary seat.

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Jennifer Pemberton

First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

KTOO VP News & Managing Editor

Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

**Secondary Email Address (if any)**

**Which Boards would you like to apply for?**

Local Emergency Planning Committee: Submitted

**Are you applying for reappointment to this board?**

☐ Yes ☒ No

**If you are applying for more than one board, how many total boards are you willing to serve on?**

☒ 1

**Special Needs - please list any special needs below such as need for sign language interpreter, etc...**

none

**Interests & Experiences**

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

**Please explain, with specificity, your reasons for applying to serve on this particular board.**

Understanding the city's emergency operations and being informed about events and disasters is a critical part of my job as the leader of KTOO's newsroom, which is the largest in the city. KTOO's general manager has served on this board for many years, but since he is retiring, I am the person at KTOO who seems best suited to have the media seat.

**Please select the type of board seat for which you are applying \***

☒ Criteria specific seat as listed in the board's governing legislation

**Please list any organizations for which you currently serve as a board member, officer, or employee.**

I am an employee of KTOO and am not currently a board member or officer.

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

I have served on several industry boards including the Public Media Journalists Association and Alaska Press Club. I have volunteered to judge journalism competitions across the country. I was also a member of an active Community Emergency Response Team in Logan, Utah, when I was a resident there.

**Education/Training: Please list both formal and informal education & training experiences:**

I have master's degrees in writing and economics. I have received formal Public Information Officer and Joint Information Center training from FEMA.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

---

**Demographics**

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

**Ethnicity**

☒ Hispanic

**Gender**

☒ Female



Date of Birth

---

**Acknowledgement/Certification**

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree



## MEMORANDUM

DATE: February 3, 2022  
 TO: Alicia Hughes-Skandjis, Chair Assembly Human Resources Committee  
 FROM: Robert Palmer, Municipal Attorney; Robert Barr, Deputy City Manager  
 SUBJECT: Resolution 2976 and Public Participation in Municipal Meetings

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Over the last two years, the Assembly made its meetings more accessible and enabled more community members to participate in their local government because of Facebook Live and the interactive features of Zoom. However, the increase in accessibility, especially on the Zoom platform, has presented new challenges to conducting public meetings because of unprotected speech. This memo provides background and options for the Assembly as it explores ways that fully recognize people's First Amendment rights while encouraging civil discourse in municipal meetings.

Prior to March of 2020, municipal meetings were held in-person and people who wanted to provide oral public comment were required to do so in-person. Additionally, regular Assembly meetings were broadcast on local radio, so community members could follow. People could always provide written comments to the Assembly, and the CBJ in general, via email or letter.

Municipal meetings changed in early 2020 when in-person meetings shifted to remote and internet-based platforms. For a few months, the CBJ contracted with the Legislative Information Office, so public participation could occur via telephone, but that service ended when the legislative session wrapped up. By then, the CBJ had transitioned to Zoom for interactive public participation while simultaneously broadcasting on Facebook Live. The CBJ continues to provide real-time closed captioning during regular Assembly meetings. Written public comments are still allowed and encouraged via email or letter. However, the accessibility of the Zoom platform has allowed a few municipal meetings to be disrupted with pornography, irrelevant comments, and uninvited participation.

In an attempt to minimize disruptive speech, the following non-exhaustive list of options are presented for Assembly consideration:

1. **Zoom tools.** Require people to register and/or authenticate to use Zoom.
2. **Assembly Rules.** Resolution 2976: Consider amendments to the Assembly Rules of Procedure to better clarify meeting rules and public participation. (Attached)
3. **Criminal Ordinance.** Direct the City Attorney to present an ordinance that criminalizes the following conduct:
  - Any person, without authority of law and after being warned, who continues to disrupt, disturb, or otherwise impede the orderly conduct of a public meeting.

Presented by: Manager  
Presented:  
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2976 vHRC**

**A Resolution Repealing and Reestablishing the Assembly  
Rules of Procedure.**

WHEREAS, it is necessary for the orderly conduct of business that rules of procedure be adopted for the Assembly.

