ASSEMBLY FINANCE COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
Wednesday, May 20, 2020, 5:00 PM.
Zoom Webinar & FB Live Stream

Webinar: https://juneau.zoom.us/j/91513381022 or call: 1-346-248-7799 Webinar ID: 915 1338 1022

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

a. **Wednesday, May 13, 2020**

IV. CONTINUATION OF PENDING ITEMS

a. **COVID-19 Update**

b. **Macro Budget Tool**

V. ITEMS FOR ACTION

a. **COVID Related Childcare Support**

b. **Economic Stabilization Task Force Recommendations**

c. **CIP Update - Capital Project Review Scoring**

d. **FY21 Budget Pending Items List**

VI. INFORMATION ITEMS

a. **AFC Meeting Schedule**

VII. SUPPLEMENTAL MATERIALS

a. **COVID-19 Update**

b. **Economic Stabilization Task Force Recommendations**

VIII. NEXT MEETING DATE

a. **Wednesday, May 27, 2020**

IX. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

DRAFT
City and Borough of Juneau
Minutes - Assembly Finance Committee Meeting
Zoom Webinar & Facebook Live Stream
Wednesday, May 13, 2020, 5:00 PM

I. Call to Order

The AFC meeting was called to order at 5:03 PM by Loren Jones, Chair.

II. Roll Call

Committee Members Participating Virtually**:** Mayor Beth Weldon; Loren Jones, Chair; Rob Edwardson, Alicia Hughes-Skandijs, Maria Gladziszewski, Wade Bryson, Michelle Bonnet Hale and Carole Triem. Greg Smith joined at approximately 5:22 PM.

Committee Members Absent: None

Staff Present Virtually: Rorie Watt, City Manager; Mila Cosgrove, Deputy City Manager; Jeff Rogers, Finance Director; Adrien Speegle, Budget Analyst; Rob Palmer, City Attorney; Katie Koester, Public Works Director; Carl Uchytil, Port Director; George Schaaf, Parks and Recreation Director; Dave Scanlan, Eaglecrest General Manager.

Others Present Virtually: Liz Perry, President/CEO, Travel Juneau; Kathleen Harper, Juneau Arts and Humanities Council, Centennial Hall House Manager; Nancy DeCherney, Juneau Arts and Humanities Council; Midgi Moore, Owner, Juneau Food Tours; Tom Rutecki, Aquatics Board Member; Max Mertz, Economic Stabilization Task Force Co-Chair; Linda Thomas, Economic Stabilization Task Force Co-Chair.

III. APPROVAL OF MINUTES

a. May 6, 2020 AFC Minutes.

Motion: by Ms. Triem to approve the May 6, 2020 minutes.
No objection, motion passed unanimously.

Mayor Beth Weldon presented letter written by Ms. Gladziszewski and herself to the Alaska Governor from the CBJ Assembly.

Motion: by Ms. Hale to send the letter composed by Mayor Weldon and Deputy Mayor Gladziszewski, as presented, from the Assembly to the Alaska Governor.
No objection, motion passed unanimously.

IV. CONTINUATION OF PENDING ITEMS

a. **Update on COVID-19 Response**

Mila Cosgrove, Deputy City Manager, presented the most recent EOC report and gave an update on COVID-19 cases and response in Juneau. Two new cases of COVID-19 were reported yesterday. These cases are associated with staff of the Lemon Creek Correctional Center. The EOC is focused on expanding local testing abilities. The EOC is also focused on childcare facility support by way of grants, PPE and related screening equipment. Bartlett Hospital's reopening for non-emergent procedures is going well.

Ms. Cosgrove responded to committee questions.

Assemblymember Greg Smith joined the meeting at approximately 5:22 PM.

b. **CARES Act Funding**

Rorie Watt, City Manager, gave an update on CARES Act funding. Currently CBJ estimates $3.0 million of FY20 COVID-related expenditures, eligible for reimbursement through the CARES Act. Mr. Watt believes that in FY20 the rental assistance grants ($200,000) and small business loan program ($3.0 million) will be CARES reimbursable expenses. Additionally Mr. Watt stated that debt on the airport terminal project ($650,000 per year for four years) will also be a CARES reimbursable cost. FY21 expenses are less certain. There may also be an option of reimbursement for payroll costs. Mr. Watt estimated at this time 50% of the payroll costs for public safety related employees including Police and Fire, however the CARES Act FAQ states that the funds cannot be used for anything budgeted prior to a certain date.

Mr. Watt responded to committee questions.

Mr. Watt pointed to packet page 8 which is a memo that includes the personnel budgeted costs at $13.9 million for Police and $8.3 million for Fire for an annual total of approximately $22.0 million.

Mr. Rogers, CBJ Finance Director, responded to committee questions.

V. ITEMS FOR ACTION

a. **Staff Recommendation on Collection of Delinquent Accounts**

Mr. Rogers presented staff recommendations regarding collection of delinquent accounts. CBJ staff are recommending changes in collection of delinquent utility accounts only, other accounts are not recommended for collection process changes at this time.

In order to comply with SB 241 CBJ Public Works recommends requiring residential and commercial utility customers to fill out a COVID-19 hardship deferral form, and set up a payment plan in order to continue service with no fines or penalties for delinquent utility bills through November 15, 2020. SB 241 does not include commercial utility customers. CBJ staff recommend considering commercial requests on a case-by-case basis.

Mr. Rogers responded to committee questions.

Without objection Chair Jones confirms acceptance of staff recommendations.

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b. **Pending List: Manager's Proposed Increments**

Mr. Watt presented Waterfront Maintenance (listed as P&R Tourism Services on the pending list) increment request.

Mr. Rogers added that this increment request would be paid with marine passenger fees (MPF), and was included on the Manager's Revised Draft Passenger Fee CIPs, Operations and Grant Appropriations memo dated April 8, 2020 under the line item "Seawalk, Open Space and Restroom Maintenance".

Mr. Watt suggested accepting the increment for Parks and Recreation, as the funding will become clearer based on the adoption, or lack thereof, of the revised passenger fee proposal. Mr. Watt suggested leaving the Arboretum groundskeeper request on the pending list, as the addition of this position is not timely given current budget concerns. Mr. Watt suggested funding the increase to the Parks and Landscape Maintenance (PLM) Park Ranger as this position is managing the homeless population in a way that should be eligible for CARES Act funding. Mr. Watt stated that an update on election equipment will be given on Monday (5/18/2020) night's HRC meeting and does not require action at this time. Mr. Watt suggested accepting pending list items #1 and #3 (Parks and Recreation Tourism Services and Parks Landscape and Maintenance Park Ranger) and leaving items #2 and #4 (Arboretum Groundskeeper and Election Equipment) on the pending list.

The meeting recessed at 6:23 PM.
The meeting reconvened at 6:35 PM.

Mr. Rogers continued discussion regarding the waterfront maintenance increment request via MPF funds.

Ms. Gladziszewski stated that she disagreed with funding the waterfront maintenance increment request in the absence of a summer season involving cruise ship passengers. Ms. Triem agreed.

Mr. Watt responded to state the CLIA (Cruise Line of Alaska) had reached out to local governments and municipalities to make it known that while they are experiencing challenges, they support maintenance of the waterfront by local municipalities. Mr. Watt stated that regardless of the tourist season, CBJ must maintain the waterfront including emptying garbage receptacles and fixing items that are broken. CLIA does not object to the use of MPF for this purpose.

Mr. Bryson stated that he believes the Assembly should approve the use of MPF funds to maintain the waterfront and move on to items that concern local taxpayer funds.

Motion: by Mayor Weldon to accept pending list item #1, Parks and Recreation maintenance of Juneau waterfront paid from the Marine Passenger Fee Fund.

<u>Objection</u>: by Ms. Gladziszewski to state that the entire amount requested will not be needed this summer.

<u>Roll call votes</u>:
Ayes: Weldon, Bryson, Hughes-Skandijs, Smith, Triem, Jones.
Nays: Edwarson, Gladziszewski, Hale.
Absent: None.
Motion passed 6/3.

<u>Motion:</u> by Mayor Weldon to accept the PLM Lead Park Ranger increment request for $12,900. It is anticipated that revenue from Amalga Meadows Park and the Eagle Valley Center will offset this cost. Additionally this position will monitor the Thane Campground and additional parks for illegal camping. This increase will potentially qualify for CARES Act reimbursement.
No objection, motion passed unanimously.

Agenda items addressed out of order.

Ms. Hale asked for clarification regarding the election equipment increment request. Mr. Watt responded stating that the HRC would be presenting information at their Monday meeting about vote by mail equipment. Mr. Watt states that CBJ believes that this expense will be eligible for CARES Act reimbursement.

<u>Motion:</u> by Ms. Hale to accept the Election Equipment increment request.
No objection, motion passed unanimously.

c. **Pending List: Docks Budget**
d. **Pending List: Harbors Budget**
e. **Pending List: Airport Budget**

<u>Motion:</u> by Ms. Gladziszewski to move the Docks, Harbors, and Airport budgets (pending list items #16, #17 and #19) as they have been discussed at length.
No objection, motion passed unanimously.

f. **Pending List: Eaglecrest Budget**

<u>Motion:</u> by Ms. Triem to accept the Eaglecrest budget, less the $250,000 general fund increase over the FY20 budget.

<u>Objection</u>: by Mr. Smith for purpose of a question.

<u>Objection</u>: by Ms. Hale for purpose of clarity. Ms. Hale later removed her objection.

<u>Objection</u>: by Mr. Smith for purpose of a question. Mr. Smith later removed his objection.

