



ASSEMBLY FINANCE COMMITTEE IMMEDIATELY FOLLOWING JOINT ASSEMBLY EAGLECREST BOARD MEETING AGENDA

January 10, 2024 at 6:30 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/93917915176> or 1-253-215-8782 Webinar ID: 939 1791 5176

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. November 29, 2023

D. AGENDA TOPICS

2. Budget & Assembly Grants Process

3. Program Updates from Partner Agencies

Followed by a presentation from the Juneau Economic Development Council.

4. Audit Services Extension

5. Association for the Education of Young Children (AEYC) Parents as Teachers Funding Request

6. 2024 Legislative Priorities

E. NEXT MEETING DATE

7. February 7, 2023

F. SUPPLEMENTAL MATERIALS

8. Juneau Economic Development Council Slide Deck

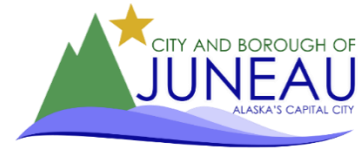
9. 2024 Legislative Priorities

G. 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.gov.

ASSEMBLY FINANCE COMMITTEE MINUTES

November 29, 2023, at 6:00 PM



Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/93917915176> or 1-253-215-8782 Webinar ID: 939 1791 5176

A. CALL TO ORDER

The meeting was called to order at 6:00 pm by Chair Woll.

B. ROLL CALL

Committee Members Present: Chair Christine Woll; Mayor Beth Weldon; Michelle Hale; Paul Kelly; Ella Adkison; Alicia Hughes-Skandijs; Wade Bryson; Wáahlaal Gídaak; Greg Smith

Committee Members Present Virtually: None

Committee Members Absent: None

Staff Members Present: Katie Koester, City Manager; Robert Barr, Deputy City Manager; Angie Flick, Finance Director; Adrien Wendel, Budget Manager; City Attorney, Robert Palmer

C. APPROVAL OF MINUTES

1. November 1, 2023

The November 1, 2023 minutes were approved as presented.

D. AGENDA TOPICS

2. Update on FY23/24/25

Angie Flick, Finance Director, introduced pages 12-33 of the packet which provided preliminary results of CBJ's general governmental FY23 actuals, a mid-year update of FY24, and forecasting for the FY25 budget.

Ms. Flick stated that the FY23 budget was built with caution coming out of the pandemic and had performed well. As shown on page 13 of the packet, revenue anticipations were being realized in April of 2023 due to the State's reimbursement of school bond debt, federal ARPA funds, and strong sales tax revenue. She stated that the Finance Department had forecasted \$7 million above what was budgeted for sales tax and an \$18 million surplus overall, projecting to end the year with a \$28 million unrestricted fund balance.

Ms. Flick shared the results of FY23 on page 14 of the packet including additional expenditures, revenues and lapses. She stated that sales tax revenue totaled \$4 million above the projected amount, at \$11 million. She pointed to data from the spreadsheet stating that investment income had a much better year than anticipated and that department revenues had grown larger than anticipated. Ms. Flick explained the property tax deferral as an accounting tool that reduces revenue in the current year while adding it back in the following year. She stated that the surplus increased from initial forecasts from \$18

million to \$31 million and the unrestricted fund balance total had a significant jump from \$28 million to \$41 million.

Ms. Flick answered Committee questions about the department program receipts above estimates. She stated how coming out of COVID affected the FY23 forecast by making it very conservative.

Adrien Wendel, Budget Manager, reaffirmed this point by stating that staff were ultra conservative in creating the FY23 budget. They did not anticipate operations returning to normal as quickly as they did post COVID.

Ms. Flick answered Committee questions regarding personnel lapses.

Ms. Flick introduced page 15 of the packet which showed FY23 personnel lapses in dollars. She stated that four departments made up about 75 percent of personnel lapse and that non-personnel lapse had about \$2 million in savings, as reflected on packet page 16. She stated that about \$1.5 million of the savings were due to projects that didn't happen and that there were great savings in street maintenance as well as modest savings in contracts and utilities.

Katie Koester, City Manager, stated that \$200,000 of the street maintenance savings was due to the new Street's superintendent purchasing salt in a different way which created savings through innovation.

Ms. Flick answered further Committee Questions.

Assemblymember Bryson asked if the River Road cleanup project would also be reflected in the FY24 budget.

Ms. Koester answered that there were legal challenges for the River Road cleanup project and that staff could provide an update at a later time.

Assemblymember Hale asked if staff could speak about the recycling hazardous waste junk vehicles lapse.

Ms. Koester answered that the large expenditure lapse in the vehicle junk program was due to their contractor's limited capacity. She stated that the city entered into a new contract for hazardous waste this year.

Ms. Flick added that some of the savings from RecycleWorks were realized through contract negotiations after budgeting for a worst-case scenario.

Ms. Flick stated that FY24 was off to a great start due to a strong tourism season. She introduced page 18 of the packet which showed the budget summary of FY24. She stated that sales tax was above the budgeted amount with inflation having an effect. She stated that the property tax deferral came back in FY24 after being taken out in FY23.

Ms. Flick shared that an anticipated year-end savings of \$1 million was left in the forecast. She went over one-time expenditures that were included in the FY24 budget. She stated that the fund balance projected for FY24 is available for one-time projects and expenditures that will need to be addressed.

Ms. Flick stated that the restricted budget reserve was underfunded by about \$1 million and that there were anticipated grants that would need matching sources. She stated that there would be one-time

needs associated with any leased office space changes and other projects might require more funding such as the Juneau Police Department radio system project, affordable housing projects, as well as maintenance and capital needs.

Mayor Weldon asked if it's known how much funding in grants the city would be getting and how much match would be needed.

Ms. Koester answered that it's not known but that she could get a good idea of pending requests from the grant tracker that the Engineering and Public Works Department uses. She stated that any significantly high-cost projects would need to be brought to the Assembly before they could apply for a grant.

Assemblymember Hale asked if \$1 million to match the North Douglas Crossing would be an example of a one-time cost out of the fund balance rather than as part of the normal budget.

Ms. Flick confirmed that this was true and explained that if a match was needed for a project grant then that would be considered a one-time expenditure.

Ms. Flick answered further Committee questions.

Ms. Flick introduced page 19 of the packet which showed FY24 first quarter actual revenue as it relates to sales type taxes. She stated that these numbers were relatively strong with sales tax for the first quarter being about a half a million dollars above the budget. She stated that she believed anomalous one-time revenue sources coming from outside agencies, due to COVID, had come to an end.

Ms. Koester directed the Committee to the supplemental materials which included the types of questions staff wanted to hear discussion on during the Assembly retreat.

Ms. Flick introduced page 22 of the packet which showed the FY25 budget assumptions for the retreat discussion with the topics of inflation, tourism, salaries, benefits, property assessments, general receipts, General Fund lapse, and a structurally balanced budget.

Ms. Flick stated that to get a structurally balanced budget that incorporates the previously mentioned assumptions, the Assembly would need to pass a mill rate of 10.28 and that this number was based on an estimate that property values would increase from 2023 to 2024 by 2.5%. She stated that the Assessor's Office was still working to determine the actual 2024 property values, which would be released in March of 2024.

Assemblymember Hale clarified that the Assembly had not approved the requested mill rate of 10.28. She stated that the Assembly had to fight hard last year to get the mill rate lowered, and that the mill rate discussion for the FY25 budget will occur during the Assembly Finance Committee review of the budget in the spring.

Ms. Flick answered further Committee questions.

Assemblymember Hughes-Skandijs raised concerns over the projected revenue growth of 2.5% and asked for more details about how that growth fit into the budget.

