ASSEMBLY FINANCE COMMITTEE AGENDA

August 6, 2025 at 5:30 PM

Assembly Chambers/Zoom Webinar

https://juneau.zoom.us/j/93917915176 or 1-253-215-8782 Webinar ID: 939 1791 5176
Please note the Assembly Finance Committee meeting will end with an Executive Session.

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. July 9, 2025

D. AGENDA TOPICS

2. Eaglecrest Updates & Position Conversion

3. Dzantik'i Heeni Playground Appropriating Ordinance 2025-01(b)(F)

4. Assembly Goals Progress Update

E. SUPPLEMENTAL MATERIALS

F. NEXT MEETING DATE

5. September 3, 2025

G. EXECUTIVE SESSION

6. Discussion on Enterprise Financial Reporting:
The City Manager recommends the Assembly recess into executive session to discuss enterprise financial reporting, the immediate knowledge of which would adversely affect the finances of the municipality.
Suggested Motion: ***I move that the Assembly enter into Executive Session to discuss enterprise financial reporting, the immediate knowledge of which would adversely affect the finances of the Municipality and ask for unanimous consent.***

H. 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, e-mail: city.clerk@juneau.gov.

ASSEMBLY FINANCE COMMITTEE MINUTES

July 9, 2025, at 5:30 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

The meeting was called to order at 5:30 pm by Chair Woll.

B. ROLL CALL

Committee Members Present: Chair Christine Woll; Mayor Beth Weldon; Greg Smith; Paul Kelly; Maureen Hall; Neil Steininger; Ella Adkison; Wade Bryson

Committee Members Present Virtually: Alicia Hughes-Skandijs

Staff Members Present: Katie Koester, City Manager; Angie Flick, Finance Director; Adrien Wendel, Budget Manager; Emily Wright, Municipal Attorney

Other Members Present: None

C. APPROVAL OF MINUTES

1. May 14, 2025

The May 14, 2025 minutes were approved as presented.

2. May 21, 2025

The May 21, 2025 minutes were approved as presented.

D. AGENDA TOPICS

3. Sales Tax Delinquencies and Legal Actions

Municipal Attorney Emily Wright presented an overview of sales tax, which is collected by businesses at point of sale and is to be remitted to the City regularly. The vast majority of businesses are compliant. However, there have been some issues with non-compliance by businesses who fail to remit their sales tax. The City has faced ongoing challenges in ensuring compliance among the businesses that are not maintaining this obligation.

The Law Department was working on this issue when the COVID pandemic struck in 2020, and were directed by the Assembly to put a hold on this priority at that time when businesses were struggling. Over the last year and a half they have refocused on this effort. The City has decreased the response time for contacting companies when they have failed to remit sales taxes, and are encouraging these organizations to enter and maintain compliance by offering payment plans. The Law department has also been dealing with repeated offenders, those with large tax debts, and non-responding businesses, by taking them to court, including using the option of criminal charges for failure to remit sales tax. Criminal charges have been used successfully against four or five businesses, causing them to pay their tax and get into compliance. In these cases, the criminal charges have been dropped once compliance has been met.

There are still some businesses who are not trying to get into compliance, and the City will pursue them with all available options, including criminal charges, which could include criminal judgments, potential jail time, wage and PFD garnishments, and property liens.

The Law Department has made addressing this situation as a main priority, with an attorney assigned to work on it on a full time basis. Ms. Wright commended Clinton Mitchell, Assistant Municipal Attorney, in the Law Department, as well as the Finance Department staff members who are working diligently to improve sales tax collections and compliance. The positive result is that large amounts of money that were owed to the City are now being recouped due to these efforts.

Mayor Weldon asked for definitions of the terms “default judgment” and “civil complaints” that were mentioned in the memo.

Ms. Wright responded that a civil complaint is the initial document that Law files to start a civil case. Criminal complaint is the initial document that Law files to start a criminal case. A default judgement may be granted to the plaintiff when, after being served and given proper notification that they are being sued, a defendant does not show up for court repeatly. This allows the plaintiff to begin the collection process with liens, garnishments, etc.

Assemblymember Smith asked how the City determines the tax amounts owed.

Finance Director Angie Flick explained that there are several mechanisms to determine or estimate sales taxes. In some cases, businesses have filed taxes without remitting payment, therefore the City has detailed information about taxes due. If a business has been compliant for a time, the City uses prior period tax information plus data from comparable businesses to estimate the taxes owed. Additionally, there is a process for estimating a business’s sales to determine an approximation of sales tax owed.

Assemblymember Bryson asked what happens if a business has entered a confession of judgment and set up a payment plan but is not able to keep up with the payments in spite of making good faith efforts.

Ms. Wright responded that the City does not pursue enforcement actions when people are actively working, communicating, and asking for help to resolve their tax situation.

The Committee continued to discuss the topic.

4. Dockage Fee Increases

Ms. Flick noted that earlier this calendar year, a decision was made to increase dockage fees, starting with cruise ship season 2026. During that discussion, there was a request to revisit the dockage fees topic regarding the allocation of those fees. There is a memo in the packet that includes information about the dockage fees. Dockage fees belong in the dock suite of fees which is an Enterprise Fund. The memo provides parameters, rules, and guidelines to inform the discussion regarding the usage of these fees.

Assemblymember Adkison asked about requirements for following the Governmental Accounting Board Standards (GASB).

Ms. Flick responded that abiding by GASB is important because it lays out appropriate accounting standards and rules for government entities. GASB ensures government transparency, good accounting practices, and consistency across a spectrum of government entities. The City follows GASB to maintain compliance with accepted standards and the annual audit of the City's accounting is based upon GASB.

Assemblymember Bryson asked what the response was from the cruise industry when the dockage increases were announced.

City Manager Katie Koester answered that the industry had been expecting an increase and had requested a delay in the increase which was granted. As the rise in dockage fees was planned and well communicated, the cruise industry was understanding of the rate change.

Motion: by Assemblymember Smith to direct staff to explore appropriate funding uses and opportunities for future increased dockage fees.

The motion passed by unanimous consent.

The Committee recessed at 5:53 pm.
The Committee reconvened at 6:04 pm.

