



Office of the Mayor
155 Heritage Way
Juneau, Alaska 99801
PHONE: (907) 586-5240
FAX: (907) 586-5385
Beth.Weldon@juneau.org

August 19, 2024

Emily Wright
Delivered by Email

Dear Ms. Wright:

On August 19, 2024, the City and Borough Assembly voted to offer you the position as City Attorney. Congratulations on your promotion. The effective date of this appointment will be August 26, 2024.

As set forth in Ordinance 96-09, as amended by Ordinance 99-42, the compensation plan for the City Attorney is as follows:

- (a) Salary. The annual salaries for the Manager and the Attorney shall be as established by the Assembly by motion. The salaries shall be paid according to the same schedule used for other City and Borough employees. Your salary was established at \$188,000 annually.
- (b) Employment Benefits.
 - 1) The Manager and Attorney shall receive the same employment benefits according to the same policies and procedures as other City and Borough employees, including holidays, personal leave and leave accrual, health insurance, life insurance, deferred compensation, the retirement program, and the opportunity for temporary extension of health insurance coverage after resignation.
 - Effective on the date of appointment, you shall accrue leave at the 10 years of service leave accrual rate.
- (c) Additional Benefits. The Manager and the Attorney shall receive the following benefits in addition to the employment benefits addressed in paragraph (b) above:
 - 1) Paid annual membership in one local service club;
 - The employee and employer agree that payment of annual membership to the Alaska Bar Association will meet this provision.
 - 2) Reimbursement for all professional travel and official entertainment expenses up to an amount to be budgeted annually by the Assembly;
 - The employee and employer agree that coverage of travel costs in accordance with CBJ travel policy will meet this provision.
 - 3) Attendance at one professional training course annually (up to one week in length);
 - The employee and employer agree that the employer will provide two opportunities per year to attend professional training or conferences within the first two years of employment, in an effort to support your success in the new role.
 - The employee and the employer agree that each subsequent year after the first two years, shall be in accordance with the terms of this provision.



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- 4) An annual complete physical examination;
 - The employee and employer agree that this provision will be covered through CBJ health insurance and any out-of-pocket expense will be paid by the employee.
- 5) Paid membership and monthly dues in a physical activity or wellness program of the employee's choice.
 - The employee and employer agree that this provision will be met through the current benefits of the CBJ wellness program.

In addition to the terms and conditions of employment previously outlined, the following provisions regarding severance pay shall also apply.

- (d) Severance shall be paid to the employee when employment is terminated by the employer for a reason other than cause.
 - 1) If the employee is terminated for a reason other than substantiated misconduct, the employer shall provide a minimum severance payment equal to three (3) months' salary. This severance shall be paid in a lump sum or in a continuation of salary on the existing biweekly basis, at the employee's option.
 - 2) The employer shall continue to pay for all benefits outlined in (b)(1) during the severance period.
 - 3) If the employee is terminated for substantiated misconduct, then the employer is not obligated to pay severance under this section.
 - 4) You agree to provide ninety (90) days' notice in the event you choose to resign from the City Attorney position.

As you know, the City Attorney serves at the pleasure of the Assembly. A review of your salary will be scheduled on an annual basis. Potential increases to your compensation will be based on your performance and the financial outlook of the organization.

On behalf of the Assembly, I want to welcome you to your new position. We look forward to working with you in your new capacity.

Sincerely,

Beth Weldon
Mayor, City and Borough of Juneau Assembly

Accepted:

Emily Wright

Date