

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA

For Wednesday, May 18th 2022

CBJ Room 224 and

Via Zoom Meeting - <https://bit.ly/3vMMQwn>

Meeting ID: 851 5076 8944

Passcode: 537360

Call In: (253) 215-8782

- I. Call to Order** (at 5:00pm in CBJ Room 224 and via zoom)
- II. Roll Call** (James Becker, Lacey Derr, Don Etheridge, Paul Grant, David Larkin, Matthew Leither, Annette Smith, Bob Wostmann and Mark Ridgway).
- III. Approval of Agenda**

MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED
- IV. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total)
- V. Approval of Wednesday, April 20th, 2022 Operations/Planning Meetings Minutes**
- VI. Consent Agenda** - None
- VII. Unfinished Business** - None
- VIII. New Business –**
 - 1. 1% Sales Tax Initiative Projects – Harbor Enterprise
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: RECOMMEND APPROVAL OF THE 1% SALES TAX INITIATIVE PROJECTS PRIORITIZATION LIST FROM TONIGHT’S MEETING AND FORWARD TO THE FULL BOARD FOR APPROVAL.

- IX. Items for Information/Discussion**
 - ~~1. Liveaboard working group – brief report~~

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~~———Presentation by Paul Grant~~

~~Committee Discussion/Public Comment~~

2. Statter Harbor Phase IIIC – updated design
Presentation by the Port Engineer

Committee Discussion/Public Comment

3. Proposed Regulation Changes
Presentation by the Harbormaster

Committee Discussion/Public Comment

X. Staff & Member Reports

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting-**Wednesday, June 22nd, 2022**

XII. Adjournment

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OPERATIONS/PLANNING COMMITTEE MEETING MINUTES

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CBJ Room 224 and Via Zoom Meeting

- I. Call to Order** Mr. Ridgway called the Operations/Planning meeting to order at 5:11pm in CBJ Room 224 and via zoom.
- II. Roll Call** The following member were noted in attendance via Zoom or in person in CBJ Room 224. Lacey Derr, Don Etheridge, David Larkin, Matthew Leither, Bob Wostmann and Mark Ridgway.

Absent: Paul Grant, James Becker, and Annette Smith.

Also in attendance: Carl Uchtyl – Port Director, Matthew Creswell – Harbormaster, Erich Schaal – Port Engineer, and Teena Larson – Administrative Officer

III. Approval of Agenda

Mr. Uchtyl recommended to have discussion on items for Information Item #2 first. Staff will then go present the Budget to the Assembly Finance Committee and return for presentation from Ms. Derr.

Ms. Derr said the presentation is on Live Aboards and not Dog Waste.

MOTION By MR. ETHERIDGE: TO APPROVE THE AGENDA AS AMENDED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

- IV. Public Participation on Non-Agenda Items** - None
- V. Approval of Wednesday, March 23rd, 2022 Operations/Planning Meetings Minutes.** Hearing no objection, the March 23rd, 2022 minutes were approved as presented.
- VI. Consent Agenda** - None
- VII. Unfinished Business** - None
- VIII. New Business** - None
- IX. Items for Information/Discussion**

1. Live Aboards – (started after the Assembly Finance Committee Budget presentation). Ms. Derr said her goal is to introduce this topic, start doing research, and maybe bring this back to the May Operations meeting. This is about safety, sustainability, and health in our harbors with our live aboards. She said everyone is aware that housing is a struggle in Juneau and there was a new report that housing in Juneau is getting worse.

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Houses are being turned into Airbnb and permanent housing is a struggle. There are very few, if any, codes regulating live aboards. Even the forms for our live aboards are outdated. We should start addressing these issues to be proactive. She said she read through all the codes on our website and she only found two that talked about residential live aboards. She said she found one that pertained to marine sanitization requirements and the resident surcharge and those were the only two. In the packet are some of the forms used by our harbor, which one is a registration form. We should look at our live aboards as tenants and we are the landlord. She said she was a landlord for two years and her rental agreement was a lot longer than our agreement which is one page and no codes are referenced that the harbor agreement says you have to follow. She said she does not want to eliminate housing/live aboards because that is not sustainable, or equitable in anyway. The Board needs to come up with guidelines/regulations, things to support our live aboards in a healthy, safe, and sustainable manner. We currently have live aboards that do not have power to their vessels, marine sanitization system, and they do not have heat, water, and a way to make food. She has looked at other harbors and Seattle's Shilshole Marina she noticed has limits. An easy thing to start with is you need to own your boat to live on it, and we do not need Airbnb's or leased boats in our harbors. If you are living on a boat you need to own that boat. That will come with respect, safety responsibility, and insurance. Shilshole requires upwards of \$300,000 of liability insurance. We can also look at one domestic animal per vessel. The animals need space and we may run into people getting bit again. We should also look at the maximum amount of live aboards per harbor. She said she walked every float in our harbors and she is looking at maybe 10 percent in each harbor. When our summer visitors come it will probably increase to 12 to 15 percent. Ten percent would represent our permanent local live aboards. Transient should not be considered as live aboards, especially at Statter Harbor. We do not always have water at Statter and it is a necessity. She said she also considered having a live aboard association with a representative for each harbor. She has already spoke to quite a few people and she is looking forward to hearing from the Board members pros and cons. She believes there is 20% of our harbors live aboards so we should stop accepting live aboards and get that into sustainable levels. If we do not want to put limits on live aboards, they will keep growing. She said she has meeting set up to talk to different people and will bring that information back to the May meeting. Putting a limit on the live aboards could mean we need to come up with alternate revenue sources. If we do not put a limit on the live aboards we should be able to reach out to housing grant associations. There are harbor grants available if the harbors is going to be a residential facility we need to be able to support that.