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No objection, motion passed unanimously.

Ms. Triem stated that some of the grant recipients of the Youth Activities Grant had asked if they could carry over their FY20 funds into FY21 because some of the activities they were going to use the grant funds for have been cancelled due to the COVID-19 pandemic.

After committee discussion on how to accomplish this authorization, Mr. Rogers stated that the FY20 Youth Activity Grant funds have already been appropriated and authorized. If the committee chose they could direct the City Manager to amend the grant agreements to extend the grant period.

Motion: by Ms. Triem to direct CBJ staff to amend grant agreements for existing Youth Activities Board grants so that they can expend FY20 monies through FY21.

Objection: by Mayor Weldon for purpose of a question. Mayor Weldon later removed her objection.

No objection, motion passed unanimously.

g. **Pending List: HeatSmart Grant Request**
h. **Pending List: Youth Activity Board Grant Request**
i. **Pending List: HBTF Travel Juneau Grant Request**
j. **Pending List: HBTF Centennial Hall Funding**
k. **Pending List: HBTF Downtown Business Association Grant Request**
l. **Pending List: Manager's Passenger Fee Proposal**
m. **Pending List: Other Pending Items**

After committee discussion it was decided to postpone items g, h, I, j, k, l, and m until the 5/20/2020 AFC meeting.

n. **Ordinance 2019-06 (AB) Transfer for Accounting System Upgrade**

Mr. Rogers presented information regarding funding sources for a software upgrade for the GOVERN software used by multiple CBJ departments. Funding for this software has already been approved in the FY20 and FY21 budgets via the 1% sales tax allocated to technical projects across CBJ.

Mr. Rogers responded to committee questions.

Motion: by Mayor Weldon to send Ordinance 2019-06 (AB) to the full Assembly for introduction and public hearing.

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No objection, motion passed unanimously.

VI. ITEMS FOR DISCUSSION

a. Economic Stabilization Task Force Recommendations

Max Mertz, co-chair of the Economic Stabilization Task Force (ESTF), presented information about business and economic impacts related to the COVID-19 pandemic. The ESTF made the following recommendations to the Assembly:

- Business Sustainability Grants for locally owned businesses that can demonstrate a 20% year over year decline in sales. Included would be retrofitting costs for business modifications in response to COVID-19.
- Utility payer relief for locally owned businesses with a year-over-year decline in sales. ESTF recommends a percentage match for utility relief equal to the businesses year-over-year decline in sales not to be less than 20%. Period recommended is based on CARES Act timeline, and up to April 2021. ESTF has reached out to AEL&P and believe that electric utility costs could be included for relief with CBJ paying on behalf of the customers, if the assembly so chose.
- Local Citizen Support – "Support Local and Save", similar to what is in place in Camas, Washington and Newberg, Oregon. These programs offer financial incentives by way of utility discounts when citizens patronize local businesses, excluding essentials such as groceries. Existing programs use a 2:1 rate of reduction on utility bills, i.e. for every qualifying $50 spent the utility customer sees a $25 credit on their utility bill with a per customer dollar amount maximum. Program should be eligible for CARES Act funding. AEL&P could participate similarly to utility payer relief.
- Establish COVID-19 testing in Juneau. Ramp up local COVID-19 testing abilities.

Ms. Triem stated that she was concerned about the administrative load of these programs, particularly when CBJ is faced with a potential stagnation or reduction in workforce. She requested that the ESTF consider ways to simplify the programs to reduce the workload on CBJ staff.

Ms. Hale echoed Ms. Triem's concerns and asked if the ESTF has looked at the Anchorage programs.
Mr. Mertz will bring this concern to the ESTF.

Mr. Mertz responded to committee questions.

Linda Thomas, ESTF co-chair, stated that for many small and mid-sized local businesses there is an urgent need for relief, as many of them are struggling to pay operating costs now.

The meeting recessed at 8:08 PM.
The meeting reconvened at 8:20 PM.

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b. **Review of 4th Quartile Budget Priorities**

Mr. Watt stated that he believed that this budget review process is a helpful tool for the Assembly to use.

Committee members discussed the tool and stated that the lower quartile programs may be roughly equal in importance, and were rated in the lowest quartile not because they are unimportant but because there are programs that are simply necessary for society to function (Police, Education, Fire).

Mr. Bryson stated that the downtown library could be closed and CBJ Community Development and Law departments could be housed in that CBJ owned space for a significant cost savings to the city.

c. **Capital Improvement Plan Reductions**

Mr. Watt presented budget balancing strategies via CIP reductions. The included memo is presented as a starting point for CIP reduction discussions and offers more detail than the Macro Budget Tool.

Committee discussed how CIP's are ranked.

d. **Operational Service Reductions**

Mr. Watt presented information regarding potential service reduction strategies.

Mr. Watt responded to committee questions.

e. **Personnel Services Cost Reduction Strategies**

Ms. Cosgrove presented information regarding potential personnel services cost reduction strategies. Options include postponing the 1% wage increase that is currently planned in July, across the board wage reductions, employee furlough, and reduction in workweek. Unilateral action exposes CBJ to legal risk.

Ms. Cosgrove responded to committee questions.

VII. INFORMATION ITEMS

a. **AFC Meeting Schedule**

VIII. NEXT MEETING DATE

a. **Wednesday, May 20, 2020 5:00 PM.**

IX. ADJOURNMENT

The meeting adjourned at 9:21 PM.

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

TO: Chair Jones & Assembly Finance Committee DATE: May 19, 2020

FROM: Rorie Watt, City Manager

RE: Budget Strategy

It can't be overstated, this budget process is like no other. Given the dynamic state of affairs, it is likely that the Assembly will have to revisit the budget several times during the fiscal year.

In order to comply with the Charter deadline of 6/15 to complete this budget, the Assembly will have to make some assumptions. The Macro Budget Tool anticipates guiding decision making over a 30 month period, yet the Assembly's task right now is resolving shortfalls in revenue in FY20 and setting the budget (and importantly the mil rate) for FY21. To complete the budget process, the Assembly will have to make some assumptions including:

CARES Act appropriation by Alaska Legislature – Completed
CARES Act legality for public safety expenses – Some clarification daily
CARES Act expanded authorization to replace lost revenue – Pending
Municipal Revenue projections

In order to help you pass a budget, I assume the Assembly in general agrees with the following:

A. Property tax – Unwilling to raise, except possibly for a new childcare program
B. Capital spending – Prefer to reduce only as much as necessary
C. Use of Savings – Prefer to not reduce below $16M of RBR + $5M of Fund Balance
D. CARES Act – Maximize legal allowable use
E. Service Reductions – Prefer to not delve into the Priority Driven Budget list at this time, accept Manager's proposed reductions from 5/12, defer long term facility decisions for now.

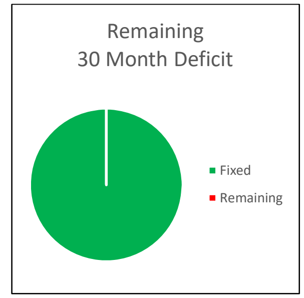
In accordance with these assumptions, I have filled out a revised budget tool. It is based on the new information received over the last six weeks and your deliberations. It is an updated starting point for you.

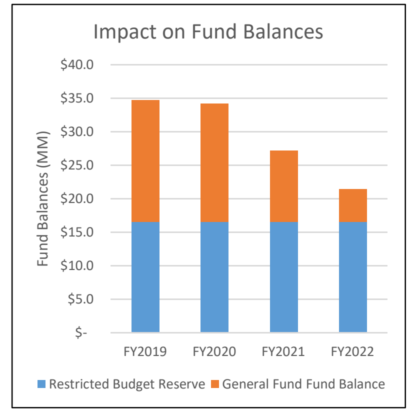
Macro CBJ Budget Balancing Concept Tool

Adjust the Numbers Highighted Yellow
Represents Locked or Formulated Cells

Fund Balances:	**FY2019**	**FY2020**	**FY2021**	**FY2022**
Restricted Budget Reserve	$ 16.6	$ 16.6	$ 16.6	$ 16.6
General Fund Fund Balance	$ 18.2	$ 17.7	$ 10.6	$ 4.9
Total:	**$ 34.8**	**$ 34.2**	**$ 27.2**	**$ 21.5**

	FY20	FY21	FY22		Change Function
Projected 30 Month Budget Deficit (M):	**$ 7.5**	**$ 16.0**	**$ 11.0**	**$ 34.5**	
Changes to Revenue	**FY20**	**FY21**	**FY22**		**Change Function**
Mill Rate Increase/(Decrease)		0.10	0.20	$ 1.7	(positive = increase from 10.66, negative = decrease from 10.66)
Change in Property Tax Revenue		$ 0.6	$ 1.1		
Draw from Restricted Budget Reserve				$ -	(positive number equals use of reserve)
Draw from Unrestricted Fund Balance	$ 0.6	$ 7.1	$ 5.7	$ 13.3	(positive number equals use of fund balance)
Lost User Fees and Charges for Service	$ (0.6)	$ (1.0)		$ (1.6)	(negative number equals lost revenues)
CARES Act or FEMA Funding	$ 7.7	$ 10.7		$ 18.3	(positive number equals funds received)
% School Debt Reimbursement from SOA			50%	$ (6.9)	(percentage equals expected reimbursement from SOA)
Impact from School Bond Debt Reimb	$ (3.6)	$ (3.3)	$ -		
Adjustment to Revenue Projections	$ 1.0			$ 1.0	(positive number equals Revenue above projections)
Changes to Expenditures					
GF Reduction to CBJ Operations		$ 1.2	$ 0.7	$ 1.9	(positive number equals cost reduction)
GF Reduction to Assembly Grants				$ -	(positive number equals cost reduction)
New CBJ Programs or Grants		$ (0.4)	$ (1.0)	$ (1.4)	(positive number equals cost reduction)
Deappropriation of CIPs	$ 1.0	$ 2.0	$ 3.0	$ 6.0	(positive number equals reduction to current projects)
Reduction of Augustus Brown Pool CIP				$ -	(positive number equals reduction to project)
Reduction of Centennial Hall CIP				$ -	(positive number equals reduction to project)
Added Priority CIP Projects		$ (1.8)		$ (1.8)	(negative number equals new funding for projects)
Transfers to other funds (HBT, JNU, etc)		$ (0.5)		$ (0.5)	(negative number equals transfers to other funds)
Budgetary Lapse	$ 1.5	$ 1.5	$ 1.5	$ 4.5	(positive number equals lapse)
30-Month Deficit after Adjustments:	0.00	0.00	0.00	0.00	**You Balanced the Budget**





