

**ASSEMBLY FINANCE COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
Wednesday, May 5, 2021, 5:30 PM.
Zoom Webinar & FB Live Stream**

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

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
 - A. April 28, 2021**
- IV. ITEMS FOR ACTION**
 - A. Manager's Passenger Fee Proposal**
 - B. Pending List**
- V. ITEMS FOR DISCUSSION**
 - A. Capital Improvement Plan Review**
- VI. BUDGET REQUEST PRESENTATIONS**
 - A. Downtown Business Association**
 - B. Alaska Heat Smart**
 - C. Juneau Park Foundation**
- VII. INFORMATION ITEMS**
 - A. Youth Activity Board**
 - B. FY22 Revised Budget AFC Calendar**
- VIII. NEXT MEETING DATE**
 - A. May 12, 2021**
- IX. SUPPLEMENTAL MATERIALS**
 - A. April 28, 2021 Meeting Minutes**
 - B. Downtown Business Association Presentation**
- X. 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.org



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

DATE: April 23, 2021
 TO: Chair Triem and Assembly Finance Committee
 FROM: Rorie Watt, City Manager
 RE: FY22 Passenger Fee Proposal

This memo discusses my proposal for the expenditure of passenger fees (CBJ \$5 Marine Passenger Fee, \$3 Port Development Fee and \$5 State Commercial Passenger Vessel Fee). This proposal is made in accordance with the MOA that was reached with CLIA in March of 2019 and is designed to provide services and solve community issues related to cruise ship tourism.

With the ongoing closure of Canadian ports and the congressional impasse over requirements for foreign flagged vessels under the Passenger Vessel Services Act, it appears unlikely that Juneau will receive any large cruise ship visitors in the summer of 2021. However, the cruise tourism industry holds a consensus view that sailings will resume to Southeast Alaska in the summer of 2022—likely in record numbers.

Here is how that forecast for visitation translates to passenger fee revenue in FY21 and FY22:

		PAX	MPF	PDF	State CPV*	Total
CY2020 Jul/Aug/Sept	FY2021	0	\$ -	\$ -		\$ -
CY2021 May/June	FY2021	0	\$ -	\$ -		\$ -
CY2021 Jul/Aug/Sept	FY2022	0	\$ -	\$ -		\$ -
CY2022 April/May/Jun	FY2022	500,000	\$ 2,500,000	\$ 1,500,000	\$ -	\$ 4,000,000
CY2022 Jul/Aug/Sept	FY2023	800,000	\$ 4,000,000	\$ 2,400,000		\$ 6,400,000

**State CPV receipts remitted to CBJ approximately
 eight months after they are received*

FY21 Passenger Fee Total \$ -
FY22 Passenger Fee Total \$ 4,000,000

At this time and out of an abundance of caution, I propose that CBJ expend passenger fees in FY22 only on debt service and the cost of core city services. The proposed costs for core city services are unavoidable. City government cannot be switched on-and-off like a light switch. CBJ retains year-round police officers, fire and rescue personnel, and maintenance crews that are adequate to maintain a community capable of receiving more than a million visitors each summer. The borough cannot scale up and scale down these core services on an annual basis. Juneau will be ready to receive record visitation in the summer of 2022, but only if core city government is sustained until that time. Where possible, seasonal staffing for the summer of 2021 has been reduced or eliminated.

	Direct Cost	Overhead*	Total
Debt Service: Juneau Cruise Terminal Docks	2,093,600		2,093,600
CBJ Municipal Services			
Ambulance/EMS Support	610,300	56,100	666,400
Police Support	883,300	81,200	964,500
Seawalk, Open Space and Restroom Maintenance	343,100	31,500	374,600
Street Cleaning/Repair	215,000	19,800	234,800
D&H- Port Management & Landscaping	315,000	29,000	344,000
D&H- Port Customs Office Bldg Maint	133,500	12,300	145,800
Third-Party Visitor Services by Assembly Grant			
Travel Juneau - Crossing Guards			-
Travel Juneau - Visitor Information Services			-
DBA - Downtown Security Program			-
TBMP - Best Management Practices Support			-
Franklin Dock Enterprises (Security, Restrooms)			-
AJ Juneau Dock, LLC (Security, Restrooms)			-
Total Proposed FY22 Passenger Fee Expenditures	4,593,800	229,900	4,823,700

**Proportional allocation of CBJ overhead costs for management, administration, finance, and legal support*

CBJ's third-party grantees received grant funding for providing operational services in the first half of 2020 as part of the FY20 budget, but those services were not needed. Those third-party grantees have been directed to retain those received-but-unspent funds for use in the first half of the summer of 2022.

Passenger fee funding for all CBJ municipal services and the related overhead is calculated by a third-party cost allocation consultant (Matrix Consulting) in compliance with applicable federal standards and industry best practices. FY22 amounts have been reduced, where possible, in anticipation of reduced seasonal staffing.

No passengers in either of the summers of 2020 or 2021 will result in \$0.0 passenger fees in FY2021. Budgeted expenditures for debt service and core city services will leave the two passenger fee funds with deficit/negative fund balances at the end of FY21. Because core city services costs will also exceed projected FY22 passenger fee revenues, these fund balances will go further into the red. During the Assembly's budget process, staff will present and review the fund balance projections for the passenger fee funds. The Assembly will have at least three choices:

- 1.) Allow the passenger fee funds to go negative in FY21 and FY22 until such time that future revenues bring fund balances positive
- 2.) Formalize the indebtedness of the passenger fees funds via an Inter-Fund Loan
- 3.) Subsidize passenger fee costs with general funds (not recommended)

FY20 Passenger Fees Appropriated to 3rd Party Grantees

	Appropriated	Spent	Remaining*	
Travel Juneau (Crossing Guards)	\$ 325,460	\$ 195,276	\$ 130,184	<i>Already disbursed, should be held by grantee</i>
Travel Juneau (Visitor Information)	\$ 148,300	\$ 88,980	\$ 59,320	<i>Already disbursed, should be held by grantee</i>
Downtown Ambassadors (DBA)	\$ 65,000	\$ 39,000	\$ 26,000	<i>Awaiting disbursement</i>
Tourism Best Management Practices	\$ 15,000	\$ 15,000	\$ -	
Franklin Dock	\$ 395,000	\$ 359,913	\$ 35,087	<i>Awaiting disbursement</i>
AJ Dock	\$ 252,800	\$ 145,040	\$ 107,760	<i>Awaiting disbursement</i>
Total	\$ 1,201,560	\$ 843,209	\$ 358,351	

*Remaining unspent balances to be reserved for April - June, 2022 period.