Ms. Flick explained that the increase came from a combination of adjustments. She stated that as the cost of running programs increased it was assumed departments would adjust their prices for their services.

Ms. Koester discussed the upcoming retreat and introduced the materials to aid in the discussion. She expressed that the goal of the retreat was to have an interactive conversation using the packet as supporting background information. She stated that invited department heads would participate in the morning session.

Chair Woll stated that Assemblymember Bryson requested an additional topic be added to the agenda regarding a sales tax holiday. This agenda topic was not previously reflected on the agenda.

3. Sales Tax Holiday

Assemblymember Bryson stated that the draft sales tax holiday ordinance could give the current and future assemblies the ability to create a sales tax holiday just through resolution and that it would be completely voluntary. He passed around a draft copy of the ordinance, an example of a sales tax blank form, and a hypothetical sales tax return for a business to complete a sales tax exemption.

Chair Woll declared a two minute at ease for Assemblymembers to read the ordinance.

Assemblymember Kelly asked why in the handout the sale of gasoline was exempted from the sales tax holiday.

Assemblymember Bryson stated he may need to refer to an attorney as there could be legal reasons to exempt the sale of gasoline from the sales tax holiday.

Robert Palmer, City Attorney, explained that some of these items have associated taxes from other entities that would be challenging to stop collecting on. He provided the example of a gasoline pump, stating that it would be difficult to separate out the tax built into the price if you're paying by card at the pump.

Assemblymember Hughes-Skandijs asked for confirmation that no assembly would have a mechanism to create a sales tax holiday more than twice a year and that no seller of goods is obligated to participate.

Assemblymember Bryson confirmed that that was true. He provided an example of a bar that doesn't have the point-of-sale technology to change the excise tax on alcohol and stated it may be simpler for them to not participate. He explained that for businesses that have a point-of-sale system they could turn off the sales tax in the system and just write-in the day's taxes on the form.

Assemblymember Wáahlaal Gíidaak asked where this idea came from and what the results of two days of a sales tax holiday were in Ketchikan, where they have adopted a similar ordinance.

Assemblymember Bryson stated that he doesn't have Ketchikan's sales tax holiday numbers. He estimated that Juneau collects between \$30 - \$35k in sales tax in a single quarter three day and stated that there are few things the assembly can do for this cost that would impact Juneau families as the sales tax holiday would.

Mayor Weldon stated that other Southeast Alaska communities don't have big retailers like Juneau. She asked if Assemblymember Bryson had talked to the large retailers of Juneau to see how hard it would be for them to implement.

Assemblymember Bryson replied that he did not inquire with them because the sales tax holiday would be optional, reaffirming that if it's too difficult for a business they could always choose not to participate. He stated that this could motivate people to shop at smaller businesses and strengthen the local business community.

Assemblymember Smith asked if the Assembly could declare a sales tax holiday by resolution without this ordinance.

Mr. Palmer stated that the current code does not authorize a sales tax holiday and that an ordinance would be required to create it.

Assemblymember Adkison asked if the need to process the necessary sales tax forms would increase the burden to city staff.

Ms. Flick replied that there would not be a large cost to city staff.

The Committee discussed details of the draft ordinance.

Assemblymember Kelly asked about how the timing of declaring a sales tax holiday through resolution would work.

Mr. Palmer replied that Ketchikan has a similar ordinance. He stated that a resolution could be adopted, for example, in the February meeting and it would be effective immediately so it would be ready for February 29th.

Ms. Koester recommended keeping the proposal in committee.

Motion: by Assemblymember Bryson to move draft ordinance, an ordinance establishing authority for a sales tax holiday, to the full Assembly for introduction and discussion at a future Finance Committee meeting.

Objection: by Assemblymember Hughes-Skandijs for the purpose of needing more time to research and examine other fiscal policy on this topic.

Assemblymember Hale expressed support for the motion because it shows the Assembly is working to help residents and businesses of the community and there would be an opportunity to have questions answered if it were brought back to committee.

Mayor Weldon expressed that it would be difficult to keep track of the remote sales tax and asked staff if they would get ahold of the major retailers to see how this would affect them.

Assemblymember Smith expressed concern over lost revenue and voiced support for the committee to instead focus its energy on sales tax reform.

Assemblymember Bryson responded that a sales tax holiday could help strengthen businesses through extra sales, thus creating a stronger business community that would lead to higher sales tax revenue in the future.

Roll Call Vote on Motion

Ayes: Bryson, Hale

Nayes: Hughes-Skandijs, Wáahlaal Gíidaak, Chair Woll, Adkison, Kelly, Smith, Mayor Weldon

Motion failed. Two (2) Ayes, 7 (seven) Nays.

Motion: by Mayor Weldon to keep the draft ordinance in Finance Committee.

Motion passed by unanimous consent.

E. EXECUTIVE SESSION

Motion: by Chair Woll to move the Assembly into Executive Session to discuss matters the immediate knowledge of which could have adverse effect on city finances, specifically an update on collective bargaining.

Motion passed by unanimous consent.

Chair Woll declared a potential conflict of interest and after discussing it with the attorney was advised that the topic was general enough in nature that she didn't have to recuse herself from the discussion or the Executive Session.

F. SUPPLEMENTAL MATERIALS

4. Assembly Retreat - Budget Questions

Item previously discussed as the first Agenda Topic.

G. NEXT MEETING DATE

5. January 10, 2024

H. ADJOURNMENT

The Committee entered Executive Session at 7:23 p.m. The Committee came out of Executive Session at 8:48 p.m. and the meeting adjourned at 8:48 p.m.



DATE: January 2, 2024
TO: Assembly Finance Committee
FROM: Christine Woll, AFC Chair
 Angie Flick, Finance Director

105 Municipal Way
 Juneau, AK 99801
 Phone: (907) 586-5215

SUBJECT: FY25 Community Funding Requests

The purpose of this memo is to provide clear and written process direction for the upcoming budget process with respect to community requests for funding, collecting needed information to make a decision and finally the decision-making component of funding requests. As a reminder, at the November 29, 2023 Assembly Finance Committee (AFC) meeting, the Assembly made the decision to not move forward with a RFP process that would broadly solicit proposals from the general public, but instead work to make slight improvements to the standard budget process to provide more clear communication with the Body and the community and better focus these requests on Assembly priorities.

The CBJ currently provides most grant opportunities for community groups through agencies acting on behalf of the Assembly. This includes funding the Juneau Community Foundation (JCF), who provides social service grants focusing on: Health, Education and Income Stability and the Juneau Arts and Humanities Council (JAHC), which provides arts grants for individuals and groups. Additionally, there are a number of community organizations that receive regular, annual funding through the Manager's Recommended Budget that provide services on behalf of the CBJ ("partner agencies"). Occasionally, the organizations described above have one-time or significant requests for funding that are beyond the Manager's comfort of including in her Recommended Budget. These requests will be presented to the AFC through the Manager and placed on the FY25 Funding Pending List.

Additionally, other community groups occasionally reach out with funding requests for various projects, operations and purchases outside of the above mentioned avenues. For these community funding requests to be considered for potential inclusion in the FY25 budget, the following process will be utilized:

1. Any community grant request must have an Assembly sponsor(s). Groups are welcome to request Assembly sponsor(s) for their request via outreach to the full Assembly or to individual Assembly members.
2. It will be up to individual Assembly members to identify community grant requests they wish to sponsor. The Assembly sponsor will work with the community group to provide the AFC Chair with basic information surrounding their request (see attached Community Funding Request form).
3. The AFC Chair will work with the AFC to determine what additional information is needed in order for the Body to make a funding determination such as a specific information, letter, or presentation.
4. The Assembly sponsor will gather the necessary information and may be assisted by staff.
5. The last date to bring a sponsored request to the AFC Chair is April 10th in order to allow sufficient time to gather information to bring before the Body. Requests received after this time, will be taken up through the normal (non-budget) AFC meeting and ordinance process.
6. If presentations are required, they will be given according to the budget schedule.
7. A funding determination will not be made at time of presentation.
8. As information needed for the AFC to make a funding determination has been received, the request shall be placed on the FY25 Funding Pending List.