Committee Discussion

Mr. Leither said he is disappointed this came up two hours before our meeting. He knows people that want to comment but he did not know this was on tonight's agenda. He asked Ms. Derr what her goal is. He does not believe when live aboards do not have water they are not healthy. They can get water from the harbor and they are not dying. You can make a case they could have better electricity, so then lets tackle that issue and not attacking one group. There are people that do not want to be able to cook food, they eat out and come back to their boat to go to bed. Talking about sustainability does not

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make sense to him, they are all required to pump out and a boat uses less electricity than a house. He does not understand the 10%. He knows other places do that but he does not understand why. He said he knows a lot of live aboards in our harbors that are great contributors to our society. They are not bums and mooching off the system and this is hard for them. He said we may lose people with only allowing 10%. He said he believes this a sustainable and low cost housing issue and this is not something we should run away from. If we want to tackle this as a housing issue than let's do that but the solution is not limiting to 10% but try to come up with a good way to deal with housing and eliminating problems that come with that.

Mr. Ridgway encouraged Mr. Leither to work with Ms. Derr on this topic.

Mr. Etheridge said there are a lot of great patrons that are live aboards. There are also individuals that are not great and that is the problem we have. There are organizations in our community that are steering people living on the streets to move to the harbors. With that there will be more crime, more sunk vessels, and lot more issues.

Mr. Leither said he is not sure of a good answer for that but he does know the harbor is the last stop before homelessness. He does not like eyesores on the dock or more crime but if there is a way to do that surgically and get the bad actors off the dock that is a better way to approach this.

Mr. Wostmann commended Ms. Derr for the presentation. This is a problem that needs to be worked on. He said this is only going to get worse. We need to establish regulations and rules and put the guidelines out there. This is a great start and it will take a long time to finalize. We will need to have multiple discussions and public input meetings.

Mr. Larkin said this does need to be discussed. He agrees with Mr. Leither and he is familiar with the Shilshole Marina and it is a great marina. His concern is the hard number of 10 or 20 percent. He would need to see some engineering supporting that number. Just setting an arbitrary number is not something he agrees with. We should not try to limit the transient because that is a broad term. The other thing about Airbnb's on boats, which is a growing industry. We should look at that and get ahead of it and make an area for that. Saying it is not allowed to a growing area is not the way to go. We should look at this.

Mr. Larkin left the meeting.

Mr. Leither asked if there are current Airbnb's in the harbors?

Mr. Creswell said we have a polity that we do not allow people to rent their boats out for an Airbnb. He has not had to deal with that for a long time. We have heard about it, but we do not know of any Airbnb's.

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Ms. Derr said looking at this the same as a house, if a house did not have electricity or running water it would be condemned. We do house a lot of people that have lack of resources and social functions and they will fall through the cracks. We want to support people in a healthy manner. She said she met one live aboard that refers to the dock his boat is tied to as his front yard and his boat is his home. If all the live aboard do not treat their boat and area they are tied up to the same, how do we address that?

Mr. Uchytel said there is code 85.10.030 that is policy and intent of harbors. He read it to the Committee. At no place does it say we have a charge for live aboards. This can be changed, but that is how the ordinance reads on the use of our harbors.

Mr. Ridgway said there are a lot of really good live aboards but then there are also bad actors. He said this is an economic decision.

Mr. Leither said a year ago, someone told him that the Assembly was telling people that the Harbors is a source of affordable housing. Is that really a code?

Mr. Uchytel said referencing the code, there could be some deference to live aboards.

Mr. Ridgway said he lived on a boat when he did not have any money so he understands. If we need to make this work for CBJ, he would like clarity. He would like to know from the Assembly if they want the harbors to offer low income housing.

Mr. Leither said he wants the Board to tell the Assembly what we want and not the other way around. The live aboards pay rates and we are looking at finances. If our Harbor Rate Study comes back and says the live aboards are paying what they should be, coming down on live aboards is not doing us any financial favors but hurting our finances.

Mr. Ridgway asked over the last six to eight years, has there been a correlation between less desirable live aboards and harbors having to dispose of their vessel?

Mr. Creswell said we have an excel spread sheet showing vessels that we had to dispose of over the last several years. He cannot remember exactly, but he believes it is 21 out of the 25 vessels disposed of are from live aboards. We pay approximately \$2,000 each to dispose of them. If he did a round up in the harbors and required a seaworthy test right now, we would see that number increase.