**AFC's Pending List - FY22 Revised Budget Process
As of April 30, 2021**

Note: Material Page Number References are from Online Meeting Packets

						Materials			Budget Book
#	Expenditure Description	Proposed in Budget	Request	GF Request Over FY21	Status	Meeting Date & Packet Page	Meeting Date & Packet Page	Meeting Date & Packet Page	
1	Downtown Business Association	-	75,000	-		4/28/2021 AFC packet pages 55-57	5/5/2021 AFC packet pages 14-15		Page 86
2	Travel Juneau (HBT Funding)	555,600	625,000	-		4/21/2021 AFC packet page 34	4/21/2021 AFC packet pages 35-36	4/28/2021 AFC packet pages 55-57	Page 86
3	Travel Juneau (MPF Funding)	-	150,000	MPF	Withdrawn	4/21/2021 AFC packet page 34	4/21/2021 AFC packet pages 35-36	4/28/2021 AFC packet pages 55-57	Page 86
4	Centennial Hall Funding (\$416,700 HBT, \$173,100 GF)	589,800	589,800	41,000	Approved	4/28/2021 AFC packet pages 55-57			Page 141
5	Vote-by-Mail Election Option B(1) Juneau Based VBM w/ CBJ Election Center & Sorter	-	703,000	TBD		4/21/2021 AFC packet pages 67-69			Page 90
6	School District Outside the CAP	2,071,500	2,071,500	16,400		4/7/2021 AFC packet page 37			Page 105
7	Affordable Housing Fund Support (outgoing grants)	-	700,000	AHF		2/1/2021 Lands packet pages 11-13	2/1/2021 Lands Minutes (affirmative motion)		Page 67
8	Childcare - AEYC	400,000	625,000	225,000	Approved	4/28/2021 AFC packet pages 4-6			Page 86
9	Juneau Economic Plan Update (Phase 1 of McKinley Research Group's proposal)	-	19,000	19,000		3/3/2021 AFC packet pages 24-25			N/A
10	Juneau Park Foundation - Neighborhood Challenge Grants	-	15,000	15,000		5/5/2021 AFC packet page 21			N/A
11	Alaska Heat Smart Grant - FY22 Operations	-	110,000	80,000		5/5/2021 AFC packet pages 16-17	5/5/2021 AFC packet pages 18-19	5/5/2021 AFC packet page 20	Page 86
12	Alaska Heat Smart Grants - Credit Enhancement to Expand Heat Pump Loan Program	-	25,000	25,000		5/5/2021 AFC packet pages 16-17	5/5/2021 AFC packet pages 18-19	5/5/2021 AFC packet page 20	Page 86
13	Tourism Survey Year 1 Funding (MPF Funding)	-	30,000	MPF		4/12/2021 COW packet pages 36-40			N/A

FY20-FY22 Budget Summary and Impact on Fund Balances

4/29/2021

				Combined General and Sales Tax Fund Balance		
	Revenues	Expenditures	Surplus (Deficit)	Unrestricted	Restricted Reserve	Total
FY2020						
Final Year-End (audited)				\$ 25,553,900	\$ 13,600,000	\$ 39,153,900
FY2021						
Manager Proposed Budget	\$ 152,721,100	\$ (160,022,100)	\$ (7,301,000)	\$ 18,252,900	\$ 13,600,000	\$ 31,852,900
Proposed Mill Rate Increase not Implemented	\$ (4,620,300)					
Reduced HBT/MPF Support for Assembly Grants	\$ (1,553,200)					
MPF/CPV Reduction for Cruise PAX Survey & Transportation Study	\$ (250,000)					
Anticipated Lost User Fees and Charges for Services	\$ (186,900)					
Reduced Finance Reimbursable Services Paid by Non-GF Depts	\$ (92,800)					
Other Revenue Changes	\$ (43,300)					
CARES Act or FEMA Funding (offset core city services)	\$ 11,021,600					
Gastineau School Roof Replacement CIP		\$ (1,500,000)				
Grant for Childcare		\$ (400,000)				
Increase GF to JSD Activities (Outside the Cap)		\$ (378,600)				
Grant to Travel Juneau (GF replace HBT)		\$ (265,000)				
Centennial Hall Funding (GF replace HBT)		\$ (84,400)				
Downtown Business Association (HBT historically)		\$ (75,000)				
Grant to Alaska Heat Smart		\$ (30,000)				
Grant to Juneau Commission on Aging		\$ (10,000)				
Other Non-Personnel Expenditure Decreases		\$ 68,000				
Reduced Grant to JEDC		\$ 75,000				
Reduced GF to Eaglecrest		\$ 125,000				
Cost Allocation Reductions (Centennial Hall, Sales Tax Fund)		\$ 215,000				
Unfunded MPF/CPV Cruise PAX Survey & Transportation Study		\$ 250,000				
Reduced GF to Waste Management (preparing for liquidation)		\$ 505,800				
GF Reduction to CBJ Operations		\$ 1,142,800				
Reduced MPF/HBT-funded Assembly Grants		\$ 1,553,200				
Delay of Augustus Brown Pool CIP		\$ 3,300,000				
Deappropriation of CIPs		\$ 3,500,000				
Assembly Adopted Budget	\$ 156,996,200	\$ (152,030,300)	\$ 4,965,900	\$ 30,519,800	\$ 13,600,000	\$ 44,119,800

FY20-FY22 Budget Summary and Impact on Fund Balances

4/29/2021

FY2021

	Combined General and Sales Tax Fund Balance					
	Revenues	Expenditures	Surplus (Deficit)	Unrestricted	Restricted Reserve	Total
Assembly Adopted Budget	\$ 156,996,200	\$ (152,030,300)	\$ 4,965,900	\$ 30,519,800	\$ 13,600,000	\$ 44,119,800
Unreimbursed School Bond Debt		\$ (5,900,000)				
EOC Expenditures (GF temp, reimbursement expected)		\$ (3,000,000)				
Grant to Glory Hall		\$ (2,300,000)				
Grant to SHI		\$ (1,500,000)				
Grant to UHS		\$ (1,100,000)				
Additional GF Appropriations/Grants		\$ (378,200)				
Grant to Alaska Committee		\$ (300,000)				
Additional GF Support to JSD - Up to the Cap		\$ (56,646)				
Supplemental Appropriations	\$ -	\$ (14,534,846)				
Sales Tax Revenue Above/(Below) Forecast	\$ (2,200,000)					
Lost User Fees and Charges for Service	\$ (1,625,000)					
Reduction in Investment Income	\$ (363,700)					
Lost Medicaid Reimbursement for Ambulance Transports	\$ (400,000)					
Additional CARES Funds to Offset Core City Services	\$ 800,000					
Federal/State Reimbursement of EOC Expenditures	\$ 3,000,000					
CARES Transit Grant	\$ 2,000,000					
Federal American Rescue Plan Act (replace lost revenue)	\$ 4,597,300					
Projected Personnel Expenditure Lapse		\$ 2,820,846				
Projected Non-Personnel Expenditure Lapse		\$ 939,500				
Ancitipated Variances	\$ 5,808,600	\$ 3,760,346				
Final Year-End (projected)	\$ 162,804,800	\$ (162,804,800)	\$ -	\$ 25,553,900	\$ 13,600,000	\$ 39,153,900

