



City and Borough of Juneau
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TO: Deputy Mayor Smith and Committee of the Whole
FROM: Katie Koester, City Manager
DATE: June 3, 2025
RE: Proposed Changes to Meeting times

The purpose of this memo is to suggest changes in your schedule to accommodate an earlier start time. The 7PM start time for regular meetings originally came about because KTOO was broadcasting meetings at that time. KTOO no longer broadcasts CBJ meetings as they are available over zoom and often on YouTube. Giving members and public time to eat dinner and still attend a meeting has also been shared with me as a reason for a 7PM Assembly start time.

Earlier start times would benefit staff who struggle to fill the dead time between the end of the workday and the meeting and would prefer to end earlier. Any meetings we can switch to regular business hours will save some overtime. Making decisions late at night can be taxing. At its worse, there is a tendency to defer to staff recommendations when everyone is exhausted. HOWEVER, what is most important is that a meeting schedule accommodate the Assembly and the public.

After informally consulting members, I have gathered the following take aways about proposed changes to the schedule. Opinions varied widely, however everyone had a strong desire to be collaborative and accommodating to group consensus regardless of their personal opinion. A few themes came through.

More lunch meetings

Many were ok with more lunch meetings if they were kept to an hour to accommodate work schedules. There is concern that it is hard to make both a lot of lunch meetings and earlier start times work.

Earlier start time

The majority prefer an earlier start time - though there are a few night owls out there. A few feel very strongly about this. The caveat to an earlier start time was that it needed to correspond with an earlier end time. There was a comment that some know of potential assembly members who choose not to run because of how late the meetings run. Another concern expressed is that the public may be unable to watch or participate in meetings that end late due to the need to sleep.

Spacing of meetings

There was a preference for consolidating meetings on one day or at least one week to allow for travel and breaks during off weeks.

Any changes to the start time of the regular meeting requires amending the rules of procedure. If the body chooses to amend the rules of procedure, we should also look at changing the section that states the Assembly shall meet every third Monday; that schedule has not been followed for some time.

Based on the input received I have outlined 3 scenarios below:

Option 1: Status quo.

COW Mondays: PWFC at noon; LHED at 5PM and COW at 6PM

Assembly Mondays: HRC at 6PM and Regular Meeting at 7PM.

Option 2: Small change.

COW Mondays: status quo

Assembly Mondays: HRC at 5PM; Assembly at 6PM

Option 3: More change. Make all evening meeting the same start time (mirror AFC 5:30PM start time).

COW Mondays: PWFC at noon; COW at 5:30PM

Tuesday following COW: noon LHED

Assembly Monday: HRC at noon; Regular Meeting at 5:30

Recommendation: If the Assembly is amendable to considering a change, direct staff to bring the Assembly rules and procedures and a sample calendar for the selected option to the body at the next regular meeting.