5. Seasonal Sales Tax

Assemblymember Smith noted that there are two citizen-led initiatives plus the Assembly proposal regarding Sales Tax that will be on the ballot. He asked what happens when there are multiple similar yet conflicting measures on a ballot.

Ms. Wright responded that CBJ Charter 7.11 addresses what happens when there are two measures on a ballot, and both of them receive a majority vote. If both measures have majority votes, then the measure with more votes wins.

Assemblymember Hughes-Skandijs joined the meeting at 6:10 pm.

Assemblymember Adkison asked for confirmation that when an initiative is passed at the State level, the State is allowed to make technical changes if needed to make it functional. By contrast, the City does not have the same type of authority to amend passed measures.

Ms. Wright confirmed that this is correct, the City may not change the wording of a passed ballot measure, however, the City may update the Code to make policy changes if necessary.

The Committee continued to discuss the topic.

Assemblymember Hall asked if there was a breakdown of the different revenue numbers to compare the initiatives.

Ms. Flick answered that Assemblymember Kelly's proposed amendment, adding curbside compost removal, would not cause an essential change to sales tax revenue expectations in comparison to the ordinance how it was initially proposed.

Ms. Flick noted that Assemblymember Steininger's proposed amendment would increase sales tax revenue by approximately $2,000,000.

The Committee took a brief at ease

Ms. Flick stated that Assemblymember Bryson's proposed amendment removed all of the exemptions and would bring in an estimated $79,000,000 in sales tax revenue compared to current sales tax revenue of $65,000,000, or an additional $14,000,000.

The currently proposed Ordinance with exemptions for food and utilities (all) would bring in close to $73,000,000 with an exemption on food. All utilities would reduce the revenue by an additional $5,000,000, resulting in roughly $67,700,000 in revenue, or an additional $2,500,000 in revenue compared to 2024.

Motion: by Mayor Weldon to move Ordinance 2025-32 to the full Assembly.

Amendment #1: by Assemblymember Bryson to remove the exemption of food and utilities from sales tax from Ordinance 2025-32 (page 55 of the packet under Supplemental Materials).

Assemblymember Smith discussed the options, noting that the situation is complicated, and he is not yet clear about which option is his preference.

Assemblymember Kelly stated that he may vote no, however, he is open to being persuaded to vote yes depending on the rest of the debate.

Assemblymember Hughes-Skandijs spoke in favor of the amendment as she feels it simplifies the question and eliminates the issue of having competing ballot questions.

The Committee continued to discuss the amendment.

Objection: by Assemblymember Kelly for purposes of a question.

The Committee continued to discuss the amendment.

Mayor Weldon spoke in favor of the amendment.

Assemblymember Kelly removed his objection.

Objection: by Mayor Weldon for the purpose of an amendment.

Amendment to Amendment #1: by Mayor Weldon to amend Ordinance 2025-32 to change the permanent sales tax rate from 2.5% to 3% from October 1 through March 31 and from 6.5% to 5.5% from April 1 through September 30.

Assemblymember Steininger spoke about his Proposal and the feedback he had received about it, stating that the amendment Mayor Weldon proposed would change the amount of revenue collected, with the removal of the exemption of food and utilities from sales tax.

Mayor Weldon removed her amendment.

Assemblymember Kelly asked if the wording on the ballot initiative could be amended to simplify it and make it clear to voters that 1% is a temporary tax being added until 2028.

Ms. Wright responded that Law and Finance will work together to rewrite the ballot initiative.

The Amendment #1 passed by unanimous consent.

The original motion, as amended, passed by unanimous consent.

Motion: by Assemblymember Woll to direct staff to prepare an ordinance for introduction at the next Committee of the Whole (COW) that would exempt food and utilities from sales tax as described in the previous version of Ordinance 2025-32.

Objection: by Assemblymember Bryson for purposes of a question.

Assemblymember Woll clarified that the intent of her motion would be to exempt food and utilities from sales tax before the deadline, which would give the Assembly the opportunity to pass an initiative that is substantially similar to the ballot measure from Affordable Juneau so their initiative could be removed from the ballot.

Mayor Weldon spoke in opposition to the motion and stated that she believes that this topic should go before the public vote.

Assemblymember Hughes-Skandijs spoke in favor of the motion.

The Committee continued to discuss the motion.

The Committee took a brief at ease.

Roll Call Vote on Motion
Ayes: Woll, Kelly, Hughes-Skandijs
Nays: Bryson, Smith, Hall, Mayor Weldon, Steininger, Chair Adkison

Motion failed. Three (3) Ayes, Six (6) Nays.

6. Biennial Budgeting

Ms. Flick explained that currently the City practices an Annual Budget that is labeled a Biennial Budget. There is an option to continue using an Annual Budget in practice and call it an Annual Budget. There is also an option to start using an actual Biennial Budget process whereby the budget would cover two full years, making adjustments over that time period as needed. There are advantages and disadvantages to both systems.

Assemblymember Kelly asked how the School District budget would be addressed.

Ms. Flick answered that accommodating the requirements and requests of the School District would be part of the budget process whether it is done annually or biennially.

Assemblymember Bryson asked which year in the budget was just approved.

Ms. Flick responded that it was year two of the biennial budget.

Assemblymember Bryson asked, if the City adopted a true Biennial Budget process, what would happen when Assemblymembers are elected and must work with a budget from a year when they were not in office.

Ms. Flick responded that with a true biennial budget, depending on timing, it is possible that an Assemblymember may only have an impact on one budget period during their three-year term. She also explained that there is an onboarding process for new Assemblymembers, which may include more budget information for new Assemblymembers for budget issues that were considered and implemented before they joined the Assembly. In terms of making changes to the budget, the same process of enacting ordinances would exist as is currently in place for making budget adjustments.

Assemblymember Hughes-Skandijs asked why the current practice of using an Annual Budget and calling it a Biennial Budget exists.

Ms. Flick responded that she does not have an answer, this practice has been in place for some period of time. She explained that these are reasons why the question of either changing or renaming the budget cycle is before the Committee at this time.

Ms. Koester speculated that this may have begun in the City Code at some time in the past when it was determined that a two-year budget cycle was optimal. Consequently, over time, the practice evolved into a single year budget cycle as new Assemblymembers wanted a more frequent say in the budget.