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

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

**RULE 1. AGENDA.**

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

- I. Flag Salute
- II. Land Acknowledgment
- III. Roll Call
- IV. Approval of Minutes
- V. Manager's Requests for Agenda Changes
- VI. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)
- VII. Consent Agenda
  - A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction
  - B. Assembly Requests for Consent Agenda Changes
  - C. Assembly Action
- VIII. Ordinances for Public Hearing
  - A. Administrative or Committee Reports
  - B. Public Hearing
  - C. Assembly Action
- IX. Unfinished Business
  - A. Administrative or Committee Reports
  - B. Public Hearing
  - C. Assembly Action
- X. New Business
  - A. Administrative or Committee Reports
  - B. Public Hearing
  - C. Assembly Action

- 44 XI. Staff Reports
- 45 XII. Assembly Reports
- 46 A. Mayor's Report
- 47 B. Committee & Liaison Reports
- 48 ~~C. Liaison Reports~~
- 49 DC. Presiding Officer Reports
- 50 XIII. Assembly Comments and Questions
- 51 XIV. Continuation of Public Participation on Public Participation on Non-
- 52 agenda Items
- 53 XV. Executive Session
- 54 XVI. Adjournment

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

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

- 60 1. Ordinances for introduction;
- 61 2. Resolutions;
- 62 3. Bid awards requiring Assembly concurrence; and
- 63 4. Other items requiring Assembly action which do not involve substantial
- 64 public policy questions.

65 The Manager shall include with the agenda such supplemental material or reports  
 66 as may be necessary to explain each item on the consent agenda and shall include a  
 67 specific recommendation for Assembly action on each item. Material, reports, and  
 68 recommendations submitted in writing to each member present and which are  
 69 available for public inspection prior to the Assembly meeting need not be read aloud,  
 70 but the minutes shall reflect the Manager's recommendation on each consent agenda  
 71 item adopted. Upon adoption of a motion to adopt the consent agenda, all consent  
 72 agenda items subject to the motion are adopted as recommended by the Manager.  
 73 The motion to adopt may not be amended; provided, upon the request of any  
 74 member, an item on the consent agenda shall be removed from the consent agenda  
 75 and placed under the appropriate regular agenda item for Assembly action. A notice  
 76 or motion for reconsideration or a motion to rescind a consent agenda motion shall  
 77 contain reference to the specific consent agenda item which is the subject of the  
 78 notice or motion and only that item shall be affected by the notice or motion.

79

## 80 **RULE 2. MEETINGS.**

81 A. Date and Time of Regular Meetings. The Assembly shall regularly meet at  
 82 7:00 p.m. every third Monday according to a schedule approved by the Assembly and  
 83 published by the Clerk's office. The Assembly may by motion or otherwise change  
 84 the date of a meeting as may be necessary or convenient.

85 B. Place of Regular Meetings. Regular Assembly meetings shall be held in the  
 86 Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau,

Alaska. However, the location of a regular meeting may be changed up to 24 hours in advance of the meeting (a) by ~~unless~~ the Assembly, at a preceding regular or special meeting ~~has~~, by motion or otherwise, upon designating ~~designated~~ a different place for a particular meeting; or (b) by the Mayor or any three assemblymembers due to extenuating circumstances (i.e. public health requirement, equipment or facility problem in Assembly Chambers) to hold the meeting virtually with remote participation (i.e. video conferencing technology).

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

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

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

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

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

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

### **RULE 4. LEGISLATION.**

A. Drafting. The Attorney shall draft ordinances and resolutions

1. For presentation to the Assembly only
  - (a) by vote or consensus of the Assembly,
  - (b) by vote of a standing or ad hoc Assembly committee,
  - (c) by request of the Mayor, the Manager, or any member, or
  - (d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45 the Conflict of Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.
2. For presentation to a standing or ad hoc Assembly committee only by vote of the committee, request of its chair, or by direction of the Assembly.

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

134

135 **RULE 5. COMMITTEES.**

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

- 138 1. Committee of the Whole
- 139 2. Finance Committee
- 140 3. Human Resources Committee
- 141 4. Lands, Housing, and Economic Development Committee
- 142 5. Public Works and Facilities Committee
- 143 6. Joint Assembly/School Facilities Committee (per Charter 13.8)

144 Any member of the Assembly may sit with any committee at all times; such member  
 145 shall have the right to participate in committee discussion except that members of  
 146 the committee shall have priority in obtaining the floor and only committee  
 147 members may vote. Reasonable opportunity for the public to be heard shall be  
 148 allowed at committee meetings other than those designated as work sessions.

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

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

153 1. Standing Committees.

