

Affidavit of Certified Mail and Outreach Efforts

City and Borough of Juneau

I, Elizabeth J. McEwen, Municipal Clerk for the City and Borough of Juneau, do hereby attest to the following actions taken for the distribution of certified mailings regarding Ordinance 2024-40 (HESCO LID Formation)

The following actions were taken:

Pursuant to CBJC 15.10.040

Notice of the hearing was mailed to all owners within the proposed district according to the tax roll of the City and Borough at the last address shown there on at least 30 days prior to the date set for the hearing. The mailed notice shall contain items from 15.10.040(a)(1-5) as well as the requirements below:

- (1) A description as contained on the tax roll or as amended for purposes of this assessment of each lot, tract or parcel of land owned by its owner and the estimated assessment to be levied against each property;
- (2) A statement that the assessment proposed to be levied against each lot, tract or parcel of land is an estimated amount and that when actual costs are known they will be assessed against all of the real property in the local improvement district in accordance with benefits received.

Additional Information is as follows:

1. Mailing of Certified Mailers:

The City and Borough of Juneau (CBJ) mailed 458 certified mailers to residents, including those listed on the assessment roll for the Local Improvement District (LID), which was presented on December 16th (Ord. 2024-40, Exhibits B and C). Eight of the 466 parcels are owned by CBJ and were excluded from the mailings.

2. Returned Mailers and Resending:

Out of the 458 certified mailers, 13 were returned undelivered. Seven of these were resent with new certified mailers, all of which were successfully delivered between the following dates: January 6, 2025; January 7, 2025; January 8, 2025; January 10, 2025; January 14, 2025; and January 23, 2025.

3. Door Hangers:

Six of the returned mailers that could not be delivered were addressed with door hangers, which were distributed on January 17, 2025. The remaining single undelivered mailer was emailed to the owner after contacting them by phone.

4. Additional Outreach for Undelivered Mailers:

For the 33 certified mailers not marked as delivered by the USPS tracking system as of January 17, 2025, door hangers were left at those addresses. Additionally, addresses were audited to identify new owners. Those who acquired ownership between November 5, 2024, and January 16, 2025, also received door hangers.