The Committee continued to discuss the topic.

Assemblymember Adkison spoke in favor of keeping an Annual Budget and changing the title to match.

Assemblymember Kelly spoke in favor of changing to a Biennial Budget to implement more long-term forecasting.

Assemblymember Hughes-Skandijs spoke in favor of keeping an Annual Budget.

Assemblymember Smith stated that it is difficult to determine which cycle would be best without additional information regarding how setting mill rates, handling CIPs, and other budget matters would be addressed with a true Biennial Budget cycle. He stated that it would be helpful to learn what type of efficiencies would be attained by using a Biennial Budget.

Mayor Weldon stated that she has been with City long enough to be able to confirm Ms. Koester's speculation about how the City ended up with an Annual Budget that is called a Biennial Budget. It started as a Biennial Budget that evolved into an Annual Budget over time. She also spoke in favor of maintaining an Annual Budget process for the City.

The Committee continued to discuss the topic.

Motion: **by Assemblymember Kelly to direct staff to come back to the body with an idea of what a biennial budget process would look like.**
Objection: **by Assemblymember Adkison.**

Roll Call Vote on Motion
Ayes: Kelly, Smith, Chair Woll
Nays: Adkison, Steininger, Mayor Weldon, Hughes-Skandijs, Bryson, Hall

Motion failed. Three (3) Ayes, Six (6) Nays.

The Committee directed staff to proceed with an Annual Budget for future budget cycles.

7. Information Only: Investment Report

Ms. Flick noted that an investment report is required to be submitted to the Committee on a quarterly basis. The packet contains a copy of the investment report that was provided to Standard & Poor for the City's rating (packet pages 56-57). Staff are working on developing the format and inclusions for future reports and will take suggestions from the Committee regarding their preferences.

E. NEXT MEETING DATE

8. August 6, 2025

F. SUPPLEMENTAL MATERIALS

9. Seasonal Sales Tax

a. Ordinance 2025-32 – Proposed Amendment by Assemblymember Steininger

b. Ordinance 2025-32 – Proposed Amendment by Assemblymember Kelly

c. Ordinance 2025-32 – Proposed Amendment by Assemblymember Bryson

10. Information Only: Investment Report

G. ADJOURNMENT

Prior to adjournment, Assemblymember Bryson informed the Committee that Craig Duncan, former Finance Director of the City and Borough of Juneau, passed away on July 8, 2025. He expressed his gratitude to Mr. Duncan for his service to the City.

The meeting was adjourned at 7:58 pm.

DATE: July 30, 2025

TO: Assembly Finance Committee

FROM: Angie Flick, Finance Director
Dallas Hargrave, Human Resources and Risk Management Director

155 Heritage Way
Juneau, AK 99801
Phone: (907) 586-5215

SUBJECT: **Eaglecrest Pay Plan Options and Actions**

The purpose of this memo is to provide the Eaglecrest Board (ECB) with information related to the Eaglecrest Pay Plan/Personnel Rules, potential conversion to the City and Borough of Juneau (CBJ) classification and compensation plan and the FY 2026 approved budget.

FY 2026 Approved Budget

The FY 2026 approved budget for Eaglecrest (EC) included a substantial increase for personnel to address ongoing wage issues and hard-to-fill positions, in addition to an increase of a handful of positions. As per the current normal process for Eaglecrest, the EC management and Board must develop and approve a plan for wage adjustments. As part of the budget discussion with the Assembly Finance Committee (AFC), Chair Woll asked CBJ staff to evaluate the conversion of EC positions into the CBJ classification and compensation plan. This is a conversation that has been mulled around for many years.

Converting EC positions will require funding. Adjusting wages for EC positions/personnel without conversion requires funding. Neither happens automatically or magically on July 1 with the start of the new fiscal year.

Converting to CBJ Classification and Compensation Plan

What does 'converting to the CBJ classification and compensation plan' mean? CBJ utilizes a range and step process of classifying positions based on many factors including: the minimum requirements of the successful applicant, the complexity, authority, and impact of the work of the position. The placement of positions into a range is done carefully and in keeping with other positions across CBJ. Employees are placed into steps within a range based on direct experience, typically on an initial step on the scale. The expectation is that pay increases (step increases) are earned with the passage of time in the position – one step per year for the first six steps, then one step every two years with a bigger pay increase between steps.

Eaglecrest's positions are also assigned ranges in a similar fashion, except the scope of equity in range placement is limited to EC positions only. The EC pay plan has many more steps than the CBJ pay plan, and the General Manager has significant authority in approving step placements and movement. EC employees receive step increases at the completion of an evaluation and in accordance with the rating.

The CBJ pay plan is influenced by labor negotiations with the non-public safety union MEBA (Marine Engineers Beneficial Association) every three years. The Assembly has traditionally accepted changes to pay and personnel rules for MEBA employees and applied them to non-represented positions. If Eaglecrest converts to the CBJ pay plan, their employees would convert as non-represented. From a budget perspective, both the negotiated wage changes and timed step increases are accounted for and included in the budget process and proposed budget.

The EC pay plan is adjusted only when the EC Board approves an increase and obtains additional funding and approval from the Assembly.

Position reviews and classification updates are done periodically by CBJ Human Resources (HR). These are often driven by city and department experiences in recruiting and retention. Because EC positions are in their own grouping, a general study on a similar position at CBJ may not influence the similar EC position. As an example, mechanics are hard to hire right now for government and private industry. If HR were to do a market study and change the way mechanics are classified or paid, it would only apply to CBJ mechanics as the EC mechanics are separate. If EC positions are converted into the CBJ positions, then EC would benefit from cross-departmental position studies and modifications.

Pro's and Con's of Converting

Why should Eaglecrest positions convert to the CBJ classification and compensation plan?

- Consistency of wage and benefit increases – employees know what to expect
- Increased integration with CBJ
- Ability to take care of common position recruitment issues as a city
- More alignment with CBJ benefits (example: CBJ has 12 holidays, EC has 6 holidays)
- Efficiencies in administration of positions and employees

Why should Eaglecrest positions not convert?