FY20-FY22 Budget Summary and Impact on Fund Balances

4/29/2021

				Combined General and Sales Tax Fund Balance		
	Revenues	Expenditures	Surplus (Deficit)	Unrestricted	Restricted Reserve	Total
FY2021						
Assembly Adopted Budget	\$ 156,996,200	\$ (152,030,300)	\$ 4,965,900	\$ 30,519,800	\$ 13,600,000	\$ 44,119,800
FY2022						
Remove One-Time CARES Act Funding	\$ (11,021,600)					
Reduction in Investment Income over Prior Year	\$ (1,174,600)					
Reduced Charges for Service	\$ (604,700)					
Lost Reimbursement for Ambulance Transports	\$ (400,000)					
Increased Sales Tax COJ Bad Debt Expense	\$ (200,000)					
HBT Shortfall: GF Subsidy to Centennial Hall	\$ (173,100)					
Reduced Federal Support (various)	\$ (135,800)					
Lost Housing & Homelessness Coordinator State Grant	\$ (110,000)					
Miscellaneous Lost Revenue	\$ (30,258)					
Increased State Revenue Sharing	\$ 145,100					
Dimond Park Field House User Fees	\$ 203,800					
Liquor/Marijuana Sales Tax Growth over Prior Year	\$ 350,000					
Engineering Salaries paid by CIPs	\$ 406,300					
Waste Management Fund Balance to General Fund	\$ 579,100					
Shéiyi Xaat Hít (Spruce Root House) Federal/State/Private Grants	\$ 620,600					
Property Tax: Assessed Valuation Growth over Prior Year	\$ 674,100					
Property Tax: Additional 0.2 mills	\$ 1,038,758					
Sales Tax Growth over Prior Year	\$ 3,100,000					
Federal American Rescue Plan Act (replace lost revenue)	\$ 8,234,900					
Augustus Brown Pool Renovations (delayed from FY21)		\$ (3,300,000)				
Unreimbursed School Bond Debt		\$ (2,809,000)				
Increase to Streets CIP Over FY21		\$ (2,000,000)				
Increase to 1% Projects Over FY21		\$ (1,600,000)				
Shéiyi Xaat Hít (Spruce Root House)		\$ (634,600)				
Additional GF Cost of Recycleworks		\$ (600,000)				
Merit Increases (and associated benefits)		\$ (536,208)				
1% Negotiated Wage Increase		\$ (453,436)				
Increase to employer portion of health care costs		\$ (338,520)				
Additional GF Support to JSD - Up to the Cap		\$ (438,900)				
Dimond Park Field House		\$ (289,100)				
Other Personnel Actions (and associated benefits)		\$ (285,090)				
Re-establishment of Two FY21 Temp Unfunded Positions		\$ (262,500)				
GF Subsidy to Debt Service		\$ (258,000)				
Increased Fleet Replacement Contributions		\$ (209,000)				
Other Non-Personnel Expenditure Increases		\$ (153,946)				
Increased Building Maintenance Expenses		\$ (155,500)				
Restored FY21 Travel Reductions		\$ (149,400)				
Capital Outlay Expenditure Reductions		\$ 196,100				
Manager Proposed Budget	\$ 158,498,800	\$ (166,307,400)	\$ (7,808,600)	\$ 17,745,300	\$ 13,600,000	\$ 31,345,300

FY20-FY22 Budget Summary and Impact on Fund Balances

4/29/2021

	Revenues	Expenditures	Surplus (Deficit)	Combined General and Sales Tax Fund Balance		
				Unrestricted	Restricted Reserve	Total
FY2022						
Manager Proposed Budget	\$ 158,498,800	\$ (166,307,400)	\$ (7,808,600)	\$ 17,745,300	\$ 13,600,000	\$ 31,345,300
Use of Liquor Tax for CCFR Sleep Off/MIH (instead of BRH)	\$ 175,000					
CCFR Sleep Off/MIH Increment		\$ (496,600)				
Increase to Childcare Grant		\$ (225,000)				
Increase to JEDC Grant		\$ (75,000)				
Assembly Adopted Budget	\$ 158,673,800	\$ (167,104,000)	\$ (8,430,200)	\$ 17,123,700	\$ 13,600,000	\$ 30,723,700

Presented by: The City Manager
 Introduced: April 5, 2021
 Drafted by: Engineering & Public Works Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2937

A Resolution Adopting the City and Borough Capital Improvement Program for Fiscal Years 2022 through 2027, and Establishing the Capital Improvement Project Priorities for Fiscal Year 2022.

WHEREAS, the CBJ Capital Improvement Program is a plan for capital improvement projects proposed for the next six fiscal years; and

WHEREAS, the Assembly has reviewed the Capital Improvement Program for Fiscal Year 2022 through Fiscal Year 2027, and has determined the capital improvement project priorities for Fiscal Year 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Capital Improvement Program.

(a) Attachment A, entitled "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2022-2027," dated **June 1, 2021**, is adopted as the Capital Improvement Program for the City and Borough.

(b) The following list, as set forth in the "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2022 - 2027," are pending capital improvement projects to be undertaken in FY22:

FISCAL YEAR 2022 GENERAL SALES TAX IMPROVEMENTS		
DEPARTMENT	PROJECT	FY22 BUDGET
Eaglecrest	Deferred Maintenance /Mountain Operations Improvements	\$ 275,000
Manager's Office	JPD - Roof Replacement Condition Assessment and Design	100,000
Manager's Office	CCFR Downtown Fire Station Improvements	75,000
Parks & Recreation	Deferred Building Maintenance	500,000
Parks & Recreation	Park & Playground Deferred Maintenance and Repairs	150,000
Parks & Recreation	Sports Field Resurfacing & Repairs	300,000
Parks & Recreation	Trail Maintenance	100,000
General Sales Tax Improvements Total		\$ 1,500,000

FISCAL YEAR 2022
AREAWIDE STREET SALES TAX PRIORITIES

DEPARTMENT	PROJECT	FY22 BUDGET
Street Maintenance	Pavement Management	\$ 800,000
Street Maintenance	Sidewalk & Stairway Repairs	250,000
Street Maintenance	Areawide Drainage Improvements	150,000
Street Maintenance	Tongass Boulevard Phase II - Dudley to Loop Rd	500,000
Street Maintenance	Harris Street	1,050,000
Street Maintenance	Meadow Lane (Stikine to south end)	2,300,000
Street Maintenance	Robbie Road, Ling Court and Laurie Lane	170,000
Street Maintenance	Cedar Drive (Mendenhall to Columbia)	750,000
Street Maintenance	Spruce Lane	500,000
Street Maintenance	Teal Street	1,800,000
Street Maintenance	W 3rd and Dixon Reconstruction	830,000
Street Maintenance	LED Street Light Conversions	150,000
Capital Transit	Bus Shelters Improvements	50,000
Capital Transit	Install additional Elect. Bus Charger Infrastructure - Bus Barn	200,000
Engineering	EV (Electric Vehicle) Policy and Charging Infrastructure	50,000
Engineering	Contaminated Sites Reporting	50,000
Areawide Street Sales Tax Priorities Total		\$ 9,600,000

FISCAL YEAR 2022
TEMPORARY 1% SALES TAX PRIORITIES
Voter Approved Sales Tax 10/01/18 - 09/30/23

DEPARTMENT	PROJECT	FY22 BUDGET
Manager's Office	IT - Infrastructure Upgrades	\$ 400,000
Manager's Office	Affordable Housing Fund	400,000 *
Wastewater Utility	Outer Drive and West Juneau Pump Station upgrades	3,000,000
Wastewater Utility	Auke Bay Treatment plant upgrades	700,000
Parks & Recreation	Augustus Brown Pool (funding deferred from FY 21)	3,300,000
Parks & Recreation	Deferred Building Maintenance	700,000
School District	JSD Buildings Major Maintenance / Match	1,000,000
Public Works	Waste - RecycleWorks Waste Diversion Program	200,000 *
Airport	FAA Project Match	600,000
Temporary 1% Sales Tax Priorities Total		\$ 10,300,000

* Operating Budget Funding

FISCAL YEAR 2022
BARTLETT HOSPITAL ENTERPRISE FUND

DEPARTMENT	PROJECT	FY22 BUDGET
Bartlett Hospital	Crisis Stabilization Center	\$ 1,500,000
Bartlett Hospital	Deferred Maintenance	4,000,000
Bartlett Hospital Enterprise Fund Total		\$ 5,500,000

FISCAL YEAR 2022
LANDS & RESOURCES FUND

DEPARTMENT	PROJECT	FY22 BUDGET
Lands & Resources	Pederson Hill Phase IB	\$ 700,000
Lands & Resources	Pits and Quarries Infrastructure Maintenance and Expansion	50,000
Lands & Resources Fund Total		\$ 750,000