Notes:

1. Initial CARES Act or FEMA Funding Includes:	FY20	FY21
Budgeted CBJ Personnel Costs	7	10
Airport Terminal Debt	0.65	0.65
Totals:	**7.65**	**10.65**

2. Childcare cost equals property tax increase.
3. Priority CIP Projects include:
   - School Roofs 1.5
   - Trail Work, Eaglecrest & Parks & Rec 0.3
   - Recommendation is that Assembly use sustainable funding source
4. FY22 shows 50% school debt, a guess half way between Legislature & GOA.

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

DATE: May 20, 2020

TO: Loren Jones, Chair, Assembly Finance Committee

FROM: Mila Cosgrove, Deputy City Manager

RE: COVID related Childcare Funding

Background:

The Economic Stabilization Taskforce (ESTF) recommended that the Assembly consider supplemental funding for Childcare providers to assist them in reopening facilities. The ESTF recommendations included CBJ purchase of basic supplies needed to address COVID-19 in the childcare environment and the consideration of supplemental grants for operations.

At the May 13, 2020, Assembly Finance Committee, the Assembly authorized the EOC to make the initial supply purchases. Those orders are in process.

Childcare must reopen to allow the economy to begin to return to normal. Childcare, which runs on a very thin margin in our community, faces special challenges to reopening their facilities.

- Not all families will feel comfortable immediately bringing their children to childcare. Providers will need time to work with families to determine if their childcare spots should be held or if the child will not be reenrolled.
- Additional staff will be needed to assure appropriate social distancing measures are taken and to clean and sanitize the childcare spaces.
- Childcare centers anticipate a higher than normal need for substitute staff since employees who might normally work through "a few sniffles" will need to stay home until their symptoms clear up.
- Young children have a higher than normal illness rate as their bodies develop immunities to many viruses. Parents will be asked to keep symptomatic children at home which may impact tuition rates for the childcare providers.
- Childcare workers may perceive that working with young children carries a higher than normal level of COVID related risk, which may put pressure on the labor pool.

For childcare providers to be successful, they will need some fiscal certainty to remain operational as they work to stabilize their workforce and enrollment.

Recommendation:

The Assembly Finance Committee should consider a disbursement of CARES Act funding in the following manner and amounts

For June – August, a supplemental grant equal to 50% of tuition (tuition capped at $1000 per full time child) for their licensed capacity. Grant funding will allow childcare providers to reopen with limited enrollment and provide for staffing flexibility to accommodate new COVID related protocols.

For September to December, a per child stipend equal to $250 per full time enrolled child should be dispersed. This stipend is intended to offset increased costs associated with operating under COVID related protocols.

	Grant Amount	**# of children**	**Total**
June	Supplemental grant equal to 50% of tuition capacity	400	200,000.00
July	Supplemental grant equal to 50% of tuition capacity	400	200,000.00
August	Supplemental grant equal to 50% of tuition capacity	400	200,000.00
September	Per child stipend equal to $250 per enrolled	450	112,500.00
October	Per child stipend equal to $250 per enrolled	450	112,500.00
November	Per child stipend equal to $250 per enrolled	450	112,500.00
December	Per child stipend equal to $250 per enrolled	450	112,500.00
	Administrative grant to AEYC for Program Management		7,000.00
	Total Calendar Year 2020		**$1,057,000.00**

The money will be disbursed as an Assembly grant to AEYC through a grant agreement. AEYC will be responsible for assuring that funds are disbursed to providers.

On a related note, these grants only provide support to providers serving infant through preschool age children. Additional support may be needed for the RALLY summer care programs serving school age children. This issue is under discussion and will come back to the Assembly separately.

ECONOMIC STABILITY TASK FORCE

CHILDCARE FINANCIAL RECCOMMENDATIONS

Through fact finding conducted within Juneau, the Economic Stability Task Force (ESTF) has determined there will be a need for financial assistance within the childcare sector of Juneau's economy. Assistance is needed both on the form of direct monetary assistance, and through directly providing supplies to safely operate.

Market Condition

There are approximately 442 licensed childcare slots in Juneau. Industry representative Joy Lyon of AEYC estimates that upon re-opening during the month of May, enrollment will be approximately 50% of capacity. Blue Shibler of Discovery Preschool stated her center will operate at 30% capacity for two weeks beginning May 18, 2020 with the intention of increasing to 60% capacity for the month of June if conditions allow. Jamie Shanley of the LEARN Childcare center has created a re-opening plan that starts with 25% capacity beginning May 11, 2020, ramping up each week to an eventual 40% capacity by June 11, 2020, at which point the center will reassess its capabilities. Kueni Maake of the ABC center plans to re-open sometime in June, as does the Goldcreek Child Development Center. These estimated declines in enrollment are due to:

- Social distancing mandates reducing the capacity for facilities to safely operate
- PPE-type supply shortages including thermometers, masks, disinfectants, hand sanitizer, and gloves.
- Individual family decisions to keep children home

At full capacity, operating margins for childcare were already very thin. As an example, Shibler's Discovery Preschool was operating at a 3%-5% margin, even with rent 100% subsidized due to legislative family care preference. With the decrease in revenue, margins will be even lower or potentially unprofitable due to fixed costs continuing and tuition declining. Joy Lyon estimates that each center will lose $1,050 per child not attending, per month.

Recommendation

With the intent to encourage childcare operators to remain open and to operate safely, the Assembly should consider providing temporary assistance to licensed centers. Assistance should be in the form of cash grants on a per-child basis for a period of three months beginning June 1st – at which point the market need should be re-assessed, given the quickly changing mandates and public health climate. The three-month time period is recommended as it begins when the state grant funding ends, and offers stability for operators, but recognizes the dynamic pace at which circumstances are fluctuating.

The Assembly should also consider covering additional costs of PPE-type items, and potentially other costs not normally incurred by childcare providers for a period of three months, beginning when the provider opens, or immediately if already open. CBJ should also assist in identifying a source for PPE as the purchasing capacity of most centers is limited.

ECONOMIC STABILITY TASK FORCE

CHILDCARE RECCOMMENDATIONS

Through fact finding conducted within Juneau, the ESTF has found:

→ There is a profound need for supply security for childcare providers to re-open safely based on CDC recommendations. These supplies include thermometers, hand sanitizer, masks, gloves, cleaning supplies, and baby wipes.

→ Providers need detailed, Juneau-specific protocol to follow to ensure they are operating safely.

→ The childcare sector in Juneau is facing tremendous financial uncertainty.

Based on these findings, the ESTF recommends the Assembly take the following actions:

1. Establish supply security for the childcare sector. This can be done by utilizing the Emergency Operations Center.

2. Work with local public health nurses and CDC guidelines to establish specific protocol for childcare providers in Juneau.
   a. Task force members have started this process with Alaska Health and Social Services (HSS), suggested protocols are attached.

3. Consider what, if any, financial assistance may be available and necessary to keep child care facilities operational beyond the State's grant funding, which expires May 30, 2020.

Relevant materials pertaining to these recommendations:

- CDC guidelines for cleaning and disinfecting community facilities.
  https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/checklist.html

- CDC guidelines for facilities who remain open.
  - https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html

- Childcare Aware of America flowchart "When should I close my childcare program?"
  - https://info.childcareaware.org/blog/should-i-close-my-child-care-program-a-coronavirus-flowchart

- DHSS Capacity Funding for Childcare Providers
  - http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Broadcasts/Capacity-Building-Funding-Guidance.pdf

ECONOMIC STABILITY TASK FORCE

1. Drop-Off and Pick-Up Procedures
   a) Hand hygiene stations should be set up at the entrance of the facility, so that children and parents can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.

   b) Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.

   c) Ideally, the same parent or designated person should drop off and pick up the child every day. Older people such as grandparents or those with serious underlying medical conditions should not pick up children.

2. Screen staff and children upon arrival
   a) Persons who have a fever of 100.4 (38.0 C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
      - Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
      - Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
      - Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

3. Clean and Disinfect
   1. On an hourly basis clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility, as long as they are on the EPA approved disinfectant list for COVID19.

   2. Toys that cannot be cleaned and sanitized frequently should not be used.

   3. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a

mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils. It may be efficient to remove these toys from the facility all together, and use disposable play methods temporarily.

4. Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

5. Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

6. Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

7. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and store in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be sent home or cleaned weekly.