Throughout the budget process, requests for additional funding will be placed on the FY25 Funding Pending List. This list shall be updated regularly and provided to the AFC members at each meeting. Once all funding requests have been received (including from the Manager, empowered boards, community organizations and organizations acting on behalf of the CBJ) the AFC will make funding determinations for each request in context of the entire budget.

As always, time-sensitive opportunities may arise where community grants should be considered outside of the normal budget process, but Assembly members are strongly encouraged to bring forward funding requests during the budget process to allow for holistic budget planning.

City & Borough of Juneau Community Funding Request

Section D, Item 2.

Basic Information

Name of Requesting Group or Organization	
Summary of request (sentence or phrase)	
Amount of request	
Assemblymember Sponsor	
Is this a request for a one-time event, purchase or grant match?	
Does this request provide monetary support for the group's ongoing or operating expenses?	
Primary contact individual for this group	
Primary contact's phone number	
Primary contact's email	

1. Funding Request (Project) Title (Suggested heading):
2. Project description and benefit. Describe the project (in half a page or less), including specific aspects of the funding request and project. Explain how the project will benefit the community. What sector/s of the community will this project benefit?
3. Plans and progress. Describe (in one or two paragraphs) what has been accomplished so far (if anything) toward this project's or funding's goal. This may include studies, designs, grant application status, fundraising activity, and total funds raised to date.
4. Project support. Is the project supported in CBJ or other community plans (List where the project is mentioned or supports concepts in planning documents such as the Assembly Goals, Legislative Priorities, CIP Plan, etc.
5. Goal of project. In one sentence or less, state the goal of the project. For example "economic development" or "improve non-motorized transportation routes."
6. Total cost:
 - A. TOTAL COST (including funds already secured) = \$_____
 - B. AMOUNT SECURED (include funding source) = \$_____

7. Timeline: Indicate when you hope to complete the project.

Section D, Item 2.

8. Physical Location. Please provide the address or physical description of where the project is located.

City and Borough of Juneau

Section D, Item 2.

Assembly Finance Committee (AFC) – Status Quo

FY25/26 Proposed Budget Calendar and Key Dates – as of December 27, 2023

April 1st – 7:00 pm – Regular Assembly (Intro)

- A. Mill Levy Ordinance 2024-03
- B. CIP Resolution XXXX
- C. CBJ Budget Ordinance 2024-01
- D. School District Budget Ordinance 2024-02

April 3rd – 5:30 pm – AFC Meeting #1

- A. Summary of FY25 Proposed Budget
- B. Overview of Major Revenues
- C. Hotel-Bed Tax Funding
- D. Assessors Valuation Report
- E. Overview of Debt Service
- F. Proposed Mill Rate

April 10th – 5:30 pm – AFC Meeting #2

- A. Juneau School District
- B. Eaglecrest
- C. Juneau International Airport
- D. Bartlett Regional Hospital

April 17th – 5:30 pm – AFC Meeting #3

- A. Capital Improvement Plan – For Review
- B. Assembly Grants & Community Requests
 - a. Assembly Information Needs

April 24th – 5:30 pm – AFC Meeting #4

- A. Docks & Harbors
- B. Passenger Fee Plan – For Review

April 29th – 7:00 pm – Regular Assembly (Hearing)

- A. Mill Levy Ordinance 2024-03
- B. CIP Resolution XXXX
- C. CBJ Budget Ordinance 2024-01
- D. School District Budget Ordinance 2024-02
- E. Motion to Establish Local Funding for School District Operations

May 1st – 5:30 pm – AFC Meeting #5

- A. Assembly Grants & Community Requests
- B. Manager's Proposed Increments & Budget Amendments
- C. Capital Improvement Plan Amendments
- D. School District Budget – For Action

May 8th – 5:30 pm – AFC Meeting #6

- A. Youth Activity Grant Funding
- B. Assembly Grants & Community Requests
- C. Capital Improvement Plan – For Action
- D. Passenger Fee Plan – For Action
- E. Pending List – For Action

May 13th – 7:00 pm – Regular Assembly

- A. Adoption of the School District's Budget Ordinance 2024-02

May 15th – 5:30 pm – AFC Meeting #7

- A. Pending List – For Final Action
- B. Set Mill Rates – For Final Action
- C. Final FY25 Proposed Budget Decisions
 - a. CIP Resolution XXXX
 - b. Mill Levy Ordinance 2024-03
 - c. CBJ Budget Ordinance 2024-01

Likely not use: May 22 & 29

June 3rd – 6:00 pm – Special Assembly (Adoption)

- A. Mill Levy Ordinance 2024-03
- B. CIP Resolution XXXX
- C. CBJ Budget Ordinance 2024-01

June 5th – 5:30 pm – Regular Business AFC

- A. TBD

Public hearings on the budget must be completed by May 1, per Charter Section 9.6

Assembly must determine school district instructional funding and notify district within 30 days of receipt of district budget (Charter Section 13.6(b))

Assembly must appropriate school district funding by May 31 (Charter Section 13.6(b))

Assembly must adopt Operating Budget, Mill Levy, and Capital Improvement Plan by June 15th or the manager's proposal is deemed adopted (Charter Section 9.7 & 9.8)

City and Borough of Juneau

Section D, Item 2.

Assembly Finance Committee (AFC) – Weekend Option

FY25/26 Proposed Budget Calendar and Key Dates – as of December 27, 2023

April 1st – 7:00 pm – Regular Assembly (Intro)

- A. Mill Levy Ordinance 2024-03
- B. CIP Resolution XXXX
- C. CBJ Budget Ordinance 2024-01
- D. School District Budget Ordinance 2024-02

April 3rd – 5:30 pm – AFC Meeting

- A. SKIP

April 6th – 9:00 am – AFC Meeting #1 (~6-8 hrs)

- A. Summary of FY25 Proposed Budget
- B. Overview of Major Revenues
- C. Hotel-Bed Tax Funding
- D. Assessors Valuation Report
- E. Overview of Debt Service
- F. Proposed Mill Rate
- G. Capital Improvement Plan – For Review
- H. Passenger Fee Plan – For Review
- I. Juneau School District
- J. Juneau International Airport
- K. Bartlett Regional Hospital
- L. Eaglecrest
- M. Docks & Harbors

April 10th – 5:30 pm – AFC Meeting #2

- B. SKIP

April 17th – 5:30 pm – AFC Meeting #3

- A. Assembly Grants & Community Requests
 - a. Assembly Information Needs

April 24th – 5:30 pm – AFC Meeting #4

- B. SKIP

April 29th – 7:00 pm – Regular Assembly (Hearing)

- A. Mill Levy Ordinance 2024-03
- B. CIP Resolution XXXX
- C. CBJ Budget Ordinance 2024-01
- D. School District Budget Ordinance 2024-02
- E. Motion to Establish Local Funding for School District Operations

May 1st – 5:30 pm – AFC Meeting #5*

- A. Assembly Grants & Community Requests
- B. Youth Activity Grant Funding

May 8th – 5:30 pm – AFC Meeting #6*

- A. Manager's Proposed Increments & Budget Amendments
- B. Capital Improvement Plan Amendments
- C. Pending List – For Action