- ECB loses some control of pay raises and bonuses
- Eaglecrest General Manager loses control of step placements
- Personnel becomes more costly if conversion takes place – higher wages, regular increases, additional benefits

Financial Considerations

Assuming Eaglecrest positions convert into the CBJ classification and compensation plan, the financial impact of merit increases and negotiated wage changes will be automatically calculated and included in the budget preparation process. Ideally, similar to the Airport and Docks and Harbors, those entities and boards address increasing costs with appropriate rate adjustments to accommodate the labor cost increases as well as other operational changes. Knowing that Eaglecrest historically has relied on General Fund support (either as a reserve for a deficit and/or a transfer to cover expenses), a decision to convert Eaglecrest positions over to CBJ will bring with it a General Fund financial burden until Eaglecrest increases revenue to support operations.

Conversion Analysis Work

Based on direction from the AFC Chair to staff, a lot of work has been accomplished on analyzing the impact of converting EC positions to CBJ positions. We'd like to acknowledge the amount of work required by so many people to get where we are today. We suspect that while a conversion has been discussed for many years, undoubtedly a barrier to consideration is the amount of effort required to simply explore the world of the possible! Here is an update on the work accomplished thus far:

- Updated all position descriptions (Eaglecrest managers)
- Worked on a position to CBJ range allocation (HR, EC GM)
- Compared Personnel Rule changes (EC GM, HR, Finance, Manager's Office)
    - A side-by-side comparison is included at the end of this memo
- High level costing (Finance)

Steps left to complete

- Finalize position to CBJ range allocation (HR, EC GM)
- Conversion rules/plan (EC GM, HR, Finance, Manager's Office)
- Final costing of conversion
- Final Personnel Rule modifications

Timeline to implement changes to employee pay

Here is the timeline and steps required to implement a conversion:

- August 6, AFC Meeting – update Assembly on conversion analysis work
- August 7, ECB Meeting – Introduce basic ideas, progress and personnel rule updates for conversion
- August – EC GM, HR, Finance, Manager's Office complete conversion rules and personnel rule changes.
- August – ECB meet to approve management recommended conversion plan and personnel rules
- Sept 3, AFC Meeting – Assembly review Personnel Rule changes, conversion rules
- Sept 22, Regular Assembly Meeting – Assembly adopts personnel changes
- New ranges and step placement in place for pay period starting 9/22 (paychecks 10/16)

Conclusion and Action

Based on initial CBJ range allocation and high level costing, it appears that all Eaglecrest positions could be successfully transitioned into the CBJ classification and compensation plan within the FY 2026 authorized personnel budget. Today's update can be informational only, meaning no action is required of the Assembly Finance Committee (AFC) today. The AFC could give direction to the Eaglecrest Board and CBJ staff to stop working on the conversion and shift to a historical wage change plan within the Eaglecrest pay plan. The AFC could give direction to the Eaglecrest Board to convert EC positions to the CBJ classification and compensation plan following the schedule outlined above.

Personnel Rule Comparison and Overview

Below is a side-by-side comparison of the Eaglecrest chapter of the Personnel Rules and the comparative CBJ Personnel Rule and how the Eaglecrest chapter would be dispositioned. This list is intended to highlight what we believe are the most impactful changes if a conversion were to take place; however, there will be other language changes that will be less impactful in the eventual proposed changes to the Personnel Rules that will be considered by the ECB and Assembly.

Rule 19: EAGLECREST	Other CBJ Personnel Rules	Explanation and Proposed Resolution in Conversion
19 PR 015. Basis of Pay. (a) An employee is paid according to the pay range assigned to the position occupied by the employee. (b) An employee paid on a salary basis who works less than full time shall be paid on a prorated basis.	**10 PR 015. Basis of Pay.** (a) An employee is paid according to the pay range assigned to the position occupied by the employee. (b) An employee paid on a salary basis who works less than full time shall be paid on a prorated basis. (c) An employee paid on a salary basis who consistently works in excess of 45 hours per week shall be paid on an alternate schedule. (Res. No. 1875, 1997; 2370, 2006; 2582; 2011)	Salaried Eaglecrest employees will be placed on the CBJ schedule for 37.5 hour workweek. The Manager's Office would consider a request from the GM for salaried employees who regularly work over 45 hours a week, to be changed to salary schedule "B" during the season when/if they are regularly working such hours.

Rule 19: EAGLECREST	Other CBJ Personnel Rules	Explanation and Proposed Resolution in Conversion
19 PR 030. Advanced Step Placement. The Eaglecrest General Manager may authorize advanced step placement under section (a) or (b) of this rule. Advanced step placement will limit or preclude the probationary employee's eligibility for proficiency steps under 19 PR 075. (a) The Eaglecrest General Manager may authorize advanced step placement when the applicant selected for the position is exceptionally qualified. For the purposes of this rule, exceptionally qualified shall be defined as education or work experience that exceeds the minimum qualifications for the position and job class, as well as the education and work experience of the other candidates in the applicant pool. (b) If the step placement for an employee under 19 PR 025 shall be a rate of pay below the minimum wage identified in Alaska Statute, the employee shall be placed at the step of the pay range that is closest to, but not below, the current Alaska minimum wage. (Res. No. 2977, 2022)	**10 PR 030. Advanced Step Placement.** (a) The City Manager may authorize advanced step placement when the applicant selected for the position is exceptionally qualified or when recruitment is exceedingly difficult. For the purposes of this rule, exceptionally qualified shall be defined as education or work experience that exceeds the minimum qualifications for the position and job class. (b) The City Manager may authorize advance step placements for a specific job classification when recruitment is exceedingly difficult. In such instances, the step placement of employees occupying the same job classification may be reviewed and adjusted upward based on the service of the employee, the step at which the employee was originally appointed, and the advanced step that is authorized for the new appointee. (Res. No. 2370, 2006)	Eaglecrest advanced step placement will fall under the CBJ Advanced Step Placement rules, with approval from the City Manager.