4. Set plans in place if someone is or becomes sick
   a) Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child.

   b) Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick. If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.

   c) If COVID-19 is confirmed in a child or staff member:
      i. Close off areas used by the person who is sick.
      ii. Open outside doors and windows to increase air circulation in the areas.
      iii. Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
      iv. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
      v. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

5. Hygiene Protocols:
   a) Fabric face coverings must be worn by all employees. Face coverings may be removed for a short time when necessary, such as when playing a musical instrument, but must be worn at all other times.
      i. Cloth face coverings are prohibited on babies and children under the age of two because of the danger of suffocation, but face coverings should be encouraged in older children.

ii. Facility staff must wash hands frequently using hot water, if possible, with soap. Handwashing must occur before and after food preparation, assisting a child with eating, and changing diapers. If soap and water are not readily available, the facility must supply hand sanitizer with at least 60 percent alcohol.

iii. Facility staff should require frequent handwashing or use of hand sanitizer, if handwashing is not available, by the children. This includes upon entry into the facility or camp, before and after an activity, and at a minimum, on an hourly basis.

6. Implement Social Distancing Strategies
   a) Childcare classes should include the same group each day, and the same childcare providers should remain with the same group each day, groups may be no larger than 10 students.
   b) Alter or halt daily group activities that may promote transmission.
      i. Keep each group of children in a separate room.
      ii. Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
      iii. At nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
      iv. Activities which require projection of voice or physical exertion must only take place outdoors, with a minimum of ten feet between each person with an understanding on limitations in social distancing in young children.

7. Food Preparation
   a) If a cafeteria or group dining room is typically used, meals should be in classrooms instead.
   b) Facility must plate each child's meal individually so that multiple children are not using the same serving utensils.
   c) If possible, food preparation should not be done by the same staff who diaper children. If the same staff perform both tasks, the staff person must wash their hands before and after every event (food preparation and changing a diaper).
   d) If possible, the facility should designate certain sinks to be used for food preparation only. If that is not possible, the sink must be cleaned and disinfected after each use.

Engineering & Public Works Department
Marine View Building, Juneau, AK 99801
907-586-5254 <phone>

MEMORANDUM

DATE: **May 19, 2020**

TO: **Chair Jones and City and Borough of Juneau Finance Committee**

FROM: **Katie Koester, Engineering & Public Works Director**

THROUGH: **Jeff Rogers, Finance Director**

SUBJECT: **Proposed FY 2021 Capital Improvement Plan Reductions**

The purpose of this memo is to outline changes from the CIP Resolution as it was originally introduced and the proposed changes before you. The Finance Committee first reviewed the Capital Improvement Plan for 2021 (Resolution 2877) on April 8 of 2020 when members were beginning to wrestle with the magnitude of the pandemic and subsequent economic impacts in Juneau. Since then, the Public Works and Facilities Committee met on April 27 to recommend criteria for considering recommendations for reductions. On May 12 the Finance Committee reviewed a memo from the City Manager outlining the dollar amounts he is proposing to reduce in accordance with the macro budget tool presented to the committee on May 6. The attached chart details the application of those criteria for areawide street sales tax priorities.

General Sales Tax Improvements (no change)
These represent smaller general fund department capital improvement and maintenance projects such as playground, trail and field repairs and air quality improvements, to name a few. No changes are proposed to this section.

Areawide Street Sales Tax Priorities $3.5m reduction
In order to net the $3.5m reduction iterated in the Manager's macro budget tool for FY2021 in this section, Engineering has recommended reducing 1) Meadow Lane ($2.51m), 2) Cedar- Mendenhall to Columbia ($520,000) and 3) Robbie Road, Ling Court and Laurie Lane ($680,000) to design only. This will keep the projects moving forward, but delay construction until 2022 unless supplemental funding is provided earlier. The Pavement Management CIP was increased from the original recommendation by $210,000 to account for additional pavement maintenance that will be necessary as a result of deferring road reconstruction projects.

Temporary Sales Tax Projects (no reduction)
The temporary sales tax funds named projects that were approved by the voters. The Assembly has discussed the impact reduced sales tax dollars may have on August Brown Pool Deferred Maintenance ($3.3m) and the plan to forward fund Centennial Hall Deferred Maintenance projects with future sales tax dollars ($4.8). However, no reductions are proposed for those projects in the Resolution before you as the Assembly continues to discuss the big picture goals for the FY2021 budget. One change in this section is to shift $200,000 from the Mendenhall pretreatment project to control upgrades as Utility staff juggles advancing the highest priority projects in the face of declining revenue.

Hotel-motel Tax Priorities (no change)
$2.3 of future hotel motel tax (in addition to the forward funding of the project under the temporary sales tax mentioned above) is scheduled to be loaned from this funding source for the Centennial Hall project. As mentioned above, the timeline for Centennial Hall renovations will be a topic of conversation for the Assembly.

CBJ Marine Passenger Fee Priorities $2.6m reduction
As the City Manager has mentioned, we are anticipating no funds from cruise ship travel available for capital projects this year which translates to delaying Waterfront Seawalk improvements ($1.2m), the Downtown Transportation Study ($150,000), Auke Bay Passenger for Hire phase IIIC ($1.35m).

Port Development Fee Priorities $1.5m reduction
These funds ($3 per head) are used to pay for port infrastructure directly related to cruise vessels. Shore power at CBJ docks ($1m) and real-time monitoring of wastewater ($500,000) have been removed for FY2021 due to the lack of scheduled sailings.

State Marine Passenger Vessel Fee Priorities $5.3m reduction
Many of the cruise ship projects are funded both from local and state marine passenger fees and you will see reductions to the same projects mentioned above in this section. Additional projects that have been zeroed out for FY2021 include a safety guard along the dock face ($1m), Seawalk infill ($1.6m), S. Franklin Street Pedestrian Safety Improvements ($1m), and Homestead Park planning ($50,000).

Docks and Harbors Enterprise $125,000 reduction
In anticipation of reduced economic activity, Docks and Harbors will be delaying the cathodic protection project at Harris Harbor that leverages a 50% match through the Municipal Harbor Grant program.

Wastewater Enterprise Fund $1.2m reduction
The Wastewater Utility anticipates revenue reduction from no cruise ship vessel effluent ($1m) and an overall downturn in economic activity. Reductions are proposed across the board that will prioritize the most critical elements of the scheduled projects. This translates to a $200,000 reduction in the process control project; scaling back on pump station upgrades by $820,000 and trimming the pump replacement project at the Mendenhall plant by $200,000. The resolution also requests an appropriation of $70,000 in unanticipated costs to replace the sewer line when the Capital Ave is reconstructed next spring.

Water Enterprise Fund $300,000 reduction
The Water Utility also reduced it's contribution to the CIP in anticipation of reduced revenue from no cruise ship activity and an overall downturn in economic activity. The scope of work for Salmon Creek Efficiency Improvements ($325,000) has been reduced. Review of the requested improvements reduced the amount of work initially expected to be necessary. The reduction in work required at Salmon Creek allowed an additional $25,000 to be utilized for the Last Chance Basin for control improvements.

Reductions proposed to the FY 2021 Capital Improvement Plan total $14,525 million. Of that, $ 3.5 million represents reductions in general fund spending on road projects (street sales tax). The majority of CIP dollars are spent critical deferred maintenance projects. While the impacts of COVID-19 have delayed some of these projects, they represent very real needs that will need to be considered in the coming years.

Enc: Areawide Street Sales Tax Prioritization Table

AREAWIDE STREET SALES TAX PRIORITIZATION TABLE

DEPT	PROJECT	FY21 BUDGET	REDUCTION	Local Workforce	prevent loss or damage to infrastructure	Human Health and safety	Phasing	Leverage outside funding	Value for Money Invested	NOTES
St Maint	**Pavement Management $600,000**	**$ 810,000**	-$210,000.00	yes	yes	some	yes	no	yes - many streets repaved for small design cost	Amount increased to account for addional repair needed on deferred road work projects
St Maint	Sidewalk & Stairway Repairs	200,000	$0.00	yes	yes	yes	yes	no	yes - public safety	University Drive Sidewalk light replacements among higher priorities
St Maint	CBJ Minor Arterial Streets ADA Curb Ramp improvements	$ 180,000	$0.00	yes		yes	yes	no	yes - ADA Safety and conformance	all local labor and materials
St Maint	Areawide Drainage Improvements	100,000	$0.00	yes	yes	no	yes	no	yes	addresses smaller neighborhood drainage projects
St Maint	Capital Ave (Wiloughby to 9th)	$ 100,000	$0.00	yes	yes	yes	no	no	high volume	Supplemental Funding needed for existing project
St Maint	Calhoun Avenue - Main to Gold Ck phase 2	800,000	$0.00	yes	yes	some	yes	no	high volume	Supplemental Funding needed for existing project
St Maint	**Meadow Lane (south end) $ 2,660,000**	**$ 150,000**	$2,510,000.00	yes	yes	some	yes	no	isolated location - local resident benefit only	very low volume - funding to perform design work for shovel ready project
St Maint	**Cedar (Mendenhall to Columbia) $620,000**	**100,000**	$520,000.00	yes	yes	some	yes	no	isolated location - local resident benefit only	very low volume - saturation of work in neighborhood - funding to perform design for shovel ready project
St Maint	**Robbie Road, Ling Court and Laurie Lane $800,000**	**$ 120,000**	$680,000.00	yes	yes	some	yes	no	isolated location - local resident benefit only	very low volume - funding to perform design work for shovel ready project
St Maint	Tongass Boulevard - (Trinity to Loop)	2,140,000	$0.00	yes	yes - water system in bad shape	yes - second sidewalk needed for school foot traffic - SRTS Priority	yes	no	high traffic volume area improvements needed for peds walknig to GV school	high volume - large workforce - utils need replacement
St Maint	Harborview School Zone Expansion	$ 200,000	$0.00	yes	no - new install	school children safety	yes	no	provide larger school warning zone flasher system for enhanced school zone safety	expands flashing school zone lights to in front of senior center and east of 12th and Glacier stop sign on Glacier
St Maint	4th Street Drainage -F to I Streets and Side Streets	400,000	$0.00	yes	major - failing water and sewer	yes water/sewer infrastructure failures	no	no	replace failing water / sewer	Water and Sewer Utilities failing in area. Replacement needed
Cap Trans	Bus Shelters Improvements	$ 150,000	$0.00	yes	no	no	yes	no	yes	Scheduled to provide shelters for ADOT Mend Loop work
Cap Trans	Install additional Elect. Bus Charger Infrastructure - Bus Barn	200,000	$0.00	yes	no	n/a	maybe	no	new chargers for new grant funded electric busses	funding needed to install charging infrastructure and
P&R	Kax Trail DOT Match (9.03% match required for ADOT TAP Grant)	$ 350,000	$0.00	yes	some	some	no - funding match for DOT managed project	yes	yes - only 9.03% match required	Grant Award in progress pending appropriation of funds
ENG	EV (Electric Vehicle) Policy and Charging Infrastructure	50,000	$0.00	yes	no	no	yes	yes -AEA grant in progress	$1 : $1 match from AEA / DOE	leverage for 1:1 match from AEA / DOE grant program - AEA in progress of applying with US DOE
ENG	Contaminated Sites Reporting	$ 50,000	$0.00	some	no	regulatory	no	no	file reports to DEC on past and ongoing contamination	regulatory reporting and documentation
	Areawide Street Sales Tax Priorities Total	**$ 6,100,000**								
			$3,500,000.00	**Street Sales Tax Reduction**						