**FISCAL YEAR 2022
WASTEWATER ENTERPRISE FUND**

DEPARTMENT	PROJECT	FY22 BUDGET
Wastewater Utility	MWWTP SCADA	\$ 1,000,000
Wastewater Utility	Harris Street	200,000
Wastewater Utility	Tongass Boulevard Phase II Sewer replacement	75,000
Wastewater Utility	Facilities Planning (Long Term Treatment Options, I&I Reduction)	200,000
Wastewater Utility	Lift Station upgrades	500,000
Wastewater Utility	MWWTP Treatment Upgrades	1,800,000
Wastewater Utility	JDTP Instrumentation Upgrades	250,000
Wastewater Utility	Teal Street - street reconstruction	250,000
Wastewater Utility	W 3rd and Dixon rehab (Telephone Hill) sewer improvements	28,000
Wastewater Utility	Meadow Lane Improvements - street reconstruction	61,000
Wastewater Utility	Cedar St. - Mendenhall to Columbia - street reconstruction	25,000
Wastewater Utility	Misty Lane (Bayview Subd) reconstruction (including pump station)	950,000
Wastewater Utility	Areawide Collection System Improvements	100,000
Wastewater Utility	Pavement Management Program-Utility Adjustments	20,000
Wastewater Enterprise Fund Total		\$ 5,459,000

**FISCAL YEAR 2022
WATER ENTERPRISE FUND**

DEPARTMENT	PROJECT	FY22 BUDGET
Water Utility	West 3rd and Dixon rehab (Telephone Hill) Water replacement	\$ 167,000
Water Utility	Tongass Blvd Phase II water system replacement - street reconstruction	647,000
Water Utility	Douglas Area water system design scoping	200,000
Water Utility	Meadow Lane(Stikine to south end) (Street Recon)	120,000
Water Utility	Cedar St (mend to columbia) (Street Recon)	59,700
Water Utility	Robbie Rd, Ling Ct and Laurie Lane Reconstruction (street recon)	60,000
Water Utility	Teal Street water system replacement - street reconstruction	260,000
Water Utility	Misty Lane (Bayview) water system replacement - street reconstruction	115,000
Water Utility	Harris Street water system replacement - street recon	300,000
Water Utility	Spruce Lane water system replacement - street recon	100,000
Water Utility	Reservoir Inspections/improvements	300,000
Water Utility	LCB Well Pump VFD conversion and programming updates	300,000
Water Utility	Areawide Water System Repairs	120,000
Water Utility	Pavement Management Water Utility Adjustments	8,000
Water Enterprise Fund Total		\$ 2,756,700

ORDINANCE 2019-06 CAPITAL PROJECTS FUNDING TOTAL

\$ 35,265,700

ORDINANCE 2019-06 OPERATING BUDGET FUNDING TOTAL

\$ 600,000 *

** Operating Budget Funding*

(c) The following list, as set forth in the "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2022-2027," are capital improvement projects identified as priorities proposed to be undertaken beginning in FY22, but are dependent on other unsecured funding sources. As the sources are secured, the funds will be appropriated:

FISCAL YEAR 2022

FISCAL YEAR 2022

JUNEAU SCHOOL DISTRICT UNSCHEDULED FUNDING

DEPARTMENT	PROJECT	
School District	Mendenhall River Community School Boiler Renovation	\$ 900,000
	Juneau School District Unscheduled Funding Total	\$ 900,000

FISCAL YEAR 2022

AIRPORT UNSCHEDULED FUNDING

DEPARTMENT	PROJECT	
Airport	Float Pond Improvement (South Road/Embankment) Phase 2	\$ 1,730,000
Airport	Property Acquisition	1,500,000
	Airport Unscheduled Funding Total	\$ 3,230,000

FISCAL YEAR 2022

UNSCHEDULED FUNDING

DEPARTMENT	PROJECT	
Lands & Resources	Pederson Hill IB	\$ 500,000
Docks and Harbors	Harris Harbor Anode Installation - ADOT Grant	125,000
Parks & Recreation	Neighborhood Park Challenge Grant Match	15,000
Managers Office	JPD and CCFR - Radio System replacement	12,000,000
	Unscheduled Funding Total	\$ 12,640,000

Section 2. Fiscal Year 2022 Budget. It is the intent of the Assembly that the capital improvement project budget allocations as set forth in the FY22 pending Capital Improvements List in Section 1(b), above, not already appropriated, shall become a part of the City and Borough's Fiscal Year 2022 Budget.

Section 3. State and Federal Funding. To the extent that a proposed CIP project, as set forth in Section 1(c), above, includes state funding, federal funding, or both, the amount of funding for that project is an estimate only, and is subject to appropriation contingent upon final funding being secured. It is the intent of the Assembly that once funding is secured, these items will be brought back to the Assembly for appropriation.

Section 4. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this ____ day of _____, 2021.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk



April 19, 2021

Dear Mr. Watt, Mr. Rodgers, Mayor Weldon and CBJ Assembly:

We are writing to request funding of \$75,000 for the Downtown Business Association. As you know, the pandemic hit all businesses, residents, and organizations hard this past year. The continued support from CBJ is essential to the association meeting its goals to support and advocate for businesses and residents of Downtown Juneau, as well as foster a safe and vibrant community for all.

A strong downtown is the heart of any community. Through the past 12 months, the DBA has continued to move forward, regardless of obstacles, to ensure that our city, businesses, and residents survive what is a surreal situation.

Taking in the hurdles of 2020, it was paramount to us that we invest the CBJ grant money wisely and proactively. To this end, we started the year with hope and a strong marketing plan that included our first annual event, The Piralical Murder Mystery, which was sold out. We also developed a winter marketing plan to include events at Public Market with lighting a holiday tree, a special winter solstice event, and culminating with numerous displays to light up Juneau for the winter.

Most events were canceled, but we persevered, and the Light Up Juneau project continued with support from property owners, businesses, and myriad volunteers to assist with installation. This is an ongoing project, and we expect to expand it each year with the hope of it becoming a reason to visit Juneau in December.

A few additional accomplishments:

- Held numerous webinars and roundtables with members and connected them with funding options such as SBA loans, grants, etc.
- Sought additional grant and support ideas through our membership with Main Street.
- Adapted the annual Color Run to a virtual experience and encouraged participants to create their own route with their families.
- Increased our newsletter distribution to twice-monthly (sometimes more) to ensure members were kept up to date on changing rules, protocols, and funding opportunities.
- Installed artwork on electrical boxes at Ferry Way & Franklin Street.
- Developed a strong and consistent marketing plan specifically for holiday shopping with the message that "Downtown is Open."
- Developed stronger relationships with community partners such as Travel Juneau, Juneau Chamber of Commerce, and various departments within CBJ.
- Supported dock electrification efforts.
- Instituted a pay-as-you-can membership option to honor members' financial challenges.
- Produced a video to address the myth that businesses on South Franklin St. are owned by cruise lines.

The Downtown Business Association – 612 W. Willoughby Ave. Ste. A, Juneau, AK 99801



A few things to expect for 2021:

- Consistent advertising and marketing to ensure Juneauites that downtown is open for business.
- Advocate for businesses and residents in the downtown area for a safe and accessible downtown.
- Work more closely with CBJ, Mr. Watts and appropriate departments to continue developing outdoor spaces, and accessibility to downtown. (i.e., parklets, common spaces, etc.).
- Hybrid Color Run to allow for in-person participation (based on COVID-19 protocols).
- Work with CBJ and other principles related to downtown housing.
- Assist all businesses downtown, regardless of DBA membership.
- Generate enthusiasm and excitement to be downtown.
- Work with Travel Juneau for winter activities and marketing.
- Continue expansion of Light Up Juneau.
- Work with CBJ representatives to address safety and health concerns such as assisting the unsheltered population.

A strong and vibrant downtown is not just for visitors, or for those who live and operate businesses in the area. Downtown is the heart of a community. The Juneau Downtown Business Association exists to support these ideals for all Juneauites.

We respectfully request the continued funding of \$75,000 to help us continue moving forward and to continue building bridges and cornerstones for our community to not only survive this pandemic, but to thrive beyond it.

Sincerely,

A handwritten signature in dark ink, appearing to read "Midgi Moore".