May 13th – 7:00 pm – Regular Assembly

- A. Adoption of the School District's Budget Ordinance 2024-02

May 15th – 5:30 pm – AFC Meeting #7*

- A. Pending List – For Action
- B. Capital Improvement Plan – For Action
- C. Passenger Fee Plan – For Action
- D. School District Budget – For Action

May 22nd – 5:30 pm – AFC Meeting #8*

- A. Pending List – For Final Action
- B. Set Mill Rates – For Final Action
- C. Final FY25 Proposed Budget Decisions
 - a. CIP Resolution XXXX
 - b. Mill Levy Ordinance 2024-03
 - c. CBJ Budget Ordinance 2024-01

June 3rd – 6:00 pm – Special Assembly (Adoption)

- A. Mill Levy Ordinance 2024-03
- B. CIP Resolution XXXX
- C. CBJ Budget Ordinance 2024-01

June 5th – 5:30 pm – Regular Business AFC

- A. TBD

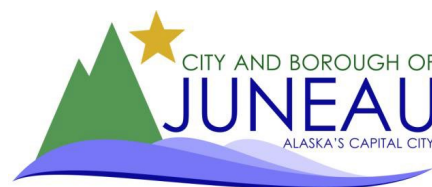
* These may be consolidated into fewer meetings.
May 29th likely not utilized.

Public hearings on the budget must be completed by May 1, per Charter Section 9.6

Assembly must determine school district instructional funding and notify district within 30 days of receipt of district budget (Charter Section 13.6(b))

Assembly must appropriate school district funding by May 31 (Charter Section 13.6(b))

Assembly must adopt Operating Budget, Mill Levy, and Capital Improvement Plan by June 15th or the manager's proposal is deemed adopted (Charter Section 9.7 & 9.8)



DATE: December 27, 2023

TO: Assembly Finance Committee

FROM: Angie Flick, Finance Director

SUBJECT: **Program Updates Process**

105 Municipal Way
Juneau, AK 99801
Phone: (907) 586-5215

The purpose of this memo is to provide context to a change in procedure regarding four of CBJ's partner agencies: Travel Juneau, Juneau Economic Development Council (JEDC), Juneau Community Foundation (JCF) and Juneau Arts and Humanities Council (JAHC).

Historically, these four organizations have shared a program update, budget overview and funding request in the April and May timeframe while the AFC is working on the budget. For a variety of reasons, and working with Chair Woll, these four agencies will be presenting their program updates outside the budget process. The budget process and marathon of discussions held by this Body is important, although it can be stressed by many topics and not enough time. The goal of this deviation is to allow the AFC a less stressed venue for these program updates. These agencies perform consistent functions on behalf of the CBJ and their base funding levels are stable.

JEDC will provide an update in the January 10, 2024 meeting. I expect Travel Juneau will present on February 7th followed by the JAHC and JCF on March 6th. These presentations will focus on their organization, successes and challenges over the last year and expectations for the upcoming year. They are not intended to be budget presentations or requests for funding. These organizations have been encouraged to talk broadly about initiatives that may become a budget request during the budget process. It is anticipated that having the program updates outside the budget cycle will relieve some of the time constraints for the AFC during the budget process.

Base funding for these four organizations have typically been included in the Manager's Recommended Budget, and we anticipate following the same process this year. Also, as has occurred in the past, if these organizations have a significant one-time funding request or a substantial base funding increase, the Manager may defer those to the FY25 Funding Pending list for the AFC's consideration rather than including them in her Recommended Budget.



DATE: December 27, 2023
TO: Assembly Finance Committee
FROM: Angie Flick, Finance Director
SUBJECT: Auditor Services Extension

105 Municipal Way
Juneau, AK 99801
Phone: (907) 586-5215

The purpose of this memo is provide justification for the extension of contracted services for the Assembly's Financial Auditor. CBJ contracts auditing services which includes:

- preparation of financial statements for Juneau School District (JSD)
- preparation of financial statements for Bartlett Regional Hospital (BRH)
- auditing the City and Borough of Juneau Annual Consolidated Financial Report (ACFR) and the Single Audit which incorporates the financial information from JSD and BRH

The current contract is set to expire on June 30, 2024 with the FY23 Financial Statements being the last covered in this contract. All components of CBJ have experienced leadership changes in the last year: JSD Superintendent and lead financial officer, Bartlett CEO and CFO, and CBJ City Manager and Finance Director. Due to this significant turnover, it is prudent to maintain the current auditing firm for continuity of knowledge.

During the February 1, 2023 AFC meeting, a request was brought forward by Mr. Keith, former CEO of BRH to allow BRH to solicit and hire their own auditor. The motion that was brought forth and passed by the AFC was "to table the discussion of the BRH audit solicitation until December 2023 or January 2024."

The Auditor works for the Assembly. Unless directed by the Body otherwise, Elgee Rehfeld be retained as the Auditor for the FY24 financial statements and auditing efforts. Staff suggest waiting until November 2024 to discuss the tabled motion at which time, staff can prepare an RFP for auditing services.



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Chair Woll and Assembly Finance Committee

DATE: January 10, 2024

FROM: Robert Barr, Deputy City Manager

RE: AEYC Parents as Teachers and Childcare Programs

In the 2023 budget season, decision making on AEYC's Parents as Teachers program request was postponed (during pending list decisions) due to our expectation that sufficient funding would be available through the State. This has not proven to be the case – available State funding meets approximately 65% of program need. The program is currently underfunded by \$65k. Staffing represents most program expenses and has been stable at 4-6 FTE/year. The program is well used and currently has a wait list of approximately 60 families.

Parents as teachers (PAT) is a home-visiting program that supports parents – especially new and under-resourced parents – in their new roles. Through relationship building, instruction, and coaching, PAT staff work to:

- Increase parent knowledge of early childhood development and improve parenting practices
- Provide early detection of developmental delays and health issues
- Prevent child abuse and neglect, and
- Increase school readiness

If desired, AEYC staff can provide a deeper dive into PAT program details.

As in past years, we expect to have fund balance remaining in our Child Care Stipend program. In FY23, those funds were re-directed into a Child Care business start up program. \$120k was originally allocated and \$20k has been spent to date resulting in one new business. We and AEYC staff are keeping our ear to the ground for other new business development opportunities. It is also possible that these funds can be used to create space in a JSD facility for a child care operator to grow their business, pending future decisions of the Joint Assembly/JSD Facilities Committee, School Board, and Assembly.

The PAT funding gap is likely to remain for future years. AEYC is seeking ongoing grant funding from JCF.

Recommendation:

If supported, fund extra PAT need through existing child care start-up fund balance. Alternatively, direct staff to prepare a supplemental appropriation to meet this funding need, maintaining start-up fund balance.



MEMORANDUM

DATE: January 10, 2024

TO: Chair Woll and CBJ Finance Committee

FROM: Denise Koch, Engineering & Public Works Director

SUBJECT: FY2025 Legislative Capital Priorities Ranked

The purpose of this memo is to introduce the Assembly and the public to this year's ranked Legislative Capital Priorities. The attached list is a collation of the rankings of members who were able to respond. A number of the projects were tied; when that was the case, the project that ranked higher on the priority list last year was placed higher. For example, the JSD-wide Security and Safety Upgrades, Aurora Harbor Phase IV and Shore Power at Dock 16B projects were tied for the number 12 spot. Because the JSD Security project ranked #12 last year, Aurora Harbor was #14 and the Shore Power project was not included in the FY24 adopted list¹, they rank 12th, 13th and 14th, respectively, in this year's list.