Presented by: The City Manager
Introduced: April 1, 2020
Drafted by: Engineering & Public Works Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2877

A Resolution Adopting the City and Borough Capital Improvement Program for Fiscal Years 2021 through 2026, and Establishing the Capital Improvement Project Priorities for Fiscal Year 2021.

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 2021 through Fiscal Year 2026, and has determined the capital improvement project priorities for Fiscal Year 2021.

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 2021 - 2026," dated ***June 1, 2020***, 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 2021 - 2026," are pending capital improvement projects to be undertaken in FY21:

FISCAL YEAR 2021
GENERAL SALES TAX IMPROVEMENTS

DEPARTMENT	PROJECT	FY21 BUDGET
Eaglecrest	Deferred Maintenance /Mountain Operations Improvements	$ 275,000
Manager's Office	JPD - Crow Hill Radio Site Improvements and Upgrades	150,000
Manager's Office	CCFR - Glacier Sta. Air Quality Improvements (vehicle and aircraft exh)	100,000
Parks & Recreation	Deferred Building Maintenance	425,000
Parks & Recreation	Park & Playground Deferred Maintenance and Repairs	350,000
Parks & Recreation	Sports Field Resurfacing & Repairs	100,000
Parks & Recreation	Trail Maintenance	100,000
	General Sales Tax Improvements Total	**$ 1,500,000**

FISCAL YEAR 2021
AREAWIDE STREET SALES TAX PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
Street Maintenance	Pavement Management	**$ 810,000**
		~~600,000~~
Street Maintenance	Sidewalk & Stairway Repairs	200,000
Street Maintenance	CBJ Minor Arterial Streets ADA Curb Ramp improvements	180,000
Street Maintenance	Areawide Drainage Improvements	100,000
Street Maintenance	Capital Ave (Wiloughby to 9th)	100,000
Street Maintenance	Calhoun Avenue - Main to Gold Ck phase 2	800,000
Street Maintenance	Meadow Lane (south end)	**150,000**
		~~2,660,000~~
Street Maintenance	Cedar (Mendenhall to Columbia)	**100,000**
		~~620,000~~
Street Maintenance	Robbie Road, Ling Court and Laurie Lane	**120,000**
		~~800,000~~
Street Maintenance	Tongass Boulevard - (Trinity to Loop)	2,140,000
Street Maintenance	Harborview School Zone Expansion	200,000
Street Maintenance	4th Street Drainage -F to I Streets and Side Streets	400,000
Capital Transit	Bus Shelters Improvements	150,000
Capital Transit	Install additional Elect. Bus Charger Infrastructure - Bus Barn	200,000
Parks & Recreation	Kax Trail DOT Match (9.03% match required for ADOT TAP Grant)	350,000
Engineering	EV (Electric Vehicle) Policy and Charging Infrastructure	50,000
Engineering	Contaminated Sites Reporting	50,000
	Areawide Street Sales Tax Priorities Total	**$ 6,100,000**
		~~9,600,000~~

FISCAL YEAR 2021
TEMPORARY 1% SALES TAX PRIORITIES
Voter Approved Sales Tax 10/01/18 - 09/30/23

DEPARTMENT	PROJECT	FY21 BUDGET	
Manager's Office	IT - Infrastructure Upgrades	$ 400,000	
Manager's Office	Affordable Housing Fund	400,000	*
Wastewater Utility	MWWTP Pretreatment	**1,200,000**	
		~~1,400,000~~	
Wastewater Utility	**Process Controls & SCADA (Supervisory Control and Data Acquisition) Upgrade**	**200,000**	
Wastewater Utility	Auke Bay TP Facility Structural and Painting Projects	100,000	
Water Utility	Salmon Creek Efficiency Improvements	500,000	
Water Utility	Crow Hill and W Juneau Reservoir Inspection and Rehab	500,000	
Parks & Recreation	Deferred Building Maintenance	550,000	
Parks & Recreation	Deferred Building Maintenance - DT Library Exterior Siding Repl.	150,000	
Parks & Recreation	Augustus Brown Pool Deferred Maintenance	3,300,000	
School District	JSD Buildings Major Maintenance / Match	1,000,000	
Public Works	Waste - RecycleWorks Waste Diversion Program	400,000	*
Parks & Recreation	Centennial Hall Upgrades/Deferred Maintenance (future reciepts advanced by Central Treasury Loan)	4,500,000	
	Temporary 1% Sales Tax Priorities Total	**$ 13,200,000**	

** Operating Budget Funding*

FISCAL YEAR 2021
HOTEL-MOTEL TAX PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
Parks & Recreation	Centennial Hall Upgrades/Deferred Maintenance (future reciepts advanced by Central Treasury Loan)	$ 2,300,000
	Hotel-Motel Tax Priorities Total	**$ 2,300,000**

FISCAL YEAR 2021
MARINE PASSENGER FEE PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
~~Docks and Harbors~~	~~Auke Bay Passenger for Hire - Phase IIIC~~	~~$ 1,350,000~~
~~Engineering~~	~~Waterfront Seawalk~~	~~1,100,000~~
~~Engineering~~	~~Downtown Transportation Study (Circulator, Glacier Express etc.)~~	~~150,000~~
	~~Marine Passenger Fee Priorities Total~~	**~~$ 2,600,000~~**

FISCAL YEAR 2021
PORT DEVELOPMENT FEE PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
~~Docks and Harbors~~	~~Shorepower~~	~~$ 1,000,000~~
~~Wastewater Utillity~~	~~Wastewater Realtime Monitoring~~	~~500,000~~
	~~Port Development Fee Priorities Total~~	**~~$ 1,500,000~~**

FISCAL YEAR 2021
STATE MARINE PASSENGER FEE PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
~~Docks and Harbors~~	~~Safety Guard Rail Along Dock Face~~	~~$ 1,000,000~~
~~Docks and Harbors~~	~~Auke Bay Passenger for Hire - Phase IIIC~~	~~1,650,000~~
~~Engineering~~	~~Marine Park Seawalk Infill (Lightering Float Area)~~	~~1,600,000~~
~~Engineering~~	~~S. Franklin Street Pedestrian Safety Capacity Improvements~~	~~1,000,000~~
~~Engineering~~	~~Homestead Park Planning / Cost Estimate~~	~~50,000~~
	~~State Marine Passenger Fee Priorities Total~~	**~~$ 5,300,000~~**

FISCAL YEAR 2021
BARTLETT HOSPITAL ENTERPRISE FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Bartlett Hospital	Asphalt Replacement Drive from Admin to JMC	$ 400,000
Bartlett Hospital	Crises Stabilization	5,500,000
Bartlett Hospital	Study to Determine a Secondary Campus Access	90,000
Bartlett Hospital	Operating Room Ventilation	300,000
Bartlett Hospital	Deferred Maintenance	4,000,000
	Bartlett Hospital Enterprise Fund Total	**$10,290,000**

FISCAL YEAR 2021
DOWNTOWN PARKING FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Parks & Recreation	Marine Park and Downtown Transit Center Parking Garages Security Cameras	$ 50,000
	Downtown Parking Fund Priorities Total	**$ 50,000**

FISCAL YEAR 2021
DOCKS AND HARBORS ENTERPRISE FUND

DEPARTMENT	PROJECT	FY21 BUDGET
~~Harbors~~	~~Harris Harbor Anode Installation Match Funds~~	~~$ 125,000~~
	~~Harbors Enterprise Fund Total~~	**~~$ 125,000~~**

FISCAL YEAR 2021
LANDS & RESOURCES FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Lands & Resources	Pits and Quarries Infrastructure Maintenance and Expansion	$ 50,000
	Lands & Resources Fund Total	**$ 50,000**