154 (a) With the exception of the Committee of the Whole, the Finance  
 155 Committee, and the Human Resources Committee in proceedings  
 156 pursuant to Rule 5(C)(2)(f), there shall be not more than four  
 157 Assemblymembers appointed to each standing committee of the  
 158 Assembly. Each Assemblymember will be appointed to at least one,  
 159 but not more than three, standing committees, in addition to the  
 160 Finance Committee and the Committee of the Whole.

161 (b) Nominations for standing committee appointments and for the  
 162 position of chair of each such committee shall be made by the  
 163 Mayor, and shall be subject to ratification by the Assembly. In  
 164 making nominations for committee appointments, the Mayor shall  
 165 strive to ensure, to the extent reasonably possible, that there is a  
 166 balance and diversity of opinion, viewpoints, and perspective  
 167 among the Assemblymembers nominated for committee  
 168 membership, and that there is at least one Assemblymember

- 169 nominated for appointment to each committee who has expertise in  
170 the areas assigned to the committee.
- 171 (c) Each year following the regular municipal election, all  
172 Assemblymembers will be given an opportunity to indicate in  
173 writing which of the standing committees they request to serve on.  
174 At least two of the nominations for appointment for each standing  
175 committee shall be made from those Assemblymembers, if any, who  
176 have requested to serve on the committee for which the  
177 appointments are to be made. The nomination for membership and  
178 chair positions shall be made by the Mayor and ratified by the  
179 Assembly within seven days of the first meeting after the  
180 certification of the regular municipal election each year. All  
181 committee members shall be appointed to serve for a term expiring  
182 upon ratification by the Assembly of the committee appointments  
183 following the next regular municipal election. All committee  
184 members serve at the pleasure of the Assembly.
- 185 (d) A standing committee may at the call of its chair or the vote of its  
186 membership take up any matter within the scope of its charge  
187 established by these rules and not pending as legislation authorized  
188 by the Assembly. Matters not within the scope of any standing  
189 committee, or within the scope of more than one standing  
190 committee shall be assigned by the Mayor.
- 191 (e) Each committee shall refer information to and coordinate activities  
192 with other appropriate committees. Issues referred to another  
193 committee and any directions to the Manager must have the  
194 concurrence of a majority of the committee members.
- 195 2. Human Resources Committee. The Human Resources Committee may  
196 take up issues relating to the health and well-being of Juneau citizens  
197 and their participation in local government. The duties of the Human  
198 Resources Committee shall include:
- 199 (a) Nominating citizens to all CBJ boards and commissions.  
200 Appointment to such bodies shall be made by the full Assembly;
- 201 (b) Making recommendations to the full Assembly regarding the  
202 issuance, renewal or transfer of liquor licenses, restaurant  
203 designation permits, and marijuana licenses;
- 204 (c) Reviewing and proposing amendments to these Rules;
- 205 (d) Reserved.
- 206 (e) Overseeing Juneau's relations with its sister cities;
- 207 (f) Membership for Certain Appointments. The Human Resources  
208 Committee shall meet as needed to recommend appointments to the  
209 Planning Commission, the Hospital Board, the Ski Area Board, the  
210 Docks and Harbors Board, ~~and~~ the Airport Board, and the Systemic  
211 Racism Review Committee. The Mayor and all Assemblymembers