For reference, the PWFC packet from December 18, 2023 (<https://juneau-ak.municodemeetings.com/>) contained back-up information including individual project descriptions as well as recommendations and correspondence from advisory bodies.

This list will be discussed, including any proposed changes, with members of the State delegation and CBJ Federal Lobbyist, Katie Kachel at the January 29th Legislative Breakfast and formally adopted at a Special Committee of the Whole that evening.

Recommendation: Informational Only

Enc:

Summary of Assembly Member Scores _FY2025 Draft Legislative Priorities

¹FY2024 CBJ Legislative Capital Priorities List (adopted January 2023): <https://juneau.org/wp-content/uploads/2023/03/CBJ-Legislative-Capital-Priorities-FY2024-Adopted-1-30-2023.pdf>

FY2025 DRAFT Legislative Capital Priorities

Assembly Scoring (1 - 21)	FY24 Adopted Priority Ranking	Project Name:	Amount Requested:	Total Project Cost:	Funding Already Secured:
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JEDC Program Update to CBJ Assembly Finance Committee



January 10, 2024

JEDC Board of Directors

- Permanent Seat - CBJ Mayor
 - Permanent Seat - UAS Chancellor
 - Nine Directors Appointed by CBJ
 - Dedicated Seat - Organized Labor
 - Dedicated Seat - Environment
- + CBJ Assembly Liaison



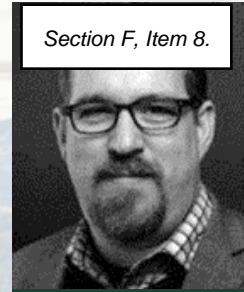
**Garrett
Schoenberger**
Alaska Legacy Partners



**Dr.
Aparna Palmer**
UAS



Aaron Morrison
RESPEC



Section F, Item 8.

Jake Carpenter
Epicot, Inc.



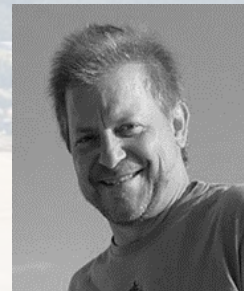
**Trenton
English**
Central Labor Council



**Marc
Guevarra**
First National Bank



**Melissa
Kookesh**
State of Alaska



**Alexander
Kotlarov**
NOAA Fisheries



**Brian
Kleinhenz**
Terra Verde Inc.



**Jill
Weitz**
CCTHITA



**Mayor Beth
Weldon**
CBJ



Ella Adkins
CBJ Assembly

Staff*

Section F, Item 8.



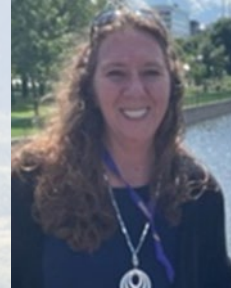
Brian Holst
Executive Director



Cindee Brown-Mills
Finance Manager



Charla Brown
Program Manager
Ops & Programming



Tonya Muldoon
Program Director
Eldercare Workforce



Alyson Cooper
Program Officer
STEM and FIRST



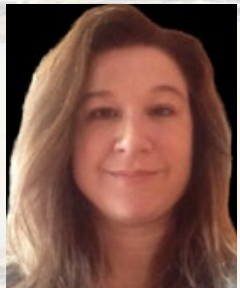
Charlie Herrington
Program Officer
Visitor Products



Dan Bissinger
Program Officer
ARPA



Daniel King
Executive Assistant



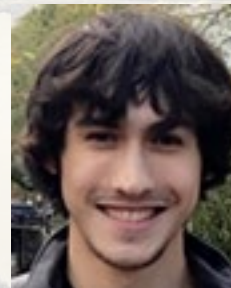
Stacey Rime
Program Assistant
Ops and DBA



Cagney Ramirez
Program Associate
Ops & Facilities



Katelyn Combs
Program Associate
Communications



Anton Rieselbach
Program Associate
Research



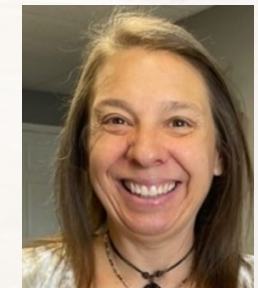
Kirstie LaFollette
Program Associate
ARPA and JMF



Sam Bornstein
Program Associate
ARPA



Katie McKeown
Program Associate
ARPA



Linda Carniero
Program Associate

*Plus **20+** additional APRA Analysts Downtown Ambassadors, and STEM Camp Counselors

Five “Areas of Focus”

1. *Help Make Juneau A Great (Capital) City*
2. *Strengthen Key Regional Industries*
3. *Promote Entrepreneurship and Small Business*
4. *Develop Talent*
5. *Deliver Economic Development Services*

Help Make Juneau A Great (Capital) City

Section F, Item 8.

- Research on Juneau's housing stock, evaluating the impact of the short-term rental market, seniors, and seasonal workers on worsening affordability and availability.
- Partner with Northern Southeast Alaska Building Industry Association on addressing Juneau's housing challenges and awarding scholarships to local high school students.
- Conduct Alaska State Legislative Satisfaction Survey with Alaska Committee (next survey 2025)
- Collaborate with Downtown Business Association and Aak'w Village District partnership to enhance the downtown Juneau experience.



Strengthen Key Regional Industries

- Collaboration with U.S. Forest Service to identify the role of recreation in the upcoming Tongass Forest Plan Revision.
- Support planning and design for seasonal, non-local workforce housing.
- Organize annual Juneau Maritime Festival, welcoming thousands downtown to celebrate our rich maritime history, heritage, and culture.
- Support formation of Navy League Juneau Council and assist efforts to secure homeporting of Coast Guard icebreaker in our city.
- Support for Visitor Products, Renewable Energy, Oceans, Mining, Arts, and Research Clusters.



VISITOR
PRODUCTS



OCEAN
PRODUCTS



RENEWABLE
ENERGY



R&D



MINING SERVICES
AND SUPPLY



ARTS & CULTURE

Promote Entrepreneurship and Small Business

- Mentor and host **5** Alaskan startups to compete in the "Pitch Contest" at the Innovation Summit, awarding a cash prize to the winner.
- Organize the Alaska Angel Conference to facilitate **\$100k** in equity investments in an Alaskan startup.
- Lent **\$165k** to fund the expansion of a downtown business.
- Implement USDA Rural Business Development Grant to improve the Local Frequency program within Juneau and expand to Haines and Petersburg.
- Support the Arctic Innovation Competition as a judge and sponsor.



THE **local**
FREQUENCY



Develop Talent

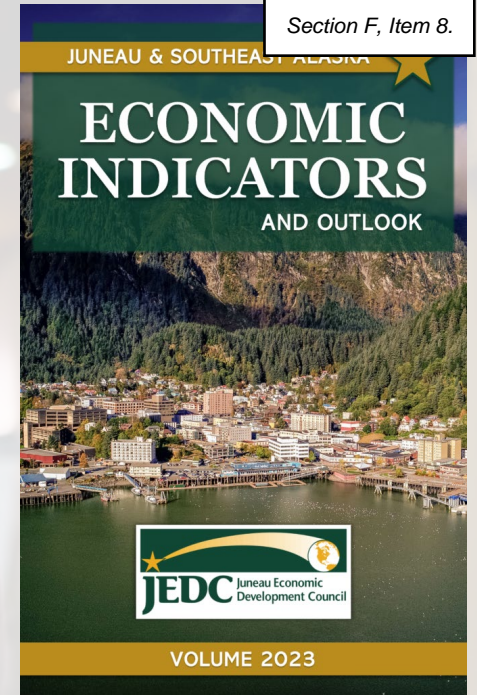
Section F, Item 8.