Rule 19: EAGLECREST	Other CBJ Personnel Rules	Explanation and Proposed Resolution in Conversion
19 PR 075. Proficiency Steps. (a) A probationary employee shall be eligible for proficiency steps provided that the employee has made acceptable progress in completing his or her training plan. Proficiency steps shall be granted at the beginning of the pay period. (b) Except in the case of 19 PR 086, the granting of a proficiency step shall not place the probationary employee above "D" step. (c) Acceptable progress in completing the training plan shall be documented in writing by the employee's supervisor. The decision to award a proficiency step shall be at the sole discretion of the Eaglecrest General Manager. (d) The Eaglecrest General Manager shall provide a specific methodology for what demonstrates acceptable progress in completing a training plan. The methodology must be approved by the Human Resources and Risk Management Director. (Res. No. 2422(c), 2007; 2649, 2013)	**No Comparator -**	Eaglecrest proficiency steps will no longer exist and Eaglecrest Employees will advance through the pay steps in the same manner as other CBJ employees.

Rule 19: EAGLECREST	Other CBJ Personnel Rules	Explanation and Proposed Resolution in Conversion
19 PR 086. Step Increase for Instructor Certifications. Certified Instructors of the Snow Sports School shall be eligible to earn a step increase for obtaining additional PSIA/AASI certifications outside of the employee's primary discipline. Step increases shall be limited to one step for each additional snow sport discipline. Certified Instructors shall also be eligible to earn a step increase for obtaining PSIA/AASI accreditation. No more than two step increases can be earned as a result of accreditation. The earned step increase will go into effect the first day of the pay period following approval by the Snow Sports Director. (Res. No.2500, 2009)	**No Comparator**	With conversion to the CBJ pay plan, there will no longer be the ability to get step increases for instructor certifications. This would also be considered in how the Instructor job classification series is classified and how instructors may progress through the class series.
19 PR 095. End of Season Bonus. The Eaglecrest General Manager, in consultation with the Human Resources and Risk Management Director, may authorize an end of season bonus to be paid to employees who successfully complete the ski season.	**No Comparator**	Eaglecrest end of season bonuses will end. However, HR will work with Eaglecrest to examine whether the sign-on bonus language from the CBJ Personnel Rules could be used in a manner that recognizes employees in hard to fill positions commitment to remain for the whole season.

Rule 19: EAGLECREST	Other CBJ Personnel Rules	Explanation and Proposed Resolution in Conversion
19 PR 130. Holiday Pay. Permanent full time employees and Eaglecrest seasonal employees who work on a holiday listed in 7 PR 026 shall have a day of leave credited to their leave account. Eaglecrest limited positions are not eligible for Holiday pay. (Res. No. 2618, 2012)	**10 PR 145. Holiday Pay.** (a) Permanent and probationary employees, who are not compensated for holidays by accruing additional personal leave, are paid for each holiday provided the employee was in pay status the work day immediately preceding the holiday and the work day immediately following the holiday. Employees occupying part-time limited and seasonal part-time positions are not eligible for holiday pay except as provided in 7 PR 025(f). For the purposes of this provision, pay status shall include an employee who is in furlough status. (1) Employees with a regular work schedule of 37.5 hours per week receive 7.5 hours pay for each holiday. (2) Employees with a regular work schedule of 40 hours or more per week will receive 8 hours pay for each holiday. (3) Employees with a regular work schedule of less than 37.5 hours per week shall receive holiday pay that is based on the average number of hours worked per week over the 10 weeks immediately preceding the pay period the holiday falls in. For the purposes of computing the amount of time per week, all hours credited to regular pay, personal leave, or holiday pay shall count. Time worked in overtime status or call back or show up pay shall not be included. (Res. No. 2282, 2004; 2370, 2006; 2622, 2012; 2831, 2018	Eaglecrest employees who are eligible for holidays or holiday pay will observe holidays and be paid for holidays worked in the same manner as other CBJ employees under the personnel rules.

Rule 19: EAGLECREST	Other CBJ Personnel Rules	Explanation and Proposed Resolution in Conversion
19 PR 133 Instructor Pay (a) An employee assigned as a ski/snowboard instructor for a regular group lesson of 2 hours or for a regular private lesson shall receive an additional $1.00 for each student in the lesson. (b) An employee who is requested as a private ski/snowboard instructor shall receive an additional $5.00 for each student in the lesson. (Res. No. 2831, 2018)	**No Comparator –**	With conversion to the CBJ pay plan, there will no longer be the ability for instructors to receive extra pay based on numbers of students in each lesson. This would also be considered in how the Instructor job classification series is classified and how instructors may progress through the class series.
7 PR 026. Eaglecrest Holidays. (a) Employees of the Eaglecrest shall observe the following holidays: (1) the last Monday in May, known as Memorial Day (2) the fourth of July, known as Independence Day (3) the first Monday in September, known as Labor Day (4) the 18th of October, known as Alaska Day (5) the 11th of November, known as Veteran's Day (6) the fourth Thursday in November, known as Thanksgiving (b) Eaglecrest limited positions are not eligible for holiday pay or for premium pay associated with working on a holiday. (c) If a holiday falls on Sunday, the following Monday is a holiday. (d) If a holiday falls on Saturday, the preceding Friday is a holiday. (e) If a permanent / probationary or long term temporary employee volunteers to work on a holiday, an alternate day within the week preceding or following the holiday and agreed to by the employee and the department director is that employee's holiday.	**7 PR 025. City and Borough Holidays.** (a) The following days are observed as holidays: (1) the first of January, known as New Year's Day (2) the third Monday in January, known as Martin Luther King Jr.'s Birthday (3) the third Monday in February, known as President's Day (4) the last Monday in March, known as Seward's Day (5) the last Monday in May, known as Memorial Day (6) the fourth of July, known as Independence Day (7) the first Monday in September, known as Labor Day (8) the 18th of October, known as Alaska Day (9) the 11th of November, known as Veteran's Day (10) the fourth Thursday in November, known as Thanksgiving (11) the day after Thanksgiving. (12) the 25th day of December, known as Christmas (13) every day designated as a holiday by proclamation or resolution by the Assembly of the City and Borough of Juneau. (b) If a holiday falls on Sunday, the following Monday is a holiday.	Eaglecrest employees will observe the same holidays and be paid for holidays worked as other CBJ employees. This will result in more holidays being observed by Eaglecrest employees.

