City and Borough of Juneau
Minutes - Assembly Finance Committee Meeting
Wednesday, December 16, 2015, 5:30 p.m.

I. Call to Order

The meeting was called to order at 5:30 PM by Karen Crane, Chair.

II. Roll Call

Committee Members Present: Jesse Kiehl, Debbie White, Karen Crane, Jerry Nankervis and Loren Jones.
Committee Members Present from 5:30 PM to 5:58 PM: Kate Toll
Committee Members Participating Telephonically**:** Maria Gladziszewski.
Committee Members Absent: Mayor Mary Becker.

III. Approval of Minutes

The October 21, 2015 minutes were approved as presented.

IV. Change to the Order of the Day

Chair Crane announced a change to the agenda, switching Items IV. and V. resulting in Juneau Housing First Corporation Project Bridge Funding Request being heard before Snow Removal Equipment Facility Project Update.
There were no objections.

V. Juneau Housing First Corporation Project Bridge Funding Request

Bob Bartholomew, CBJ Finance Director, provided an overview of the $1.8M request for Bridge Funding from Juneau Housing First Corporation. He clarified that the funding would be an appropriation of existing fund balance of $1.8M to meet the restrictive conditions currently requested by AHFC (SNHG grant) and Tlingit-Haida Regional Housing Authority, in order for them to authorize the construction contract and building on the property. To meet the restrictions a non-conditional funding source is required.
Amy Skilbred, Executive Director, Juneau Community Foundation responded to questions from the body.
Mariya Lovishchuk, Director, Glory Hole and responded to questions and provided an update on the request and the Housing First project.
Scott Ciambor, H&SS Planner, Alaska Mental Health Board also responded to questions from the body.

A Brief at Ease was taken at 5:49 PM.
(Due to audio issues comments from the sole telephonic participant, Maria Gladziszewski were not heard in the Assembly Chambers from 5:30 PM through 5:49 PM. Ms. Gladziszewski was able to hear the activity, but unable to participate. However, the audio recording did capture her comments. The issue was resolved during the brief at ease.)
The meeting reconvened at 5:51 PM.

Jesse Kiehl motioned for the AFC to direct staff to introduce the funding request not to exceed $1.8m in bridge funding incorporating match.
There were no objections.

Ms. Troll left the meeting for the evening at 5:58 PM, just before the SREF Project Update.

VI. Snow Removal Equipment Facility (SREF) Project Update

Bob Bartholomew provided an overview of the financial aspects of the project.
Patricia deLaBruere, Airport Manager responded to questions from the committee.
Committee members: 1) expressed concern about the use of sales tax revenues for reimbursing FAA & the State and 2) questioned how the State grant was being utilized. Bob Bartholomew addressed the issues and stated that the proposed use of funds was appropriate use of funding if this is how the committee wished to proceed. Ms. deLaBruere stated that airport board supported this approach and that staff would proceed to implement this funding proposal and that the SREF FAA funding request would be part of the FY17 capital budget update.
There were no objections from the committee.

The meeting was recessed at 6:22 PM.
The meeting reconvened at 6:25 PM.

VII. Responses to Audit RFP – Evaluation & Recommendations

Bob Bartholomew outlined the history of and responses to the Audit RFP, and offered a recommendation to the Committee to go with the highest scorer to the RFP.
Karen Tarver, CPA Partner, Elgee Rehfeld Mertz, LCC and Bob Bartholomew responded to questions from the Committee.
There were no objections to accepting staff recommendations.

VIII. FY16 Major Revenue Fund & General Governmental Fund Balance Update

Bob Bartholomew spoke to the Major Revenue Update, including the ramifications from cigarette stockpiling pertaining to Tobacco Tax and the Tobacco Tax Fund Balance. He also reviewed the updated available fund balance schedule. Bob Bartholomew explained that Housing First appropriation (for bridge funding) will reduce available fund balance until they secure sufficient funding to replace the CBJ appropriation.

IX. Information Item – Property Tax Foreclosure Update

Bob Bartholomew provided an update since discussing the topic with the Committee in September, 2015. Since meeting, all real properties have now paid their property taxes through 2013. For 2014 Taxes, taxes must be paid by October 31, 2016 on 56 parcels equivalent to $230k in property taxes.
Some delinquencies remain with mobile homes; however staff is working on a plan to address this issue.

X. Information Item – Social Services Grant Administration Agreement

Minutes - Assembly Finance Committee Meeting
Wednesday, December 16, 2015, 5:30 p.m.

Kim Kiefer, City Manager provided an update. She stated that CBJ has signed a Grant Agreement with the Juneau Community Foundation as directed by the Assembly in November. They will be issuing the Social Service Grants as part of their overall grant process, contingent upon the Assembly's approval of SSAB funds in the FY17 Budget. The total amount they will be able to grant out will be $853,900. They will provide an update as they move forward with their process. The proposal to abolish the SSAB will be before the Assembly in January, 2016.

XI. Information Item – Print Shop Program Review

Kim Kiefer, City Manager outlined the results of the review, including recommendations to move the Print Shop from the Clerk's Office to MIS to recognize efficiencies and potentially some savings, which would not be seen with outsourcing.

XII. Information Item – Ordinance 2015-48 Amending Finance City Code Related to Same Sex Domestic Partnerships

Bob Bartholomew provided an overview to the Committee in advance of the Ordinance's introduction at the Assembly meeting on December 21, 2016.

XIII. Executive Session

Employee Compensation Negotiations.

Jesse Kiehl moved to convene to Executive Session for the purpose of discussing Employee Compensation Negotiation matters. There being no objection, it was so ordered.

The meeting was opened to public testimony to see if there was any objection to the Executive Session. No one was present to testify.

The committee entered into Executive Session at 7:06 PM.
[Due to computer problems, the audio recording of the meeting ended at 7:06 PM.]

The committee returned from Executive Session at 7:30 PM.
Jesse Kiehl reported that the committee had heard from staff regarding employee contract negotiations and the committee provided comments and direction to staff.
Karen Crane asked if there was any other business. There was none.

The meeting was adjourned.

XIV. Next Meeting Date

Wednesday, February 10, 2016

Adjournment

Meeting was adjourned at 7:33 PM.