- 212 shall serve as members of the Committee and the Human  
213 Resources chair shall serve as chair at these meetings.
- 214 3. Finance Committee. The Finance Committee may take up issues  
215 relevant to the fiscal status of the CBJ. The Mayor and all  
216 Assemblymembers shall serve as members of the Finance Committee.  
217 Finance Committee meetings will be conducted as worksessions unless  
218 public testimony is permitted by call of the Chair at least 24 hours in  
219 advance of the meeting. The duties of the Finance Committee shall  
220 include:
- 221 (a) Review of the Manager's proposed budget and recommendations to  
222 the Assembly for a final budget;
- 223 (b) Review of the fiscal policies of the CBJ as deemed necessary by the  
224 committee.
- 225 4. Committee of the Whole. The Committee of the Whole may take up  
226 those issues within the jurisdiction of multiple committees and those  
227 warranting detailed review prior to consideration by the Assembly. The  
228 Mayor and all Assemblymembers shall serve as members of the  
229 Committee of the Whole. Generally, the rules of the Assembly shall be  
230 followed in the Committee of the Whole, provided that, at the discretion  
231 of the chair, the rules may be relaxed and the rules relating to  
232 participation by the presiding officer and the number of times a member  
233 may speak shall not be in effect unless otherwise ordered by a majority  
234 of the committee. In preparing the committee agenda the chair shall  
235 consult with the Mayor. Committee of the Whole meetings will be  
236 conducted as worksessions unless public testimony is permitted by call  
237 of the Chair at least 24 hours in advance of the meeting.
- 238 5. Lands, Housing, and Economic Development Committee. The Lands,  
239 Housing, and Economic Development Committee may take up issues  
240 relevant to the lands, housing, economic development, water or air  
241 within the City and Borough. The duties of the Lands, Housing, and  
242 Economic Development Committee shall include recommendations to  
243 the Assembly regarding:
- 244 (a) The preparation and revision of a land management plan and the  
245 acquisition and disposal of CBJ lands;
- 246 (b) The administration of the lands fund and the mineral holdings of  
247 the CBJ;
- 248 (c) Implementation of the Long Range Waterfront Development Plan,  
249 and issues relating to use and development of the CBJ waterfront;
- 250 (d) Promotion of improved housing availability in the City and  
251 Borough; and
- 252 (e) Promotion of a vibrant and diverse local economy.

- 253           6. Public Works and Facilities Committee. The PWFC may take up issues  
 254 relevant to the infrastructure of CBJ, including transportation and  
 255 utilities. The duties of the PWFC shall include:
- 256           (a) Making recommendations to the Assembly regarding the capital  
 257 improvement program required by Charter section 9.2 and other  
 258 capital improvement plans and lists;
- 259           (b) Advising each newly elected Assembly of unfinished capital projects  
 260 to be continued;
- 261           (c) Making recommendations to the Assembly regarding the  
 262 preparation and revision of an areawide transportation plan;
- 263           (d) Making recommendations related to energy efficiency, renewable  
 264 resources, waste reduction and recycling, global warming and green  
 265 building.
- 266           7. Special Committees. Nominations for special committee appointments  
 267 and the chair position of each special committee shall be made by the  
 268 Mayor, and shall be subject to ratification by the Assembly. In making  
 269 nominations for special committee appointments, the Mayor shall strive  
 270 to ensure, to the extent reasonably possible, that there is a balance of  
 271 opinion, viewpoints, and perspective among the Assemblymembers  
 272 nominated for committee membership, and that there is at least one  
 273 Assemblymember nominated for appointment to each such committee  
 274 who has expertise in the areas assigned to the committee. All members  
 275 shall serve at the pleasure of the Assembly.
- 276           D. *Reserved.*
- 277           E. Quorum of Committees. For the Committee of the Whole and the Finance  
 278 Committee, a majority of the membership shall constitute a quorum. For committees  
 279 with seven or eight members, four of the membership shall constitute a quorum, for  
 280 committees with five or six members, three of the membership shall constitute a  
 281 quorum. For committees with four or fewer members, two of the membership shall  
 282 constitute a quorum for the transaction of business.
- 283           F. Voting. The minimum vote required to take official action shall be the same  
 284 as that constituting a quorum; provided, however, that in the case of a tie vote, the  
 285 action fails.
- 286           G. Role of Board Liaison. Board liaisons shall be recommended by the board to  
 287 the Assembly for approval. Any board liaison to an Assembly committee should sit  
 288 with the committee at all times. A board liaison may have the right to participate in  
 289 committee discussions at the pleasure of the chair of the Assembly committee except  
 290 that Assembly members of the committee shall have priority in obtaining the floor.  
 291 Only Assembly members on the committee may vote.
- 292
- 293           **RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

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

297                   Planning Commission  
298                   Hospital Board  
299                   Docks and Harbors Board  
300                   Airport Board  
301                   School Board  
302                   Ski Area Board  
303                   Aquatics Board

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

306       B. Role of Assembly Liaison. Assembly liaisons serve as a link between the  
307 Assembly and the board or commission to establish and maintain communication  
308 between the bodies on issues, projects, and other matters of mutual concern and  
309 interest. Assembly liaisons should regularly attend appointed board or commission  
310 meetings. Assembly liaisons shall not have the power to vote on the board or  
311 commission, and are not to be counted in determining whether a quorum of the  
312 board or commission is present. An Assembly liaison may participate in board or  
313 commission discussions when invited by the board chair.