(f) If a holiday falls on a permanent / probationary or long term temporary employee's day off, an alternate day within the week preceding or following the holiday as designated by the department director is the employee's holiday. If circumstances in the department exist such that an alternate day is not available, the employee may either bank the holiday pay or have it paid out. (Res. No. 2370, 2006; 2422(c), 2007; 2740, 2016	(c) If a holiday falls on Saturday, the preceding Friday is a holiday. (d) If a permanent/probationary or long term temporary employee volunteers to work on a holiday, an alternate day within the week preceding or following the holiday and agreed to by the employee and the department director is that employee's holiday. (e) If a holiday falls on a permanent/probationary or long term temporary employee's day off, an alternate day within the week preceding or following the holiday as designated by the department director is the employee's holiday. If circumstances in the department exist such that an alternate day is not available, the employee may either bank the holiday pay or have it paid out. (f) Employees occupying part-time limited or part-time seasonal positions who work on a day listed in 7 PR 025(a)(1)-(13) will receive pay at a rate of time and one-half their normal rate of pay for all hours worked that day; the provisions of 7 PR 025(b) through (e), however, do not apply with respect to those positions. (Res. No. 2282, 2004; 2370, 2006; 2422(c), 2007; 2649, 2013)	

Assembly Finance Committee Meeting

August 6, 2025

Updates on:

1. Safety, Cleanliness and Professionalism Improvement Projects
2. Equipment Maintenance Projects
3. Staffing
4. Sales and Community Work

Safety, Cleanliness and Professionalism Improvement Projects

- Emergency Action Plans
- Porcupine Lodge - outdoor staircase
- Fish Creek Lodge - back deck rebuild
- The Nest – leaks and structural repairs
- Porcupine - access to tree skiing
- General maintenance projects at the top and bottom terminals of the chair lifts – doors, propane tanks, flooring, walls, windows
- Nordic Trail – 2,500 feet hardened with Juneau Nordic Club collaboration
- Employee locker room
- Recycling and scrap clean up
- Carl's Bridge Repairs

Equipment Maintenance Projects

- Large collaborative project for Aug & Sept
  - 2 Bullwheel bearings
  - Ptarmigan gear box reinstallation
  - Ptarmigan low speed drive shaft installation
  - Lift tower assemblies – installing, updating, inspecting and testing
- Bike trail maintenance
- Every vehicle and small engine HAS BEEN serviced!

Staffing

- Admin Coordinator
- Summer Trail Crew
- Lift Mechanic – Level 1 Certification
- Recruiting key roles in conjunction with conversion/PCN project
- J1 candidates – 16 interviews completed
- Staff have reported a considerable energy change and culture of teamwork around the ski area!

Sales and Community Work

- Launched – winter passes and program registration
- Marketing material updated
- Eaglecrest Foundation School Group Scholarship fundraising
- Summer Camps – 4 weeks, 46 participants
- Discover Eaglecrest Day and Eaglecrest Foundation 50th Fundraiser
  - Sept 12-13
- Retail and rental inventory

Questions

<u>Mark your calendar:</u>

Discover Eaglecrest Day and

Eaglecrest Foundation 50th Fundraiser

Sept 12-13

CITY AND BOROUGH OF
JUNEAU
ALASKA'S CAPITAL CITY

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

TO: Assembly Finance Committee

DATE: July 30, 2025

FROM: Katie Koester, City Manager

RE: Dzantik'i Heeni Playground

At the July 28 Regular Assembly meeting, the body directed staff to bring the attached Ordinance appropriating $735,000 of general funds to the Dzantik'i Heeni Playground CIP to the Assembly Finance Committee for consideration. These funds would contribute toward the design and construction of ADA improvements at the Dzantik'i Heeni School playground. Project work would include the design and installation of safety surfacing for the pre-K and K-5 play equipment, a concrete ADA sidewalk, and fencing around the playground to create a safer and more accessible facility for children of all abilities. This appropriation does not cover the cost of playground equipment. The Juneau School District will spearhead any fundraising efforts for the playground equipment.

Encl
May 6, 2025 Memo on DH Playground for Joint Facilities Committee
Ordinance 2025-01(b)(F)

CITY AND BOROUGH OF JUNEAU

Engineering and Public Works Department
155 Heritage Way
Juneau, Alaska 99801
Telephone: 586-0800 Facsimile: 586-4565

DATE: May 6, 2025

TO: Christine Woll, Chair
Joint Assembly/School Board Facilities Committee

THROUGH: Denise Koch, Engineering and Public Works Director

FROM: Lisa EaganLagerquist, Interim Architecture Section Lead

SUBJECT: Dzantik'i Heeni (DH) Playground

Several cost options for a playground at Dzantik'i Heeni (DH) have been considered to date.

The $1.8M estimate was the total project cost based on 65% complete design documents prepared by Corvus Design and presented at the December 2, 2024, Public Works and Facilities Committee (PWFC) meeting. At that same PWFC meeting, the Committee instead recommended a $575K project cost for the playground.[1]

At the January 22, 2025, Joint Assembly/JSD Facilities Committee meeting, CBJ staff provided Options A through C ranging from $280K to $367K. The options also had additive alternatives that include options for play structures, a concrete ADA sidewalk and fencing.[2]

At the March 21, 2025, Joint Assembly/JSD Facilities Committee (JA/JSDFC) Meeting[3], staff presented more options for the proposed playground at DH ranging in budgets from $880K, $1.2M, and $1.5M[4].

Most recently staff were directed to estimate the cost of providing just safety play surfacing, concrete slab, site prep, and ADA access for a few options. See attachments.

- Option 1: Footprint for Pre-K and K-5 play equipment - $660k total project cost (TPC); $470K construction cost (CC).
  (This is the same footprint shown in the $830K TPC option with K-5 composite Play structure brought to the committee on March 21, 2025.)

- Option 2: Footprint for Pre-K and K-5 play equipment and Pre-K swing area. $800k TPC/ $570K CC.

The understanding is that JSD will pursue donations of labor and resources to provide play equipment.