FISCAL YEAR 2021
WASTEWATER ENTERPRISE FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Wastewater Utility	Process Controls & SCADA (Supervisory Control And Data Acquisition) Upgrades $1,000,000	**$ 800,000** ~~1,000,000~~
Wastewater Utility	Pump Station Upgrades	**1,563,000** ~~2,383,000~~
Wastewater Utility	JDTP Pretreatment Improvements	500,000
Wastewater Utility	MWWTP SBR/WS/TS Pump Replacement	**750,000** ~~1,000,000~~
Wastewater Utility	JDTP Facility Structural Improvements	250,000
Wastewater Utility	MWWTP Furnace & Fuel System Upgrades	650,000
Wastewater Utility	Meadow Lane(south end) (Street Recon)	379,000
Wastewater Utility	Cedar St (Mend to Columbia) (Street Recon)	118,000
Wastewater Utility	Robbie Rd, Ling Ct and Laurie Lane Reconstruction (street recon)	20,000
Wastewater Utility	Tongass Blvd (Trinity to Loop) (Street Recon)	265,000
Wastewater Utility	Douglas 4th St F to I and Side Streets Sewer System Replacement	800,000
Wastewater Utility	Pavement Management Utility Adjustments	20,000
Wastewater Utility	ADOT Project Utility Adjustments	30,000
Wastewater Utility	**Capital Avenue Sewer Replacement**	**70,000**
	Wastewater Enterprise Fund Total	**$ 6,215,000** ~~7,415,000~~

FISCAL YEAR 2021
WATER ENTERPRISE FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Water Utility	Douglas 4th St F to I and Side Streets Water System Replacement	$ 850,000
Water Utility	Calhoun Avenue	75,000
Water Utility	Hospital Drive Waterline Replacement (Street Recon)	100,000
Water Utility	Meadow Lane(south end) (Street Recon)	350,000
Water Utility	Cedar St (Mend. to Columbia) (Street Recon)	107,000
Water Utility	Robbie Rd, Ling Ct and Laurie Lane Reconstruction (Street Recon)	140,000
Water Utility	Tongass Blvd (Trinity to Loop) (Street Recon)	250,000
Water Utility	Goodwin Rd (Street Recon)	112,000
Water Utility	Delta Drive (Street Recon)	229,000
Water Utility	Airport Area Water Replacement (Mallard, Jordan, Alpine, Crest etc)	117,000
Water Utility	LCB Well Pump VFD Conversion and Programming Updates	**975,000** ~~950,000~~
Water Utility	LCB Chlorine Generators replacement	300,000
~~Water Utility~~	~~Salmon Creek Efficiency Improvements~~	~~325,000~~
Water Utility	Outer Drive Watermain Replacement Dgn(Main St. south to Admiral)	150,000
Water Utility	Pavement Management Water Utility Adjustments	8,000
Water Utility	Areawide Water Repairs / Minor Replacements	150,000
	Water Enterprise Fund Total	**$3,913,000** ~~4,213,000~~

ORDINANCE 2019-06 CAPITAL PROJECTS FUNDING TOTAL	**$ 42,818,000** ~~57,343,000~~
ORDINANCE 2019-06 OPERATING BUDGET FUNDING TOTAL	**$ 800,000** *

**** Operating Budget Funding***

(c) The following list, as set forth in the "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2021-2026," are capital improvement projects identified as priorities proposed to be undertaken beginning in FY21, but are dependent on other unsecured funding sources. As the sources are secured, the funds will be appropriated:

FISCAL YEAR 2021
JUNEAU SCHOOL DISTRICT UNSCHEDULED FUNDING

DEPARTMENT	PROJECT		
School District	Sayeik: Gastineau School Partial Roof Replacement	$	1,500,000
School District	Dzantiki Heeni Middle School Roof Replacement		1,750,000
	Juneau School District Unscheduled Funding Total	**$**	**3,250,000**

FISCAL YEAR 2021
AIRPORT UNSCHEDULED FUNDING

DEPARTMENT	PROJECT		
Airport	26 MALSR (FAA F&E)	$	3,750,000
Airport	Channel Flying Property Acquisition (1.4m FAA, 100k JNU)		1,500,000
Airport	Float Pond south road and embankment imp. (1.63FAA, 110kJNU)		1,730,000
Airport	North Ramp Fencing and Lighting (375k FAA, 25k JNU)		400,000
	Airport Unscheduled Funding Total	**$**	**7,380,000**

FISCAL YEAR 2021
UNSCHEDULED FUNDING

DEPARTMENT	PROJECT		
Lands & Resources	Pederson Hill		300,000
Parks & Recreation	Kaxdigoowu Heen Dei Trail and Bridge Reconstruction (DOT Grant)		2,361,581
Parks & Recreation	Hank Harmon Rifle Range Safety Improvements (Grant)		25,000
Parks & Recreation	Neighborhood Park Challenge Grant - Juneau Park Foundation		30,000
Eaglecrest	Magic Carpet		190,000
	Unscheduled Funding Total	**$**	**2,906,581**

Section 2. Fiscal Year 2021 Budget. It is the intent of the Assembly that the capital improvement project budget allocations as set forth in the FY21 pending Capital Improvements List in Section 1(b), above, not already appropriated, shall become a part of the City and Borough's Fiscal Year 2021 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 **3rd** day of **June**, 2020.

Beth A. Weldon Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

AFC's Pending List - FY21 Proposed Budget Process

As of May 15, 2020

Note: Material Page Number References are from Online Meeting Packets

#	Expenditure Description	Proposed in Budget		Request	GF Request Over FY20	Status	Materials: Meeting Date & Packet Page	Materials: Meeting Date & Packet Page	Materials: Meeting Date & Packet Page	Budget Book
2	JOA groundkeeper	17,900	R	17,900	17,900	Unreviewed	Increment Info 5/6/2020 Page 31	N/A	N/A	Page 119
6	Grant to JEDC	400,000	R	325,000	-	Unreviewed	Request 5/6/2020 Page 33	N/A	N/A	Page 66
7	Grant to JCOA (through JEDC)	-	R	10,000	-	Unreviewed	Request 5/6/2020 Page 33	N/A	N/A	Page 66
8	Youth Activities Board (YAB)	332,500	R	350,000	17,500	Unreviewed	FY20 Update 5/6/2020 Page 35	Request 5/6/2020 Pages 36-37	Support 5/6/2020 Page 38	Page 116
9	Facilities Maintenance	-	R	107,900	107,900	Unreviewed	Increment Info 5/6/2020 Page 32	N/A	N/A	Page 119
10	AHF Support (outgoing grants)	525,400	1	525,400	AHF	Unreviewed	Assembly Recommendation 5/6/2020 Pages 40-41	Support 5/6/2020 Page 39	N/A	Page 51
11	Sealaska Heritage	-	1	1,500,000	1,500,000	Unreviewed	COW Presentation 2/10/2020 Pages 10-30	N/A	N/A	N/A
12	Childcare	-	R	765,000	765,000	Pending	Presentation 4/15/20 Pages 27-35	Support 4/15/2020 Page 36	Support 4/15/2020 Page 37	N/A

To open the Budget Book to the specified page number, follow these steps in Chrome: Settings -> Privacy and Security -> Site Settings -> PDF Documents -> "Download PDF files instead of automatically opening them in Chrome" must be OFF.

AFC's Pending List - FY21 Proposed Budget Process

As of May 15, 2020

Note: Material Page Number References are from Online Meeting Packets

							Materials			
#	**Expenditure Description**	**Proposed in Budget**		**Request**	**GF Request Over FY20**	**Status**	**Meeting Date & Packet Page**	**Meeting Date & Packet Page**	**Meeting Date & Packet Page**	**Budget Book**
13	Alaska Heat Smart Support	-	R	235,000	235,000	Unreviewed	Request 5/6/2020 Page 42	Report 5/6/2020 Page 43	Follow-up Info 5/13/2020 Page 48	Page 66
15	Biathlon Range	-	1	30,000	30,000	Unreviewed	Request 5/6/2020 Page 45	N/A	N/A	N/A
18	Eaglecrest Budget	-	R	275,000	275,000	Pending	Request 4/8/2020 Page 26 (Page 11 of link)	N/A	N/A	Page 84
20	Grant to Travel Juneau (HBT funding)	885,000	R	625,000	265,000	Pending	Request 5/6/2020 Pages 50-51	HBT Memo 4/15/2020 Pages 5-7	Staff Recommendation 5/6/2020 Pages 46-48	Page 46
21	Centennial Hall Funding (HBT funding)	664,700	R	534,400	84,400	Pending	Request 5/6/2020 Page 49	HBT Memo 4/15/2020 Pages 5-7	Staff Recommendation 5/6/2020 Pages 46-48	Page 46
22	Downtown Business Association (HBT historically)	75,000	?	75,000	75,000	Pending	Request 5/6/2020 Pages 52-53	HBT Memo 4/15/2020 Pages 5-7	Staff Recommendation 5/6/2020 Pages 46-48	Page 46

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AFC's Pending List - FY21 Proposed Budget Process

As of May 15, 2020

Note: Material Page Number References are from Online Meeting Packets

							Materials			
#	**Expenditure Description**	**Proposed in Budget**		**Request**	**GF Request Over FY20**	**Status**	**Meeting Date & Packet Page**	**Meeting Date & Packet Page**	**Meeting Date & Packet Page**	**Budget Book**
23	MPF Recommendations	6,286,600	R	2,751,850	MPF	Pending	Revised Recommendations 5/6/2020 Page 54	N/A	N/A	Pages 49-50
24	Airport North Terminal GO Bond to Airport Budget (CARES Funding)	-	R	602,400	-	Pending	CARES Funding Memo 5/13/2020 Pages 8-9	N/A	N/A	Page 182
25	Budget Reducion Scenarios	-	1	-2,129,700	-	Pending	Scenarios 5/13/2020 Pages 46-47	Budget Reductions 5/13/2020 Page 31	Personnel Reductions 5/13/2020 Pages 33-37	Various

To open the Budget Book to the specified page number, follow these steps in Chrome: Settings -> Privacy and Security -> Site Settings -> PDF Documents -> “Download PDF files instead of automatically opening them in Chrome” must be OFF.