- Support **271*** K-12 robotics teams and programs throughout Alaska (**highest per capita rate in the US!*).
- Organized **15** summer camps to develop STEM skills in Juneau's next generation, including new Technical Trades Camp. **243** children and teens participated.
- Develop an eldercare workforce in our community and host a healthcare summit (October 2024) in Juneau.
- Made a **\$50k** Childcare Loan to increase childcare slots in Juneau.
- Produce an annual Childcare by the Numbers publication with AEYC to show the state of childcare in Juneau.
- Expand statewide robotics programs to Bristol Bay region with *FIRST* STEM Equity Community Innovation Grant.



Deliver Economic Development Services

- Deliver **\$14 million** in State of Alaska grant assistance to hundreds businesses under the AK-ARPA program.
- Manage CBJ pandemic emergency loan program, closing out **148** loans (out of 173 original borrowers) and recovering over **93%** (\$2.79 million) of the \$3 million authorized by the Assembly in 2020. JEDC handed off **5** loans to CBJ as “uncollectable” and continues to service **20** remaining loans.
- With Juneau Community Foundation, award funds to support help flood victims from with the Mendenhall River “Jökulhlaup” disaster.
- Conduct economic research and deliver presentations to community groups about Juneau's economy.



2024 Innovation Summit—Scenario Thinking

Section F, Item 8.

JEDC will host its annual Innovation Summit on **February 28 & 29** at Centennial Hall!

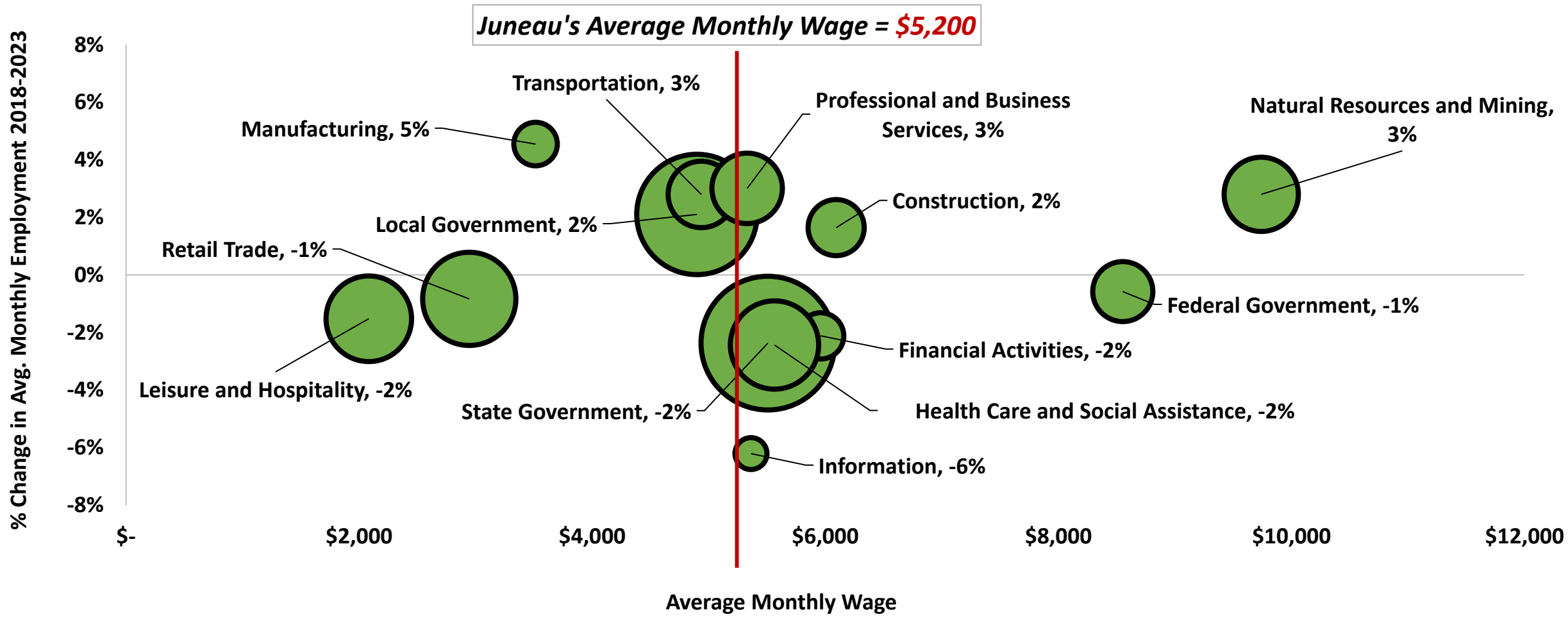
This year's Summit will offer attendees the opportunity to choose from various perspectives to consider future Scenarios that will impact people and businesses in Alaska. We are going to consider various drivers of future change with an intentional focus on Recreation, including the exploration of cruise industry impact research; the role of outdoor recreation in Alaska's economy; and the upcoming Tongass Forest Plan Revision.

Attendees can expect to experiment with Scenario Thinking as a strategic approach to their respective sectors and learn how to both create scenarios and how to use them to navigate our future.



Percent Change in Average Monthly Employment 2018-2023

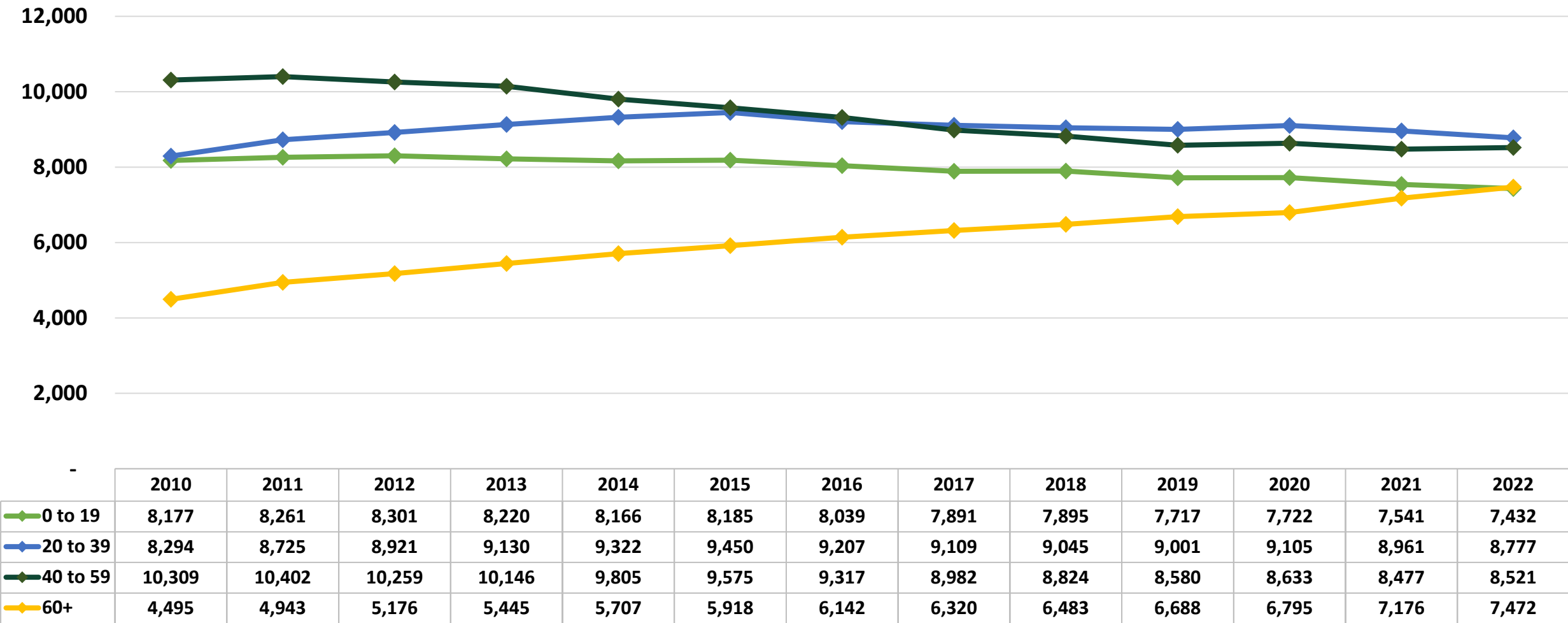
Average Monthly Wage 2023 by Industry Sector