Midgi Moore, CCTP
President
Downtown Business Association

A handwritten signature in dark ink, appearing to read "Kenny Solomon-Gross".

Kenny Solomon-Gross
Vice President
Downtown Business Association



April 5, 2021

Rorie Watt, Manager
City and Borough of Juneau
155 South Seward Street
Juneau, Alaska 99801

Dear Mr. Watt,

Alaska Heat Smart (AHS) requests an operational grant of \$110,000 in FY 2022 to continue and expand our program of heat pump and energy efficiency advice and technical assistance to Juneau homeowners and businesses. We additionally propose an increment of \$25,000 as a credit enhancement to allow us to expand our heat pump loan program.

Our operational budget for FY2022 is \$160,500. A slow start in early 2020 due to COVID-19 and extensive involvement by an active board of directors allowed us to stretch our funding farther than originally projected. We expect to carry-over \$40,000 in CBJ funds, and have \$10,500 in additional funding commitments.

AHS had a very successful first year, providing assistance to more than 460 Juneau homeowners and businesses (see Attachment A). The CBJ's investment leveraged over 800 hours of volunteer effort, as well as an additional \$600,000 over three years through a federal DOE project, which has allowed us to develop Alaska's first Thermalize (group heat pump purchase) program, just getting underway. In addition to facilitating cost savings for homeowners, the Thermalize Juneau campaign will result in direct employment for energy auditors, heat pump installers, residential contractors, and electricians in the coming weeks and months.

AHS cultivated two other successful partnerships. AHS provided heat pump assessments and other technical assistance for the Juneau Carbon Offset Fund, which installed 17 heat pumps in lower income homes. AHS also worked with True North FCU to develop an easy-to-use, low-interest, personal loan program to fund heat pump installations in homes that have received an assessment from AHS. We placed in reserve \$15,000 to provide credit enhancements that incentivized True North FCU to offer up to \$250,000 in loans for the program.

AHS continues to pursue a range of additional funding sources, including grants from foundations, corporate donors, and state and federal agencies. To date, we have received \$12,500 in donations and two service contracts. We expect to begin charging a small fee for heat pump assessments in the coming

year. Our program is also well positioned to take advantage of funding that may become available through the federal administration's focus on climate mitigation, and we will be tracking those opportunities.

We see many opportunities to continue to develop partnerships that help save money for Juneau homeowners and businesses, support local job development, and contribute to Juneau's climate and renewable energy goals. We appreciate the CBJ's continuing funding support.

Steve Behnke, Chair

Attachment A

Alaska Heat Smart Update

April 5, 2021

Alaska Heat Smart (AHS) is a 501(c)(3) non-profit organization with a mission to increase the use of clean energy in Juneau households by removing barriers to the adoption of heat pumps and energy efficiency measures. The program is primarily funded by the CBJ.

Since early 2020, AHS has advised more than 460 Juneau homeowners and businesses, and completed 99 detailed Heat Pump Home Assessments, with 30 more in progress. AHS also provides information through its webpage, social media, radio placements, webinars and workshops.

In addition AHS initiated two programs to reduce financial barriers to investing in heat pumps. Thermalize Juneau, developed with funding from the US DOE, is Alaska's first group purchase program for heat pumps. AHS also established a heat pump loan program with True North FCU.

Home Assessment Advisory Services

- Conduct site visit or phone call between AHS energy advisors and a homeowner.
- Help homeowners identify heating goals and understand their house's heating systems.
- Estimate economic and greenhouse gas savings of the potential changes.
- Assist in getting comparable quotes from installers and assessing them.
- Collect and analyze energy data to improve project estimates and services.

Thermalize Juneau Program

- Organized through a DOE grant by the Cold Climate Housing Research Center/NREL and partners AEL&P and Renewable Juneau.
- Target of 150 households to receive heat pump assessments, energy audits and electrical service evaluations before they are required to commit to a purchase.
- Registration open through April, then bulk purchase, followed by competitively bid installations May-Sept 2021.
- Program includes quality assurance training for heat pump installers.
- DOE grant results in new business for local contractors and electricians.
- Participant surveys and evaluations will provide valuable data for improving AHS programs.

Heat Pump Loan Program

- Loan program created in partnership with True North FCU, launched January 2021.
- Provides unsecured loans to customers who have completed an AHS heat pump assessment.
- Qualified borrowers can get loans up to \$7500 for up to 60 months at 4% - 6% rates, compared to regular unsecured loans rates of 12% or higher.

Consumer Education and Marketing

- Steadily increasing views of heat pump information at AHS website (akheatsmart.org). Facebook, Instagram and Twitter also connect with a large Juneau audience.
- AHS Facebook posts have been viewed over 10,000 times.
- Online informational workshops are available on AHS website.

Covid 19 Impacts

AHS began ramping up its home assessments in January 2020, then shut down its in-home services in mid-March due to the Covid 19 emergency. Demand dropped off for several months, but AHS resumed conducting “remote” home assessments over the phone and online.

Findings to Date

- Homeowners assisted by AHS represent Juneau’s diverse single family housing; houses range in size from 475—5,257 sq. ft., and in age from 1 to 121 years.
- Estimated average annual savings on heating bills of 48% (\$818) would be realized by at least partially converting to heat pumps. Estimated capital costs range from \$4,200-\$15,000 (ave. \$6,200), with payback periods ranging from 4-20 years (ave. 7).
- Each heat pump that replaces oil heat saves about 10,000 lbs./year of CO₂e - the amount emitted yearly by the average U.S car.
- The most cost-effective conversion is a ductless heat pump installed in a main living space while keeping the existing heating system for less-used portions of the house.
- A high proportion of homeowners want to replace old systems or to fully replace oil heating, requiring more detailed assessments as well as more complex and expensive conversions.
- The right heat pump model, properly sized and installed, can heat almost any home in Juneau even in our coldest weather. AHS conducted owner surveys during cold snaps, and shared guidelines about cold weather operation. AHS is monitoring a ductless heat pump to provide better information to installers and consumers about proper sizing.
- Asked if they found AHS’s Heat Pump Assessment helpful, 78% of respondents noted that our service rated as a 4 or 5 on a scale of 1 to 5.
- In the first year, 35% of AHS customers installed a heat pump after receiving AHS’s report. The remainder either are waiting for installer quotes (40%), received quotes but have not yet purchased a heat pump (20%), or are not pursuing a heat pump installation (5%).

Attachment B Alaska Heat Smart FY2021 Revenues and Expenditures

REVENUES (7/1/20 – 2/28/21)*

Carry forward from CBJ FY20 Grant	\$106,347
CBJ FY21 Grant	30,000
Donations	2,092
Interest Earned	<u>102</u>
Revenues (YTD):	\$138,541

Additional FY21 Revenues – Commitments

Cold Climate Housing Research Ctr	\$ 10,000
AK Power & Telephone (invoiced)	<u>500</u>
Anticipated Revenues:	\$ 10,500
Total Estimated Revenues:	\$ 149,041

EXPENDITURES (7/1/20 – 2/28/21)*

Personnel	\$ 25,811
Professional Services	15,154
Operating Expenses	3,948
Loan Loss Reserve	<u>15,000</u>
Expenditures (YTD):	\$ 59,913

Additional FY21 Expenditures

Estimated (3/1/21 - 6/30/21)	\$ 36,864
Total Estimated Expenditures:	\$ 96,777

Estimated Balance (6/30/21):	\$ 52,264
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Notes:

*Unaudited figures.