City and Borough of Juneau
Assembly Finance Committee (AFC)

FY21/22 Proposed Budget Calendar and Key Dates – as of 5/19/2020
Wednesdays at 5:00pm, unless otherwise stated
All meetings will include an update on COVID-19 as necessary

APRIL 2020

1st Special Assembly Meeting – 5:30pm –Followed by Assembly Finance Committee
Special Assembly Meeting to Introduce FY21/22 Proposed budget, immediately Followed by Assembly Finance Committee meeting, Chambers

A. Introduction of the General Operating CBJ Budget Ordinance 2020-09
B. Introduction of the General Operating School District Budget Ordinance 2020-10
C. Introduction of the Mill Levy Ordinance 2020-08
D. Introduction of the CIP Resolution 2877

1st AFC Meeting #1 – 5:30pm - Immediately following Special Assembly Meeting

A. Distribution of the Operating Budget, Capital Budget and Capital Improvement 6-Year Plan
B. FY21/22 Proposed Budget Overview
C. School District Budget Presentation
D. Docks & Harbors (Carl Uchytil, Port Director)

8th AFC Meeting #2 – 5:00pm

A. FY21/22 Proposed Budget Overview (cont.)
B. Eaglecrest Ski Area (Dave Scanlan, Eaglecrest General Manager)
C. Capital Improvements Projects Program Budget/Plan

15th AFC Meeting #3 – 5:00pm

A. Hotel-Bed Tax Funding
B. Travel Juneau (Liz Perry, President/CEO)
C. Revised Passenger Fee Recommendations – For Review
D. Childcare

22nd Special Assembly Meeting - 5:00pm - Followed by Assembly Finance Committee
Within 30 days after receipt of the (school) budget, the assembly shall determine the amount to be made available from local sources for school purposes, and shall furnish the School board with a statement (motion) of the amount to be made available for FY21 School District operations. (Charter Section 13.6 (b))

Public hearings on the following (must be completed by May 1, per Charter Section 9.6)

A. General Operating CBJ Budget Ordinance 2020-09
B. General Operating School District Budget Ordinance 2020-10
C. Capital Improvement Program (CIP) Resolution 2877
D. Mill Levy Ordinance 2020-08

22nd AFC Meeting #4 (Immediately following Special Assembly Meeting)

A. Juneau International Airport (Patty Wahto, Airport Manager)
B. Bartlett Regional Hospital Presentation (Kevin Benson, CFO)
C. Debt Service Presentation
D. Proposed Mill Rate Presentation
E. School District - Funding "Outside the cap" – For Action
F. School Operating Budget – For Action

29th AFC Meeting - Cancelled

MAY 2020

6th AFC Meeting #5 – 5:00pm

A. School District Funding Ordinance 2020-10 – For Final Action
B. Ordinance 2020-23 for Electronic Procurement
C. Collection of Past Due Accounts
D. Ordinances 2020-19 and 2020-21 for Bond Refundings
E. Update on Assessment Appeals
F. Update on FY2020-Q3 Sales Tax Returns
G. Update on CARES Act Funding
H. Revised Macro Budget Tool
I. FY2021 Budget Pending Items List

13th AFC Meeting #6 – 5:00pm

A. Staff Recommendation on Collection of Delinquent Accounts – For Action
B. FY2021 Budget Pending Items List – For Action
C. Ordinance 2019-06(AB) Transfer for Accounting System Upgrade – For Action
D. Economic Stabilization Task Force Recommendations
E. Review of 4th Quartile Budget Priorities
F. Capital Improvement Plan Reductions
G. Operational Service Reductions

18th Regular Assembly Meeting – Monday – 7pm

A. Adoption of the School District's General Operating Budget Ordinance 2020-10

By May 31st, the assembly must determine the amount to be made available from local sources for school purposes (Charter Section 13.6 (b))

20th AFC Meeting #7 – 5:00pm

A. Macro Budget Tool Update
B. COVID-Related Childcare Support – For Action
C. Economic Stabilization Task Force Recommendations – For Action
D. CIP Update – Capital Project Review Scoring – For Action
E. FY2021 Budget Pending Items List – For Action

27th AFC Meeting #8 – 5:00pm

A. Pending Items List – For Final Action
B. Capital Improvements Projects Program Budget/Plan – For Final Action
C. Set Mill Rates – For Final Action
D. Final FY21/22 Proposed Budget Decisions –
   a. CIP Resolution 2877
   b. Mill Levy Ordinance 2020-08
   c. General CBJ Operating Ordinance 2020-09

JUNE 2020

3rd **AFC Meeting**

A. TBD

8th **Regular Assembly Meeting – Monday – 7pm**

A. Adoption of the General Operating CBJ Budget Ordinance 2020-09
B. Adoption of the CIP Resolution 2877
C. Adoption of the Mill Levy Ordinance 2020-08

10th **BREAK – No meeting unless needed for critical items.**

The Charter requires that the following budget actions be made <u>by June 15th</u>:

- **Appropriating Ordinances Adopting a Budget (Charter Section 9.7 (a))**
- **Mill Levy Ordinance (Charter Section 9.7 (b))**
- **CIP by Resolution (Charter Section 9.8)**

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

DATE: May 20, 2020

TO: CBJ Assembly

FROM: Mila Cosgrove, Incident Commander

RE: City & Borough of Juneau COVID-19 Response – Emergency Operations Center Update

Situational Update – Incident Level 2 - Operational Period 13 (5/14/2020 – 5/28/2020).

Disease Transmission/Contact Tracing:
No new cases today. DPH continues to follow 3 individuals as PUIs.

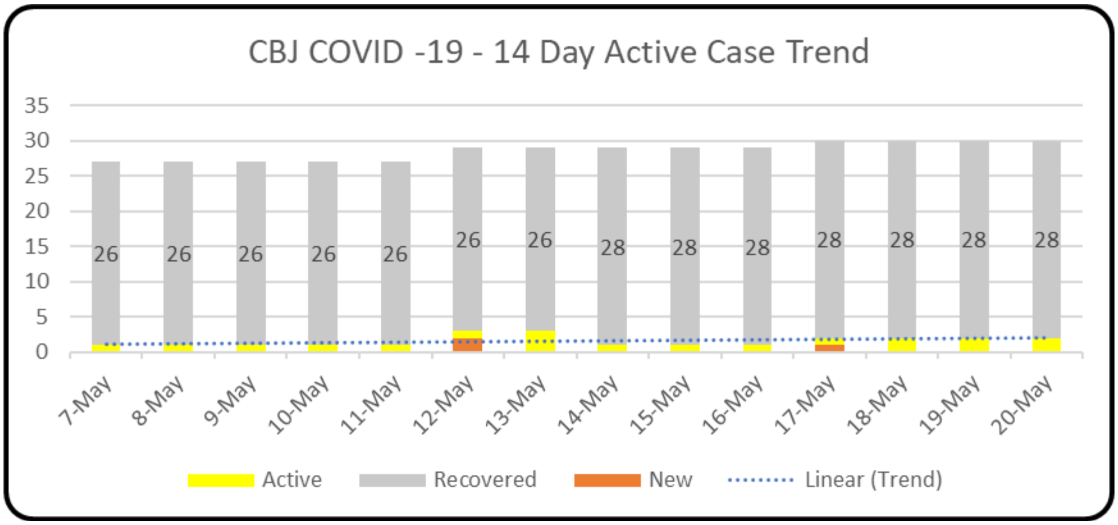
Testing:
PCR testing capacity and supplies remain good for current levels of testing. 57 individuals were tested as part of our shelter testing initiative. Operations went smoothly. There will be another round of testing tonight. 2 individuals reported symptoms and are housed at Centennial Hall pending test results. LCCC tests results are completed. 62 staff tests were taken, 1 was positive which was previously reported. 170 inmate tests came back negative, there were no positive tests. There were two tests that had collection issues. Those two inmates are being retested.

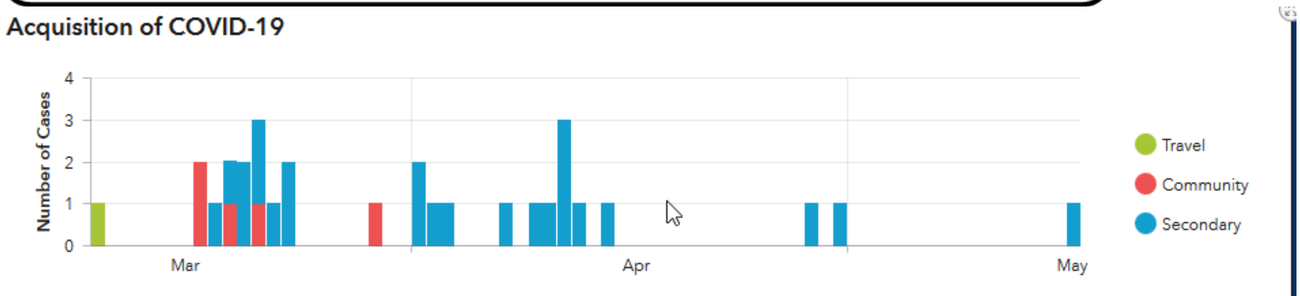
Hospital Response:
BRH reports adequate supply of PPE and no concerns related to workforce availability.