Juneau's Older Population continues to grow

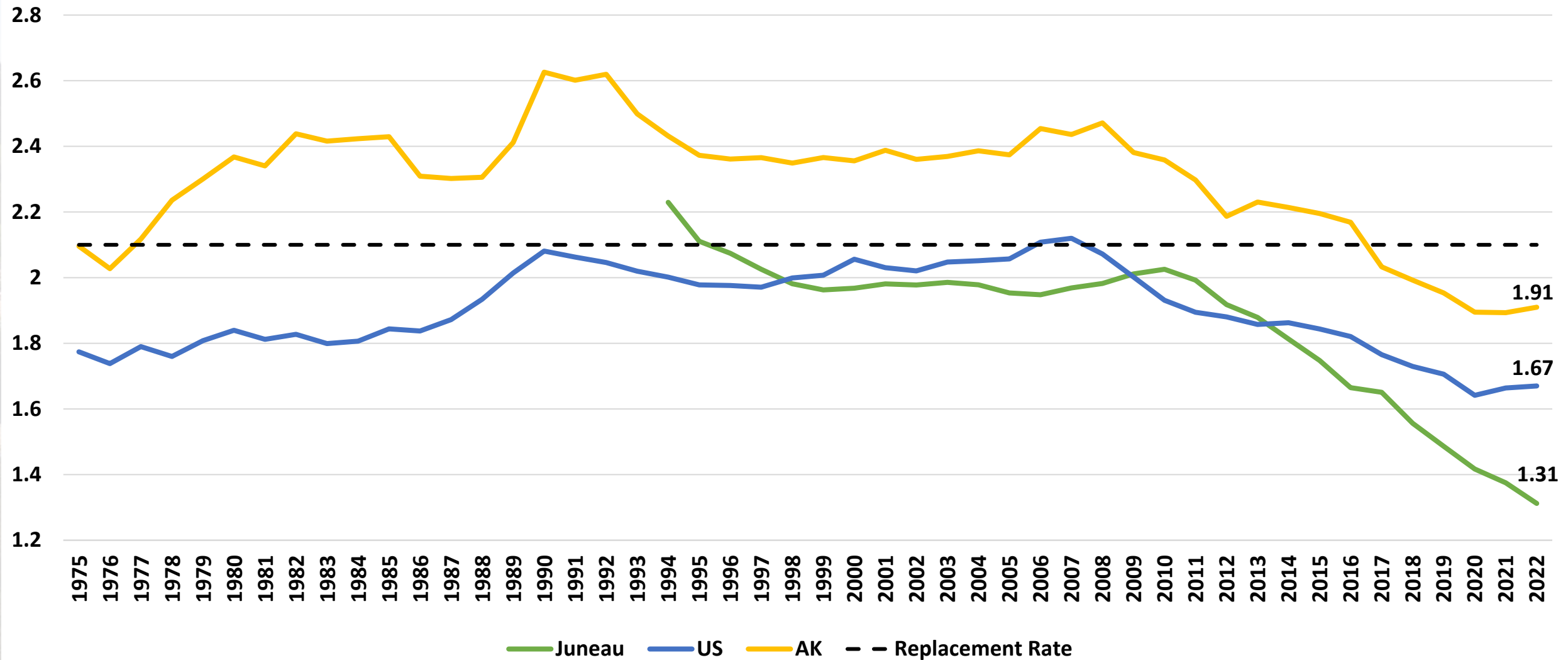
Now 23% of Population

Section F, Item 8.



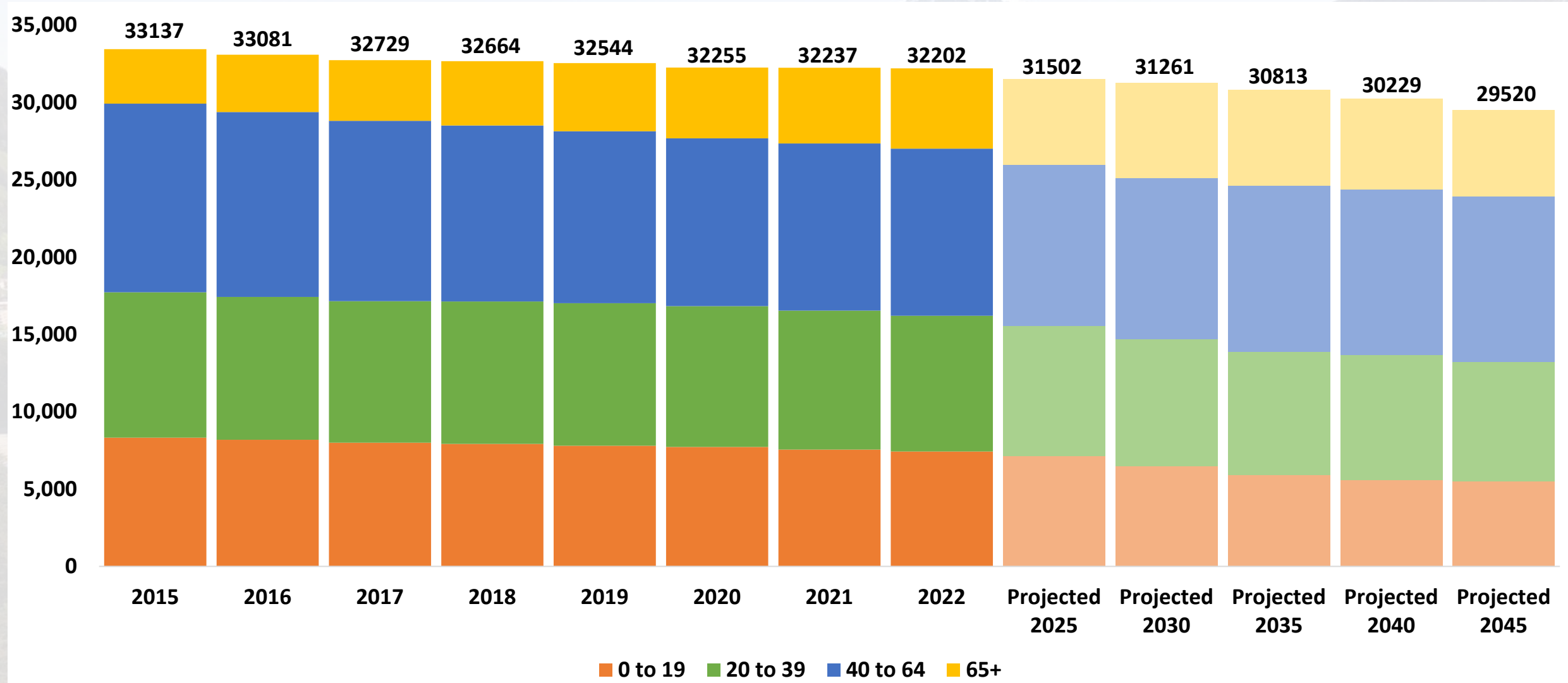
Fertility Rates in Juneau, Alaska, and US, 1975-2022

Section F, Item 8.