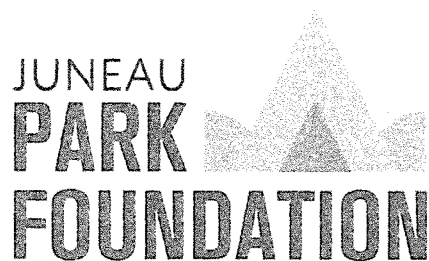
^Projected FY22 expenditures with full time Program Coordinator are \$160,500

Personnel includes AHS staff salaries, taxes, worker compensation, etc.

Professional Services include Energy Contractor, Accounting, and Bookkeeping

Operating Expenses include telephone/Internet, licenses/fees, insurance, etc.

In late 2019 the Assembly granted AHS initial funding of \$147,000. In March 2020 AHS requested a full year's funding of \$200,000 for FY2021. Due to start-up delays, COVID19, and position vacancies, AHS lowered its FY2021 request to \$30,000.



CBJ CLERK

MAR 26 2021

RECEIVED

March 22, 2021

Dear Mayor Weldon,

The Juneau Park Foundation enthusiastically supports the use of municipal bond funds to address multiple needs at CBJ facilities. The list is well-prioritized with appropriate projects identified in the Parks and Recreation Master Plan and the 6-year CIP plan. We are pleased that projects will be accomplished throughout the Borough so that benefits to citizens are well-distributed. As you know, the Juneau Park Foundation worked hard to support the bond proposition last Fall, and we were pleased with the overwhelming public support for the proposal.

The JPF also expresses our support for the appropriation of \$15,000 within the Parks and Recreation CIP plan to our group for the purposes of Neighborhood Challenge Grants. With your help, we plan to expand our ability to assist the CBJ in raising contributions to local park improvements. In addition to helping with fundraising, these Challenge Grants engage citizens in the health of their neighborhood parks and recreation facilities. We see several possibilities for such efforts in the coming year and look forward to improving and growing this program.

The Juneau Park Foundation looks forward to growing our partnership with CBJ in support of Juneau's parks and recreation programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Fisk". The signature is fluid and stylized, with a large loop at the end.

Ian Fisk, Chairman
Juneau Park Foundation



TO: Carol Triem, Assembly Finance Committee Chair
THROUGH: Jeff Rogers, Finance Director
FROM: Tom Rutecki, Youth Activity Board Chair
DATE: April 28, 2021
RE: FY22 Youth Activity Grant Funding

FY22 Funding

The City Manager has submitted a balanced budget that recommends allocating \$332,500 of the 1% Sales Tax for youth activity grants in Fiscal Year 2022 (FY22). The Youth Activity Board (YAB) is tasked with allocating these funds amongst various community non-profit organizations serving the youth of Juneau.

The YAB is required by Resolution 2820 to place a sum equal to five percent of the amount allocated into a contingency account to fund unanticipated events. \$332,500 minus the five-percent contingency (\$16,625) leaves the general youth activities fund with **\$315,875 to distribute for FY22 overall grant funding.**

CBJ share of Youth Activity funding	\$332,500
Contingency Fund (5%)	<u>(\$16,625)</u>
Total grant funding	\$315,875

FY22 Grant Process

This year the YAB reviewed 26 proposals totaling **\$493,623.54** in requests and is recommending funding for 25 of the programs. In FY21, the YAB reviewed 28 proposals totaling \$561,131.00 and funded all 28 of those programs.

Grant proposals are divided into three categories: Sports, Arts, and Academic/Other for evaluation and ranking. The nine Youth Activity Board members* are each assigned to one of those categories so that three members review all grants in each category. In addition to the many hours spent individually evaluating and scoring each proposal, Board members typically spend two evenings publicly reviewing the proposals. Due to COVID-19 concerns and mandates, one public meeting was canceled this year. The second and final meeting consisted of the Board reaching agreement on the groups to be funded and their recommended funding level. The attached list contains the Board's recommendations for FY22.

Recommendation

The Youth Activity Board recommends that the Finance Committee approve the funding recommendations on the attached list.

*** Youth Activity Board Members**

Chair: Tom Rutecki

General Public representatives: Bonita Nelson, Kiana Potter, Summer Christiansen, Kristina Moore-jager, Elizabeth Balstad

Youth representative: Caleb Peimann

Juneau Arts and Humanities representative: Della Cheney

Parks and Recreation Advisory Committee representative: Josh Anderson

FY22 YOUTH ACTIVITY GRANT TOTALS

REQUESTING ORGANIZATION	NAME OF PROGRAM	AMOUNT REQUESTED	Final Recommendation
ACADEMIC			
Discovery Southeast	Nature & Exploration- Discover Juneau	\$9,710.00	\$9,710.00
SAIL	ORCA Youth Program	\$8,240.00	\$8,240.00
AWARE, Inc	Girls on the Run/Boys Run	\$8,175.00	\$8,175.00
AEYC-SEA	Dimond Park Preschool Health Club	\$12,700.00	\$12,700.00
Girl Scouts of Alaska	G.I.R.L. Power in Juneau	\$13,450.00	\$5,059.00
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$9,815.00	\$9,815.00
Resurrection Lutheran Church	Juneau Live! Youth Access Pilot Program	\$20,000.00	\$0.00
	Total Program Amount Requested	\$82,090.00	\$53,699.00
ARTS			
Juneau Dance Theatre	Juneau Fine Arts Camp	\$22,000.00	\$22,000.00
Juneau String Ensembles	New York Music Festival at Carnegie Hall	\$47,560.00	\$22,000.00
Juneau Jazz & Classics	JJ&C Education & Outreach	\$20,000.00	\$13,000.00
Juneau Symphony, Inc.	Juneau Student Symphony	\$13,200.00	\$12,000.00
Friends of Alaska State Museum	Alaska Art at the APK	\$21,831.99	\$13,000.00
Perseverance Theatre	Summer Theatre Art Rendezvous-(STAR)	\$24,350.00	\$12,762.00
	Total Program Amount Requested	\$148,941.99	\$94,762.00
SPORTS			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$34,800.00	\$27,144.00
Juneau Douglas Ice Association	Youth Hockey Program	\$30,000.00	\$12,000.00
Glacier Swim Club	Youth Competitive Swimming	\$20,600.00	\$12,294.00
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$30,000.00	\$22,500.00
Hooptime Basketball	Hooptime Basketball	\$14,164.00	\$9,348.00
Juneau Skating Club	Youth Ice Skating	\$33,175.00	\$22,227.00
Midnight Suns Fastpitch Softball	Girls Fast Pitch Softball	\$15,000.00	\$6,035.00
Juneau Youth Wrestling Club	Juneau Youth Wrestling	\$13,167.55	\$7,900.00
Juneau Ski Club	JSC Safety & Training Equipment	\$10,000.00	\$9,000.00
Juneau Trap Team	Juneau Trap Team Program	\$10,000.00	\$5,654.00
Midnight Suns Baseball Club	Youth Baseball	\$24,000.00	\$16,800.00
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$22,900.00	\$16,030.00
Sealaska Heritage Institue	Latseen Hoop Camp	\$4,785.00	\$482.00
	Total Program Amount Requested	\$262,591.55	\$167,414.00
	Total FY22 Amount Requested	\$493,623.54	\$315,875.00

Assembly Finance Committee (AFC)

FY22 Revised Budget Calendar and Key Dates – as of April 30, 2021

Wednesdays at 5:30 pm, unless otherwise stated

APRIL 2021

5th Regular Assembly Meeting – Monday – 7:00 pm

Regular Assembly Meeting to Introduce FY22 Revised Budget

- A. Introduction of the General Operating CBJ Budget Ordinance 2021-08
- B. Introduction of the General Operating School District Budget Ordinance 2021-09
- C. Introduction of the Mill Levy Ordinance 2021-10
- D. Introduction of the CIP Resolution 2937