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

317

318       **RULE 7. DEBATE.**

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

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

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

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

333 When permitted by Rule 14, public participation during hearings on ordinances  
 334 and matters other than appeals will be conducted according to the following rules,  
 335 which will be posted in the Assembly Chambers and at [www.juneau.org](http://www.juneau.org):

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

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

339 C. The Mayor may set a time limit for public testimony, for individual  
 340 speakers, or both if it appears necessary to gain maximum participation and  
 341 conserve time, and may for the same reason disallow all questions from the  
 342 Assembly to members of the public. The time limit may be extended by a majority of  
 343 the Assembly. The time limit for individual speakers shall be uniform for all  
 344 speakers, and shall be strictly enforced. Speakers shall not have the right to  
 345 transfer their unused time to other speakers, but the Mayor may grant additional  
 346 time to a person speaking on behalf of a group. ~~present in the chambers.~~

347 D. ~~People are~~ Citizens will be encouraged to submit written presentations and  
 348 exhibits to the Municipal Clerk and the Assembly via email  
 349 ([boroughassembly@juneau.org](mailto:boroughassembly@juneau.org)). ~~Material submitted to the Manager's office more~~  
 350 ~~than three business days before a meeting and comprising ten pages or less will be~~  
 351 ~~eligible for copying for that meeting. Material submitted less than three days before~~  
 352 ~~a meeting will be distributed by the Clerk at the meeting provided that the~~  
 353 ~~submission includes at least 15 copies.~~

354 E. The Mayor will set forth the item or subject to be discussed and will rule  
 355 non-germane ~~speech comments~~ out of order. A member of the public may not be  
 356 stopped for speaking because of the viewpoint being expressed. However, a person  
 357 may be stopped for disrupting, disturbing, or impeding the meeting when speaking  
 358 longer than the time limit, when being unduly repetitious, or when discussing or  
 359 presenting irrelevant matters. Such non-germane speech disrupts, disturbs, or  
 360 impedes public meetings when the Assembly is prevented from accomplishing its  
 361 business in a reasonably efficient manner or when the speech interferes with the  
 362 rights of other speakers. A person stopped for non-germane speech during a meeting  
 363 is welcome to submit a writing, presentation, recording, and exhibit to the Municipal  
 364 Clerk and to the Assembly via email ([boroughassembly@juneau.org](mailto:boroughassembly@juneau.org)).

365 F. All speakers, public, and members of the Assembly will be recognized by the  
 366 chair by surname.

367 G. Members of the public will precede their remarks by stating their names  
 368 and, unless otherwise allowed by the Mayor, the area of town in which they reside.  
 369 ~~their place of residence.~~

370 H. Members of the Assembly will not direct questions to each other or to the  
 371 chair during public participation except as to the conduct of the hearing.

372 I. Members of the Assembly may direct questions to members of the public  
 373 only to obtain clarification of material presented. The questions should ~~may~~ not be  
 374 argumentative, nor may they have the purpose or effect of unreasonably extending  
 375 any time limit applicable to public speakers.

376 J. The public may direct questions to the Assembly or the administration. ~~The~~  
377 ~~questions may not be argumentative.~~

378 K. The public may direct questions to the chair only as it pertains to the  
379 conduct of the hearing.

380 L. The Manager may participate in the same manner as the members of the  
381 Assembly.

382 M. There shall be an opportunity for public participation on non-agenda items  
383 at each regular meeting of the Assembly. Such public participation shall be limited  
384 to no more than 20 minutes, with each speaker limited to a length of time set by the  
385 Mayor not to exceed five minutes. Assemblymembers may ask questions of the  
386 speaker, but should ~~shall~~ not deliberate at that time on matters raised, or answer  
387 questions directed to the members.

388 N. Members of the public that want to provide oral public comment during a  
389 meeting need to notify the Municipal Clerk (i.e. sign-up sheet in Assembly  
390 Chambers, call the Municipal Clerk Office, or register online).

391 O. Reasonable accommodations are available upon request. To the extent  
392 allowed by law (i.e. A.S. 15.13.040 & A.S.15.13.145), a spokesperson designated by a  
393 person with a disability wishing to provide oral public testimony should advise the  
394 Municipal Clerk. Please contact the Clerk's office prior to any meeting, preferably 36  
395 hours ahead, so arrangements can be made if other accommodation requests like  
396 closed captioning or sign language interpreter services are desired. The Clerk's office  
397 telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org).