Issues of Note:
Governor Dunleavy combined Phase 3 and 4 of the Reopen Alaska plan effective May 22nd. That document is attached for your review. Interstate travel restrictions remain in place.

Numbers changed from yesterday are highlighted.

Category	Juneau		Statewide
Total Confirmed cases	30		402
Recovered	28		352
Cumulative Tests & % of population tested	1,622	5.27%	37,045
Average # of tests per day over the last 7 days	26.14	Up	
Positive tests over the last 7 days (# and % of positive)	1	0.55%	
DPH PUIs	3		
Hospitalized COVID +	0		44 (Cumulative)
Ventilated Patients	0		
Fatalities	0		10





Positive cases are back dated by the Division of Public Health during their contact tracing phase to the day of onset of COVID-19 symptoms. CBJ & DHSS Dashboards which can be found at: www.Juneau.org/COVID-19

Operational Highlights

Airport Screening: 170 passengers flew in, 93 were from out of state. The taskforce is standing up additional staff members for the new flight schedule.

Vessel Screening: Nothing to report.

Mobile Screening/Community Paramedicine:

45 calls came into the hotline, 26 referred for testing, 26 appointments scheduled.

There were 22 tests at the drive through, 15 of which were for medical related appointments, 7 for COVID related symptoms. 1 test was completed in home. To date, the Mobile Screening operation has sampled 607 for testing.

1 welfare check was completed at home, 1welfare check was completed via the phone.

Quarantine/Isolation: 2 clients as a result of the shelter screening event.

BRH: Targeting 80% capacity for non-emergent surgeries. Focusing on business as usual in the new environment.

Wednesday Focus – Volunteer and Community Coordination Taskforce

Volunteer Applications Submitted to Date: 292

Volunteers Referred: 238 (some volunteers have been referred to more than one activity)

- Delivery of Food: 52
- Sewing Masks and PPE: 124
- Screening Incoming Passengers: 18
- Other: 61
    - ROCK Juneau note writing initiative
    - Alaskan Brewery hand sanitizer distribution

288 volunteers were also invited to participate in the Thank You card writing activity for Hospital Workers Week

Agencies Supported with Volunteers: 12

- Meals on Wheals (CCS)
- The Glory Hall
- St. Vincent de Paul
- CBJ
- Southeast Mask Makers
- Southeast PPE Rapid Response
- Salvation Army
- ROCK Juneau
- Alaskan Brewing
- Bartlett Regional Hospital
- Southeast Food Bank

Requests for Assistance Submitted: 100 (Please note that many people have more than one request).

- Delivery of Pre-Paid Items: 11
- Delivery of Donated Food: 25
- Masks or other protective equipment: 52
- Questions About Current Mandates: 6
- Questions about how to get screened for COVID: 6
- Questions about rent/utility assistance: 47
- Small business support: 8
- Public Health Assistance with Re-opening: 6
- Organizations requesting support: 12
- Other: 74

Weekly Highlights

Things are quieting down on this front. We have referred six businesses/organizations to Public Health for support with re-opening. We have also received questions from businesses regarding additional supports for their loss of income. We have been distributing the last of the hand sanitizer from the brewery to some elders and people with disabilities who were not able to attend the give away. That has been very positively received.

Alaska's Plan Forward

Alaska has done an excellent job of managing COVID-19. We responded quickly to an unknown threat to keep our cases low and to ensure our healthcare systems have the increased capacity to deal with COVID-19 cases in the future. The base actions that led to our success will continue to be our playbook for the future:

- **Stay six feet or more away from non-family members.**
- **Wash your hands frequently.**
- **Wipe down surfaces frequently.**
- **Wear a face covering when in a public setting in close contact with others.**
- **Stay home if you are sick and get tested for COVID-19 if you have symptoms.**
- **Be mindful and respectful to those Alaskans that are most vulnerable to this virus. Those being our seniors and those with existing health issues.**

Under Phases I and II, businesses and organizations found new and creative ways to minimize the risk of COVID-19, and each day we are seeing new national and industry guidelines being released that provide guidance on safely operating.

It is with the listed guidelines and safety advisories that we can empower businesses, organizations and Alaskans to protect themselves and each other while continuing to open responsibly.

Now is the time for the next phase of our response. To move ahead, we are combining our future phases, while encouraging personal and organizational responsibility to safely operate while mitigating the spread of this disease.

Make no mistake. The virus is with us. We must function with it and manage it. There will be folks who contract the virus and fall ill, but if we follow *these guidelines*, we can help lower potential risks and keep our way of life intact with a few exceptions.

The state, local communities, tribal partners, and healthcare providers have come together to do tremendous work. We built up our health care capacity to handle a potential increase in cases. We have increased screening and testing and continued to have robust contact tracing. We have trained our healthcare workers to safely work with, and treat, the virus. We have stockpiled and distributed PPE around the state.

We will monitor the situation daily, as we have since this virus arrived in Alaska, and we will adjust, if necessary, to handle a growth in case clusters to prevent cases spiking.

Effective Friday May 22, 2020 Alaska is open for business:

- All businesses can open
- All houses of worship can open
- Libraries and museums can open
- All recreational activities can open
- All sports activities can open

<u>It's the responsibility of individuals, businesses, and organizations to minimize the spread of COVID-19. We encourage all to follow local, state, national, and industry guidelines on ways to conduct business and activities safely.</u>

<u>Exceptions/restrictions/closures:</u>

- 14-day quarantine for interstate and international travel to Alaska remains in place. This will be reevaluated by June 2, 2020, but will be reviewed weekly.
- All senior centers, prisons, and institutions will continue to have restricted access.
- Any proposed large public gatherings such as festivals and concerts need to consult first with public health before scheduling.
- The State will continue to work with large industries to protect their workforce and the communities in which they operate.
- Communities may still elect to keep in place travel restrictions.
  - Some Alaskan communities may wish to extend restrictions on non-essential travel into their communities for health reasons. Check with your local community.
- Health Mandates 15 (Elective Medical/Dental), 17 (Commercial Fishing), and 18 (Intrastate Travel) remain in effect.

It's because of you, Alaska, that our statewide numbers remain low. We will keep our numbers low because of your actions.

Economic Stabilization Task Force
Appointed by the City & Borough of Juneau's Mayor

Email: Economic-Stabilization@juneau.org
Mail: 155 S Seward Street, Juneau, AK 99801
www.beta.juneau.org/assembly/economic-stabilization

Date: **May 19, 2020**

To: **CBJ Assembly Finance Committee**

From: **Economic Stabilization Task Force**

Regarding: **Recommendations for CBJ CARES Act Relief Funding**

CBJ CARES Initial Funding Round Business Sustainability Grants

Grant Eligibility:

1. Business must have at least 50% local ownership as of February 15, 2020. Businesses include both for-profit and non-profit entities. Non-profit entities must be headquartered in Juneau.
2. Minimum decrease in revenues is 20% YoY in order to participate. – based on sales tax returns year over year, or financial information acceptable to the City Manager.
3. Eligibility based on prior year actual revenue or expected 2020 revenue.

Task Force recommends three rounds of funding. The grants in the table below are those to be made in the initial round. The initial round is a simplified program that could be introduced relatively quickly. Second and third rounds would follow in future months, in which the CBJ CARES Grant Program would take into account details of each business, and issue grants based on rent/lease and debt costs for the period May 2020 through August 2020. In addition, reimbursement for any documented costs of physical retrofitting their businesses due to COVID-19 safety measures would be made in follow-up rounds.

Grant Amounts by Size of Business:

	Small	Medium	Large
Annual Revenue	\$0-\$750,000	\$750,001-\$2,000,000	\$2,000,001 +
Calculation based on average lease/rent and debt costs over approximately 5 months	20,000.00	37,500.00	75,000.00
Initial Funding Level	33%	33%	33%
Initial Grant Amounts	7,000.00	12,000.00	25,000.00

Recommended Funding Initial Round: \$2,300,000.

We would also request to have a discussion with the Assembly for a range of total funding for relief programs.

<u>Commercial (For-Profit and Non-Profit) Water and Sewer Utility Payor Relief</u>

Businesses are given a discount on their utility bills equal to the percentage decline in year-over-year (YoY) sales as reported on sales tax return. Funding Source is CARES Act. Businesses include both for-profit and non-profit entities. Non-profit entities must be headquartered in Juneau.

1. Business is a commercial utility payor, or a tenant who makes utility payments to a landlord on an allocated basis
2. Business must have at least 50% local ownership as of February 15, 2020.
3. Percentage decrease in YoY revenue is documented by the monthly or quarterly sales tax return results, or financial information acceptable to the City Manager, in equal percentage decrease in utility bill in comparing 2020 to 2019. For tenants who make utility payments to landlords, tenants will be reimbursed for their utility cost by CBJ making a direct payment to the tenant.
4. Minimum decrease in revenue is 20% YoY in order to participate.
5. Program runs from May 2020 through April 2021 (or earlier depending on expiration of CARES funding).

Optionally include AEL&P, Fuel Oil, and Refuse utility costs

- CBJ passes COVID-19 funding on to other utility providers based on above parameters.
- AEL&P able to participate as long as CBJ makes determination of amount and payment for customer account. Other utility payments will also be reimbursed to commercial businesses based on paid amounts reported to the CBJ by the businesses.
- Same calculation as water and sewer utility payments above.