7th AFC Meeting #1 – 5:30 pm

- A. FY22 Revised Budget Overview
- B. School District Budget Presentation
- C. Docks & Harbors (Carl Uchytel, Port Director)
- D. Capital Improvement Plan Presentation

14th AFC Meeting #2 – 5:30 pm

- A. American Rescue Plan Act Funding
- B. Juneau International Airport (Patty Wahto, Airport Manager)
- C. Bartlett Regional Hospital (Kevin Benson, CFO)
- D. Eaglecrest (Dave Scanlan, Eaglecrest General Manager)

21st Special Assembly Meeting - 5:30 pm - Followed by Assembly Finance Committee

- A. General Operating CBJ Budget Ordinance 2021-08
- B. General Operating School District Budget Ordinance 2021-09
- C. Capital Improvement Program (CIP) Resolution 2937
- D. Mill Levy Ordinance 2021-10

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

21st AFC Meeting #3 (Immediately following Special Assembly Meeting)

- A. Consumer Tax Forecasts
- B. 2021 Property Assessments
- C. Debt Service
- D. Proposed Mill Rate
- E. Travel Juneau (Liz Perry, President/CEO)
- F. Vote-by-Mail Election Funding
- G. Establish Local Funding for School District Operations – Required by Charter Section 13.6 (b)

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

28th AFC Meeting #4 – 5:30 pm

- A. Full Cost Allocation Overview
- B. Passenger Fee Recommendations – For Review
- C. Hotel-Bed Tax Funding
- D. Juneau Economic Development Council (Brian Holst, Executive Director)
- E. Sleep-Off Program Expansion/Mobile Integrated Health Program
- F. Childcare

MAY 2021

- 5th AFC Meeting #5 – 5:30 pm**
- A. Passenger Fee Recommendations – For Action
 - B. Capital Improvements Projects Program Budget/Plan – For Review
 - C. Pending Items List
 - D. Youth Activity Board
 - E. Downtown Business Association
 - F. Alaska Heat Smart
 - G. Juneau Park Foundation
- 12th AFC Meeting #6 – 5:30 pm**
- A. School District Funding Ordinance 2021-09 – For Final Action
 - B. Capital Improvements Projects Program Budget/Plan – For Action
 - C. Pending Items List
 - D. Docks & Harbors FY22 Revised Budget
 - E. Eaglecrest FY22 Revised Budget
- 19th AFC Meeting #7 – 5:30 pm**
- A. Fund Balance – Committee Questions
 - B. Pending Items List – For Final Action
 - C. Set Mill Rates – For Final Action
 - D. Final FY22 Revised Budget Decisions
 - a. CIP Resolution 2937
 - b. Mill Levy Ordinance 2021-10
 - c. General CBJ Operating Ordinance 2021-08
- 24th Regular Assembly Meeting – Monday – 7:00 pm**
- A. Adoption of the School District's General Operating Budget Ordinance 2021-09
Assembly must appropriate school district funding by May 31 (Charter Section 13.6(b))
- 26th BREAK – No meeting unless needed for critical items.**

JUNE 2021

- 2nd AFC Meeting**
- A. TBD
- 9th TBD – No meeting anticipated.**
- 14th Regular Assembly Meeting – Monday – 7:00 pm**
- A. Adoption of the General Operating CBJ Budget Ordinance 2021-08
 - B. Adoption of the CIP Resolution 2937
 - C. Adoption of the Mill Levy Ordinance 2021-10
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)

DRAFT
City and Borough of Juneau
Minutes - Assembly Finance Committee Meeting
Wednesday, April 28, 2021

I. CALL TO ORDER

The meeting was called to order at 5:34 pm by Loren Jones, acting Chair.

II. ROLL CALL

Committee Members Participating Virtually: Mayor Beth Weldon; Loren Jones, acting Chair; Alicia Hughes-Skandijs; Wade Bryson; Maria Gladziszewski; Greg Smith; Christine Woll

Committee Members Absent: Carole Triem; Michelle Bonnet-Hale

Staff Present Virtually: Rorie Watt, City Manager; Mila Cosgrove, Deputy City Manager; Jeff Rogers, Finance Director; Adrien Speegle, Budget Analyst; Rich Etheridge, Capital City Fire and Rescue Chief

Others Present Virtually: Brian Holst, Juneau Economic Development Council Executive Director; Garrett Schoenberger, Juneau Economic Development Council Board Chair; Joy Lyon, Association for the Education of Young Children Executive Director; Blue Shibler, Association for the Education of Young Children Human Resource Manager

III. APPROVAL OF MINUTES

The April 21, 2021 minutes were approved as presented.

IV. BUDGET PRESENTATIONS

a. Juneau Economic Development Council

Brian Holst, Juneau Economic Development Council (JEDC) Executive Director, and Mr. Schoenberger, JEDC Board Chair, presented their FY22 funding request in the amount of \$400,000 to the Committee. Mr. Holst stated that in FY21 JEDC voluntarily reduced funding from CBJ by \$75,000, as JEDC anticipated reduced city resources as a result of the pandemic. In FY22, JEDC is requesting that funding return to its pre-pandemic level. Mr. Holst stated that JEDC has managed several projects throughout the pandemic, including CBJ's emergency loan portfolio, distributing AK CARES funding, and administering other CBJ grant programs. Mr. Holst stated that JEDC has been working to address needs in the Juneau community as they arise, including producing economic data, launching a

Minutes - Assembly Finance Committee Meeting Wednesday, April 28, 2021, 5:30 p.m.

series to encourage entrepreneurship, and developing a local frequency application.

Mr. Holst responded to committee questions.

Motion: by Ms. Gladziszewski to approve JEDC's \$400,000 funding request in the FY22 budget.

The motion passed by unanimous consent.

b. Grant Support for Childcare

Ms. Cosgrove presented a memo on packet page four to the Committee, stating that based on increasing enrollments in 2021, the Association for the Education of Young Children (AEYC) is requesting an additional \$225,000 of funding outside the \$400,000 included in the Manager's FY22 Proposed Budget. Ms. Cosgrove reminded the Committee that in the FY21 budget, CBJ granted AEYC \$1,057,000 of federal CARES Act funding to support childcare during the COVID-19 pandemic through December 30, 2020. The FY21 budget also included a \$400,000 grant to AEYC for childcare for the period starting January 1, 2021 through June 30, 2021. At the direction of the Assembly during the FY21 budget process, the Manager's FY22 proposal includes \$400,000 for childcare, knowing that an additional increment was likely since this amount would not cover childcare stipends for the full fiscal year.

Joy Lyon, AEYC Executive Director, stated that 20 out of 26 childcare programs in Juneau were awarded grants based on their tuition and enrollment. Blue Shabler, AEYC Human Resource Manager, described the Child Development Academy to the Committee, a program in which licensed child care programs are required to have a minimum number of staff with a national child development credential, or at least twelve university credits in early childhood education. Ms. Shabler stated that this program has been very effective in better preparing and training childcare providers in the Juneau area.

Ms. Lyon and Ms. Cosgrove responded to committee questions.

Motion: by Mr. Smith to appropriate the requested \$625,000 for childcare stipends in the FY22 budget, and to use this amount as the base grant amount for next year's budget.

Motion passed by unanimous consent.

The committee recessed at 6:21 PM.

The committee reconvened at 6:30 PM.