398

399 **RULE 9. MOTIONS.**

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

401 B. Renewal of Defeated Motions. Defeated motions may be renewed only under  
402 suspension of the rules.

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

- 405 1. Fix time to adjourn
- 406 2. Give notice of reconsideration
- 407 3. Adjourn
- 408 4. Recess
- 409 5. Question of privilege of the body
- 410 6. Question of personal privilege

411

412 **RULE 10. CLERICAL ERRORS.**

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

416

417       **RULE 11. VOTE REQUIRED.**

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

421       A. Limiting, extending, or closing debates

422       B. Suspension of the rules

423       C. Setting of or postponement of special orders

424       D. Objection to consideration of question

425       E. Motion for immediate vote (previous question)

426       F. Rescind

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

429

430       **RULE 12. PARLIAMENTARIAN.**

431       The Attorney shall act as the parliamentarian.

432

433       **RULE 13. SESSIONS.**

434       Each regular or special meeting of the Assembly constitutes a session for  
435 purposes of the rules.

436

437       **RULE 14. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM.**

438       No person except a member or the Manager may participate in Assembly  
439 proceedings except as provided in the agenda item for public participation and  
440 except that the Attorney or Clerk may comment on professional or procedural  
441 aspects. Public participation shall be permitted on a motion to recess into executive  
442 session prior to the vote on such a motion. Public participation shall be permitted on  
443 all items on the agenda, except for meetings advertised as work sessions only, but  
444 shall not be permitted on items before the body for information or scheduling  
445 purposes except to the extent such public participation concerns scheduling only.

446

447

448       **RULE 15. RECONSIDERATION.**

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

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

454 C. Effect of Notice. The effect of giving notice of reconsideration is to suspend  
455 all action on the subject of the notice until a motion for reconsideration is made and  
456 acted upon or until the time within which the motion for reconsideration may be  
457 made and acted upon has expired.

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

462 E. Successive Reconsideration. There may be only one reconsideration even  
463 though the action of the Assembly after reconsideration is opposite from the action of  
464 the Assembly before reconsideration.

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

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

471 **RULE 16. REMOTE PARTICIPATION.**

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

476 A. A member may participate remotely in an Assembly meeting, or an  
477 Assembly Committee meeting, if the member declares that circumstances prevent  
478 physical attendance at the meeting. If the Mayor chooses to participate remotely,  
479 the Deputy Mayor shall preside.

480 B. No more than the first three members to contact the Clerk regarding  
481 remote participation in a particular meeting may participate remotely at any one  
482 meeting.

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

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

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

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

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

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

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

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

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

508 L. Remarks by members participating remotely shall be transmitted so as to  
509 be audible by all members and the public in attendance at the meeting, provided  
510 that in executive session the remarks shall be audible only to those included in the  
511 executive session.

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

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

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

- 523 i. Assembly
- 524 ii. Assembly Standing Committees
- 525 iii. Planning Commission
- 526 iv. Hospital Board
- 527 v. Docks and Harbors Board
- 528 vi. Airport Board
- 529 vii. Ski Area Board
- 530 viii. Systemic Racism Review Committee

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

## 535 **RULE 17. ADOPTION OF ROBERT’S RULES OF ORDER.**

536 The conduct of the meetings of Assembly shall be governed by the Mayor  
537 according to Robert’s Rules of Order, 11<sup>th</sup> Edition, except as otherwise provided by  
538 Charter, law, or these rules.

539 **Section 2. Repeal of Resolution.** Resolution No. 2949 is repealed.

540       **Section 3.       Effective Date.** This resolution shall be effective immediately  
541       after its adoption.