Juneau Population Projection by Age Group, 2015 to 2045

Section F, Item 8.



Additional Potential Initiatives

Section F, Item 8.

- ❖ Energize Choose Juneau campaign to attract people (25-40 year olds) to live in Juneau and assist local employers in recruiting and retaining workers year-round. Compile Research, Create an Advisory Panel, Update Website, Create Targeted Marketing Campaign, and Develop Action Plan (including need for additional investment). CBJ Investment: \$100,000. JEDC Investment: \$50,000. Estimated Cost: \$150,000.
- ❖ Update Juneau Economic Plan. CBJ Investment \$130,000. JEDC Investment: \$60,000. Estimated Cost: \$190,000.

*If these initiatives are of interest to the Assembly,
JEDC can develop further details.*

Thank you!



Learn more at www.JEDC.org



MEMORANDUM

DATE: January 10, 2024

TO: Chair Woll and CBJ Finance Committee

FROM: Denise Koch, Engineering & Public Works Director

SUBJECT: FY2025 Legislative Capital Priorities Ranked

The purpose of this memo is to introduce the Assembly and the public to this year's ranked Legislative Capital Priorities. The attached list is a collation of rankings of all members.

For reference, the PWFC packet from December 18, 2023 (<https://juneau-ak.municodemeetings.com/>) contained back-up information including individual project descriptions as well as recommendations and correspondence from advisory bodies. Following the presentation of the draft FY25 Legislative Capital Priorities at the Dec 18 PWFC meeting, The Partnership provided an update regarding the proposed Capital Civic Center project included in the draft list. A revised project summary is included here with noted changes.

This list will be discussed, including any proposed changes, with members of the State delegation and CBJ Federal Lobbyist, Katie Kachel at the January 25th Legislative Breakfast and formally adopted at a Special Committee of the Whole on January 29th.

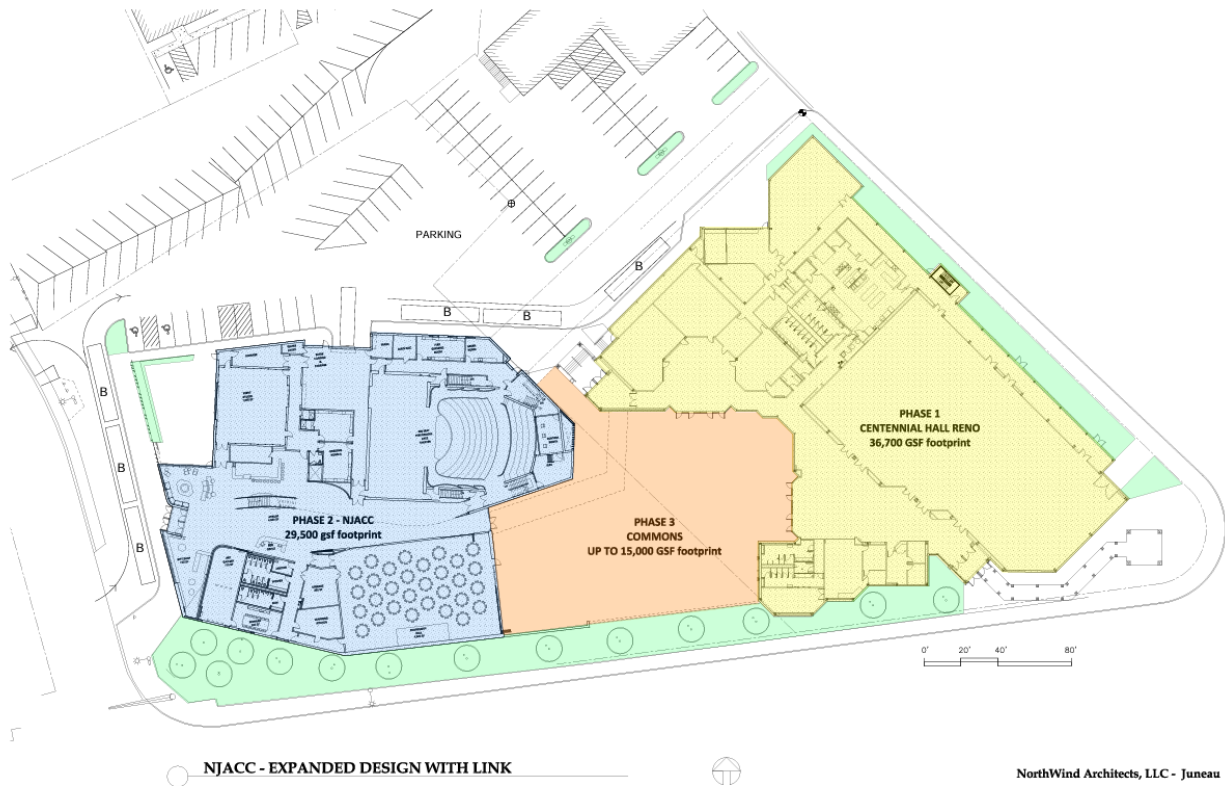
Recommendation: Informational Only

Enc:
Summary of Assembly Member Scores_FY25 Draft Legislative Priorities_Final
Capital Civic Center_Project Update_01.10.2024

FY2025 DRAFT Legislative Capital Priorities

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CAPITAL CIVIC CENTER – Phase 2 & 3

AMOUNT REQUESTED: \$5-\$10M

AMOUNT SECURED: CBJ- \$7M for design and matching funds; \$10M commitment from CLIA for CBJ Passenger Fees; \$6.5 in the Partnership resources

TOTAL PROJECT COST: \$45M

PROJECT DESCRIPTION & UPDATE:

The Capital Civic Center will function as a multi-use civic and conference facility which will enhance Juneau's prominence as a regional center for art, culture, and community engagement while attracting broad-based use and pride in Alaska's Capital City. Completion of the Capital Civic Center is envisioned in four phases. This project addresses Phases 2 and 3 only.

The first phase, completed in late 2023, renovated the existing ballrooms and installed new sound and HVAC systems. Phase 2 will create a **standalone wing** connected via corridor to Centennial Hall that includes a community hall; a 299-seat theater with raked seating, state-of-the art lighting, and professional acoustics; a multi-use event space; and an art gallery. Demolition of Juneau's former armory (also during Phase II) will offer additional parking and improved access. Phase 3 would join Centennial Hall with the standalone wing created in Phase 2 (described above) in a large commons area. The new

facility will serve as an expanded center for emergencies, including shelter in the event of a natural or maritime disaster, in addition to supporting Juneau's growing maritime sector.

A future Phase 4 project would add a second floor to a portion of Centennial Hall to include several large meeting rooms.

PUBLIC PROCESS: Conceptual studies and outreach for Centennial Hall were performed in June of 2019. Upgrades to the ballroom at Centennial Hall were completed in August 2023. The performing arts elements (new JACC) also received public input throughout the development of design for a standalone facility. Merging the two facilities into a large, single, facility was presented to the Assembly by stakeholder organizations in 2020. The Assembly funded conceptual design in late 2021 appropriated \$2M to advance the project. Northwind and JYW Architects teamed up for design and have worked with stakeholders to consolidate space and find design efficiencies, resulting in the newly proposed phased approach.

TIMELINE: Once funding is secured, 3-3.5 year design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Support convention, arts and visitor economy.