Minutes - Assembly Finance Committee Meeting Wednesday, April 28, 2021, 5:30 p.m.

c. CCFR Sleep Off Program Expansion/ Mobile Integrated Health Program

Ms. Cosgrove drew the Committee's attention to a memo on packet page nine. This memo requests funding of \$347,000 for an expanded sleep off program and \$149,600 for the establishment of a Mobile Integrated Health (MIH) program in Capital City Fire and Rescue's (CCFR) FY22 budget. Ms. Cosgrove stated that the sleep off program used to be operated by Bartlett Regional Hospital (BRH), but was transferred to CCFR on July 1, 2019. At the time of the transfer, hours were reduced from 24 hours a day to 12 hours a day, which has proven to be insufficient support for the needs of the program. The MIH program was established in response to the COVID-19 pandemic, but Ms. Cosgrove believes there is long-term community value in funding this program, including keeping pressure off the hospital's emergency department and ambulance services. The intent of the MIH program is to enable healthcare professionals to care for patients in their home or other location, rather than requiring an ambulance for transport. Services that are supported by the MIH program include delivering welfare checks, assisting with telemedicine appointments, COVID testing, and wound care and dressing changes. Mr. Etheridge, CCFR Chief, stated that these programs are proactive and instrumental in bettering community health.

Mr. Etheridge responded to committee questions.

Motion: by Mayor Weldon to approve the Manager's FY22 increment request for the sleep off and MIH programs, to be funded with \$321,600 of general funds and \$175,000 of liquor tax receipts that are currently going towards BRH.

The motion passed by unanimous consent.

d. Manager's Passenger Fee Proposal

Mr. Rogers presented the FY22 passenger fee proposal to the Committee. Mr. Rogers stated that it is unlikely Juneau will receive any large cruise ship visitors in the summer of 2021, however the 2022 cruise season has potential to show record high numbers. In a memo on packet page 16, Mr. Watt proposed that CBJ expends passenger fees in FY22 only on debt service and costs of core city services. Though there are some staffing reductions to individual departments, many city services such as CCFR, the Juneau Police Department, and Docks and Harbors must remain funded regardless of tourist numbers.

Mr. Rogers explained the Marine Passenger Fee Fund is anticipated to have a negative fund balance at the end of FY22. In the circumstance of a fund going negative, by default, it borrows from a different fund until the balance is restored.

Minutes - Assembly Finance Committee Meeting Wednesday, April 28, 2021, 5:30 p.m.

Mr. Rogers recommended that the Committee take no action on the proposal at this time, as it will be reviewed again at a future committee meeting.

e. **Hotel-Bed Tax Funding Overview**

Mr. Rogers introduced a memo on packet page 55 regarding FY22 Hotel Bed Tax funding levels and associated expenditures. He stated that the Manager's FY22 Proposed Budget forecasts \$1.25 million of hotel bed tax revenue. The current hotel bed tax is 9%, of which 4% is allocated to Travel Juneau for tourism promotion, 3% to Centennial Hall operations, and 2% to assist in funding future capital improvements to Centennial Hall. In FY22, Travel Juneau's funding request exceeds the available 4% of hotel bed tax revenues. If the Committee chooses to fund Travel Juneau's full request of \$625,000, \$69,400 will need to be appropriated from general funds. Similarly, Centennial Hall's FY22 operating costs exceed the available 3% of hotel bed tax revenues, requiring a general fund subsidy of \$173,100. The 2% of hotel bed tax revenues intended for Centennial Hall improvements has been included in the Manager's proposal as a transfer to the Debt Service Fund to support the new \$7 million bond for Centennial Hall renovations. Mr. Rogers stated that the Downtown Business Association has also requested \$75,000 in funding in FY22. Prior to FY21, this request was funded with excess hotel bed tax receipts, however due to depressed revenues in FY21, the \$75,000 was funded by general funds. Mr. Rogers recommended that the Committee treat this request similarly to other Assembly grants, and in the future fund it with general funds rather than hotel bed tax receipts.

Mr. Rogers stated that Travel Juneau and the Downtown Business Association's funding requests are on the pending list for consideration later in the budget process, and no action is needed on them at this time.

Mr. Rogers responded to committee questions.

Motion: by Mayor Weldon to approve the General Fund subsidy of \$173,100 for Centennial Hall operations in the FY22 budget.

The motion passed by unanimous consent.

f. **Full Cost Allocation Overview**

Referring to packet page 58, Ms. Speegle provided an overview of CBJ's Full Cost Allocation Plan to the Committee.

Ms. Speegle responded to committee questions.

**Minutes - Assembly Finance Committee Meeting
Wednesday, April 28, 2021, 5:30 p.m.**

V. INFORMATION ITEMS

a. Pending List Preview

Mr. Rogers provided a preview of the FY22 budget pending list on packet page 64. He stated that the Committee will begin its work on the pending list at the next Assembly Finance Committee (AFC) meeting on May 5, 2021.

b. Revised Budget Calendar

Mr. Rogers presented the Revised Budget AFC Calendar on packet page 66.

VI. NEXT MEETING DATE

a. Wednesday, May 5, 2021

VII. ADJOURNMENT

The meeting was adjourned at 7:30 pm.

JUNEAU

DOWNTOWN BUSINESS
ASSOCIATION



DBA Board Members

MIDGI MOORE, JUNEAU FOOD TOURS
PRESIDENT

KENNY SOLOMON-GROSS, GROSS ALASKA
VICE-PRESIDENT

DANA GUNDERSON, ALASKAN BREWING COMPANY
SECRETARY

JODI GATTI, TLINGIT & HAIDA INDIAN TRIBES OF ALASKA
TREASURER

BEAU SYLTE, ALASKA IN MOTION

TOBY HARBANUK, CAPITAL COPY

JILL RAMIEL, SILVERBOW INN

BRETT HUTCHINSON, JUNEAU TOURS

****CHRISTINE WOLL, Assembly Liaison***

DBA Approach

As an accredited Main Street USA organization DBA follows the Main Street approach to implement our strategy.

DBA work gets done through three Working Committees

1. Promotions & Events
2. Design
3. Membership

DBA Strategies

- 1. Foster an attractive, safe & clean environment that attracts visitors downtown.**
- 2. Improve access, to, from and within downtown.**
- 3. Make downtown a family friendly destination year-round.**
- 4. Strengthen and build the capacity of the DBA.**

DBA COVID-19 Challenges

Membership

- 160 Paid Members in 2019
- Implemented Pay-As-You-Can option in 2020
- 96 Paid Members in 2021 (continued Pay-As-You-Can option)

Major Shift in Schedule of Events

Canceled Events, Moved to Virtual

Reduced Downtown Visitor Traffic, Seasonal and Local

FY21 Accomplishments

Membership Support

- Main Street Webinars
- DBA Roundtables
- Connected Membership with Funding Options
- Increased Communication Around COVID-19 Updates

Adapted the Annual Color Run to a Virtual Experience

Installed Artwork on Electrical Boxes at Ferry Way & Franklin Street

Increased Marketing for Downtown Businesses

- Video Produced, Addressed the Myth that Businesses are Owned by Cruise Lines
- Winter Marketing to Inform the Community that Downtown is Open
- Light Up Juneau for the Holidays, developing as a DBA signature event

Invited the Community Downtown

- Summer Season Punch Card Promotion, partnership with ATIA
- Fresh Air Market Weekends, partnership with JAHC

DBA FY22: Looking Forward

Advocate for a Safe & Accessible Downtown

Relationship Building with CBJ Staff

- Jesse Perry, Housing & Homelessness
- Beth McKibben, Community Development
- Added Assembly Members to Member Newsletter

Calhoun Road Construction Project

Place Making Activations; Parklets, Outdoor Spaces

Continue Consistent Advertising & Marketing for Downtown Businesses

Tell the Stories of Downtown Businesses (radio, newspaper, social media, partnerships)

Assist Businesses Downtown, regardless of DBA Membership

Work with Travel Juneau to promote Winter Activities and Marketing

Generate Enthusiasm and Excitement to Visit Downtown

Hybrid Events

Fourth Annual Color Run

Expand Light Up Juneau for the Holidays

Thank You!

JUNEAU
DOWNTOWN BUSINESS
ASSOCIATION