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[1] https://mccmeetings.blob.core.usgovcloudapi.net/juneauak-pubu/MEET-Packet-23bf0a759f20493d9a7b10799cb8a667.pdf
[2] https://mccmeetingspublic.blob.core.usgovcloudapi.net/juneauak-meet-ad6b194c95ea4c2bace550edd87f5da3/ITEM-Attachment-001-cecaf4ad7a824cf48b37d4f9979e6a89.pdf
[3] https://mccmeetings.blob.core.usgovcloudapi.net/juneauak-pubu/MEET-Packet-a56ebd6c102b4774b350d19944e47743.pdf
[4] https://mccmeetingspublic.blob.core.usgovcloudapi.net/juneauak-meet-a56ebd6c102b4774b350d19944e47743/ITEM-Attachment-001-7b0e9d22c1144df283d1c6ea9cd83e7b.pdf

Both of the above options include limited fencing around the playground equipment area 65% design documents. Completing a perimeter fence that encompasses the covered play area, and the existing sports field is estimated to cost an additional ~$70K. To calculate a more exact cost, land surveying is required. The JSD could potentially use deferred maintenance funds to cover a perimeter fence in a project separate from the playground.

Currently the DH playground project is out of budget.

Staff requests guidance on: 1) which option to send to the Assembly for a funding request; and 2) direction on whether to include the perimeter fencing in the project cost for the DH playground or to fund it from JSD deferred maintenance or other funding sources.

Attachment:

A. DH Playground – Slab and Safety Surfacing for May 6 meeting graphic

ATTACHMENT A

Option 1 - $660K TPC/$470K CC:

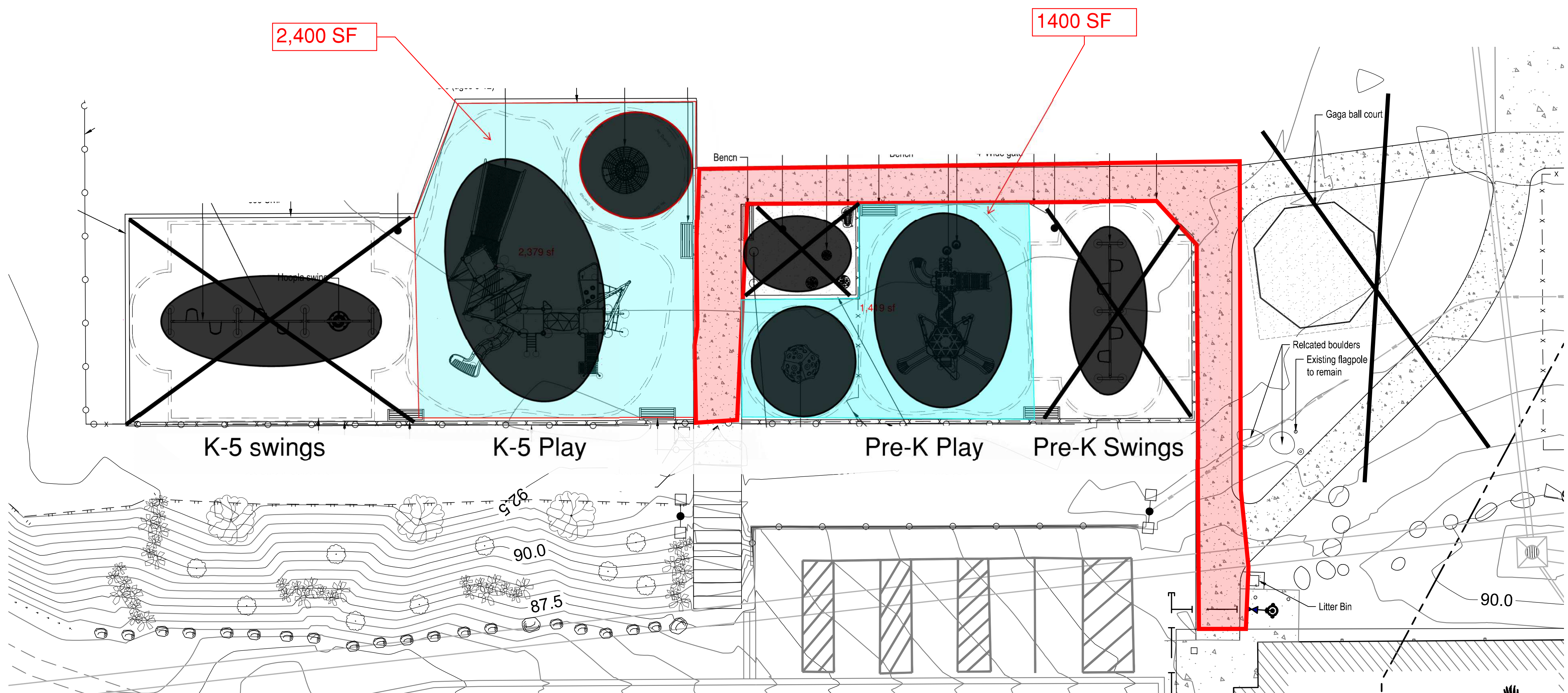
Install safety surfacing in all areas except both Pre-K and K-5 swing areas.

1. ADA sidewalk.
2. Safety surfacing in blue shaded areas. 3800 SF.
3. Provide new fencing per 65% plans

CC- Construction Cost, TPC - Total Project Cost.

LEGEND:

- No concrete slab nor safety surfacing.
- Future equipment location.
- Concrete ADA path
- Safety Surfacing



1 L102 **Playground Layout Plan**
SCALE: 1" = 10'-0" @22x34

0' 10' 20' 30'

Corvus Design
Landscape Architecture
www.corvus-design.com
Anchorage - 907.222.2859
2506-B Fairbanks St. 99503
Juneau - 907.988.9000
119 Seward St. 99801
AECC #1195

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

SEAL:

65% DESIGN

PROJECT NUMBER: BE25-188
CITY AND BOROUGH OF JUNEAU
DZANTIK'I HEENI PLAYGROUND
JUNEAU, ALASKA

1" ACTUAL
If the above dimension does not measure exactly 1", this drawing has been enlarged or reduced, affecting all scales.

DATE: 11/07/2024
DRAWN BY: BL
CHECKED BY: CM
DELIVERABLE: 65%

PLAYGROUND LAYOUT PLAN

SHEET #: L10

15

Drawing J:\CBJ-24-05 DH Playground\2 - CAD\Corvus-Sheets.dwg last saved on 11/7/2024 4:57 PM was plotted by Bradley Little on 11/7/2024 5:20 PM

Option 2 - $800K TPC/$570K CC:

Install safety surfacing in all areas except K-5 swing areas.