542 Adopted this \_\_\_\_ day of \_\_\_\_\_, 2022.

543  
544

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Beth A. Weldon, Mayor

545      Attest:

546  
547 \_\_\_\_\_  
548 Elizabeth J. McEwen, Municipal Clerk

# Assembly Goals 2022

Assembly Goals set at  
December 4, 2021 retreat

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

| AA*            | Implementing Actions                                                              | Responsibility                                       | Notes: |
|----------------|-----------------------------------------------------------------------------------|------------------------------------------------------|--------|
| A<br>P         | Revise and improve Title 49 to facilitate housing                                 | Assembly, Planning Commission, Manager's Office, CDD |        |
| B<br>P/F       | Implement projects & strategies that advance the goals of the Housing Action Plan | Assembly, Manager's Office                           |        |
| C<br>P/F/<br>O | Continue a robust use of the Affordable Housing Fund and its sustainability       | Assembly, Manager's Office                           |        |
| D<br>P/F       | Reduce barriers to downtown housing development                                   | Assembly, Manager's Office, CDD                      |        |

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

| AA*              | Implementing Actions                                                                                                                    | Responsibility                                       | Notes: |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------|
| A<br>F/O         | Update the Comprehensive Plan                                                                                                           | Assembly, Planning Commission, Manager's Office, CDD |        |
| B<br>O           | Adopt and implement strategies developed by the Visitor Industry Task Force to mitigate impacts & increase economic benefits of tourism | Assembly, Manager's Office, Docks & Harbors          |        |
| C<br>P/F/<br>O   | Examine options for a tourism governing structure that mitigates impacts & increases economic benefits of tourism                       | Assembly, Manager's Office, Docks & Harbors          |        |
| D<br>P/F/<br>O/S | Implement project strategy for Juneau Economic Plan, including revitalizing downtown, with regular updates                              | Assembly, Manager's Office                           |        |
| E<br>F           | Explore financing for the Capital Civic Center                                                                                          | Assembly, Manager's Office, Finance                  |        |
| F<br>P/F/<br>S   | Support Eaglecrest Summer Operations Task Force & self-sufficiency of Eaglecrest                                                        | Assembly, Manager's Office, Eaglecrest               |        |
| G<br>P/F         | Pursue and plan for West Douglas and Channel Crossing                                                                                   | Assembly, CDD, Planning Commission, Manager's Office |        |

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

| AA*      | Implementing Actions                                                                              | Responsibility                                                             | Notes: |
|----------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------|
| A<br>P/F | Develop strategy for fund balance and protect restricted budget reserve                           | Assembly, Manager's Office, Finance                                        |        |
| B<br>P/F | Continue to evaluate sales tax structure including equity and evaluate removing sales tax on food | Assembly, Manager's Office, Finance                                        |        |
| C<br>P   | Long term strategic planning for CIPs                                                             | Assembly, Manager's Office, EPW                                            |        |
| D<br>P/F | Reduce mil rate as appropriate                                                                    | Assembly, Manager's Office, Finance                                        |        |
| E<br>F/O | Allocate resources to implement Assembly goals                                                    | Assembly, Manager's Office, Finance                                        |        |
| F<br>F/O | Maintain Assembly focus on deferred maintenance including BRH and JSD.                            | Assembly, Manager's Office, EPW, all operating departments with facilities |        |

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

## Assembly Goals 2022

Assembly Goals set at  
December 4, 2021 retreat

### 4. Community, Wellness, and Public Safety - Juneau is safe and welcoming for all citizens

|   | AA*   | Implementing Actions                                                                                                   | Responsibility             | Notes: |
|---|-------|------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|
| A | P/O/S | Acknowledge and honor Juneau's indigenous culture, place names, naming policy, and recognize Elizabeth Peratrovich Day | Assembly, Manager's Office |        |
| B | P/S   | Explore government to government relations with tribes                                                                 | Assembly, Manager's Office |        |
| C | P/F/O | Examine social service funding levels and process                                                                      | Assembly, Manager's Office |        |

### 5. Sustainable Community - Juneau will maintain a resilient social, economic, and environmental habitat for existing population and future generations.

|   | AA*   | Implementing Actions                                                                                           | Responsibility                                 | Notes: |
|---|-------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------|
| A | P/O   | Develop a zero waste or waste reduction plan                                                                   | Assembly, Manager's Office, EPW, Finance       |        |
| B | P/O   | Develop strategy to measure, track and reduce energy consumption.                                              | Assembly, Manager's Office, all departments    |        |
| C | P/O/F | Implement projects and strategies that advance the goal of reliance on 80% of renewable energy sources by 2045 | Assembly, Manager's Office, all departments    |        |
| D | P/F   | Develop a climate change adaptation plan                                                                       | Assembly, Manager's Office                     |        |
| E | P/O/F | Develop strategy to reduce abandoned/junked vehicles                                                           | Assembly, Manager's Office, EPW, Law, P&R, D&H |        |

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