1. ADA sidewalk.
2. Safety surfacing in blue shaded areas. 4800 SF.
3. Provide new fencing per 65% plans

CC- Construction Cost, TPC - Total Project Cost.

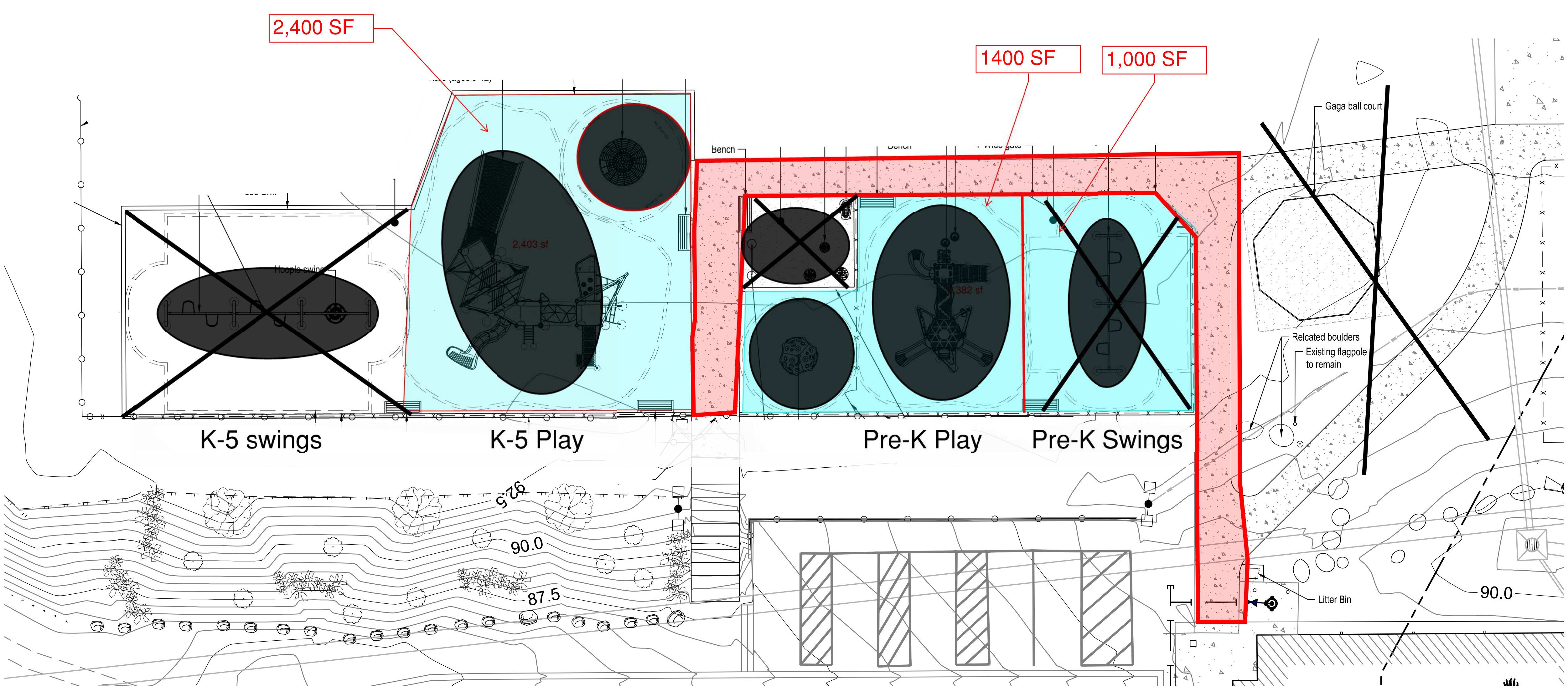
LEGEND:

No concrete slab nor safety surfacing.

Future equipment location.

Concrete ADA path

Safety Surfacing



Playground Layout Plan

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1 L102

0' 10' 20' 30'

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CITY AND BOROUGH OF JUNEAU ALASKA'S CAPITAL CITY

SEAL:

65% DESIGN

PROJECT NUMBER: BE25-188
CITY AND BOROUGH OF JUNEAU
DZANTIK'I HEENI PLAYGROUND
JUNEAU, ALASKA

If the above dimension does not measure exactly 1", this drawing has been enlarged or reduced, affecting all scales.

DATE: 11/07/2024
DRAWN BY: BL
CHECKED BY: CM
DELIVERABLE: 65%

PLAYGROUND LAYOUT PLAN

SHEET #: L102

Drawing J:\CBJ-24-05 DH Playground\2 - CAD\Corvus-Sheets.dwg last saved on 11/7/2024 4:57 PM was plotted by Bradley Little on 11/7/2024 5:20 PM

Presented by: The Manager
Introduced: August 18, 2025
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-01(b)(F)

An Ordinance Appropriating $735,000 to the Manager for the Dzantik'i Heeni Playground Capital Improvement Project; Funding Provided by General Funds.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of $735,000 for the Dzantik'i Heeni Playground Capital Improvement Project (S02-106).

Section 3. Source of Funds

General Funds	$ 735,000

Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this ________ day of ____________, 2025.

____
Beth A. Weldon, Mayor

Attest:

____
Breckan L. Hendricks, Municipal Clerk

Assembly Goals 2025

Goals and action items related to Assembly Finance Committee included below.

2. **Economic Development** - Assure Juneau has a vibrant, diverse local economy
    A. Work with industry to eliminate hot berthing. Support and implement strategies to manage local tourism impacts. Lead regional tourism planning efforts through Port Communities of Alaska. Raise dockage fees and adopt a commercial use plan for public spaces.

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
    A. Develop policies for all fund balances.
    B. Develop funding and management strategy for the next three years of Eaglecrest's capital and operations needs.
    C. Review and evaluate governance structure of empowered boards.
    D. Evaluate ways to increase revenue from visitor activity.
    E. Examine purpose and effectiveness of city tax code and policies resulting in tax exemptions, tax credits, or any foregone revenue
    F. Maintain Assembly focus on regular operational maintenance. Develop strategy for addressing deferred vs capital needs for all CBJ facilities.