Mr. Etheridge said he lived in the harbors as a kid, and there were live aboards at the time, but not many. He lived with his whole family but it was mainly fisherman. A lot has changed over the years and it is a cheaper lifestyle so we end up with an increase in crime from the drug dealers. We have several drug dealers the Coast Guard moved out. There are a lot of great families that lived in the harbors, but we need to figure out how we can clean this up. With the homeless being sent to the harbors to live, his concern is ending up with more undesirables.

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Ms. Derr said she does not live on a boat and does not have the experience that people have that live on a boat. She said she is coming at this from an outsider's perspective. She would like to hear the insider's perspective. She would like suggestions and comments funneled through her so she can create a matrix and bring it back to the next meeting. She is just looking for the best way to move forward on this topic. If we are going to be a residential facility we should get the support.

Mr. Ridgway recommended Chair Etheridge establish a sub-committee for this topic.

Mr. Leither said he encourages to look at the actual problem. What are we actually trying to fix and work on fixing that? He said he was in Aurora last week and there are a lot of ugly looking vessels and they are not all live aboards.

Ms. Derr said she heard a recommendation to move all the live aboards on one finger, but that is not feasible to do. It would make it all easier for snow removal and water, but that will not work.

Mr. Uchytel said there is an opportunity in the North end of Aurora. There could be all the needed amenities in that one area for live aboards. Statter Harbor is a transient harbor and we have many live aboards in that harbor. Because of transient facility, they are required to move every 10 days and that is a management nightmare getting the live aboards to move every 10 days. Staff is making a huge effort to make that happen. That is another policy decision to allow live aboards in a transient harbor.

Mr. Ridgway said he agrees to determine the problem and work on the problem. He has heard overtime that there has been a higher rate of live aboard boats disposed of than non-live aboards.

Mr. Leither said we call Statter Harbor a transient harbor but there are boats that set there all week and do not move and that is not only the live aboards. Again, you are making this a live aboard issue but it really is not. If you want to make this a transient harbor and only be able to be there for 10 days than enforce that and not make this a live aboard issue. The live aboards in Statter are moving every 10 days but they do not leave the harbor, they just move to a different slip. The second thing to bring up is there are a few bad actors, is there a way to be more proactive to remove the bad actors legally?

Mr. Creswell said we works closely with JPD and closely with our nighttime security officer. We know people do bad things in the harbors. We do not have anything to kick someone out of the harbor for being a bad actor. This is a large puzzle with a lot of pieces and he does not have the authority to throw someone out of the harbor for being a bad actor.

Mr. Etheridge said Docks & Harbors has talked to CBJ Law. If they are living in the harbor it is even harder to get them out of the harbor. We are not allowed to do a lot of things.

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Mr. Ridgway asked if it is in code Statter Harbor is a transient harbor.

Mr. Uchytel said it is not in code.

Mr. Etheridge said when we took over the harbor from DOT, there was a set amount of slips that had to be transient. Since then that number has changed to what we want.

Mr. Uchytel said we could change this.

Mr. Ridgway asked, given the code Mr. Uchytel read earlier, if we do an uptick of vessel inspections, generally that code indicates what the condition of the vessel should be in, could that be dialed up? And if so, how would you do that?

Mr. Creswell said currently every vessel is required to do a sea trial three times annually. When he just goes and picks a vessel he gets resistance and asked why others do not have to do a sea trial. The patron acts like they are getting picked on. It is a struggle to do that.

Mr. Ridgway recommended to come up with a screening tool that will help him do his job in regards to vessel move requirements. If you see vessels not meeting the screening criteria, they are the vessels to work on.

Mr. Wostmann support setting up a working group on this topic. Figure out what the problems are that need to be resolved, what are the benefits with a vibrant live aboard community and what are the community needs that would be impacted by our decision regarding the live aboard community. He said when he first came to town he was a live aboard and he is sympatric to building rules and a format to developing a vibrant live aboard community.

Public Comment - None

2. Board Meeting Start times

Mr. Uchytel said this discussion was encouraged by the Assembly and the Mayor asking Docks & Harbors if the times that we meet is appropriate and does it cause a barrier to public participation in our processes. When he first became Port Director, there were four meetings a month, Operations, CIP, Finance, and the Regular Board and they were held at 7:00pm in the Assembly Chambers. In the last ten years we changed the by-laws and now we have an Operations/Planning Committee, which is a Committee of the Whole, and a Finance Committee. The Chair has established a Finance Sub-Committee with seven of the nine members; however, Sub-Committees have to be reinstated every year because they expire at the end of each fiscal year. The start times went from 7:00pm to 5:00pm. We have previously held Special committee meetings at noon. He said Docks & Harbors staff will follow whatever the Board would like to do. All CBJ departments have different meeting start times. He said same two who attended the 7:00 pm meeting were the same when it was changed to 5:00 pm.

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Ms. Larson showed the CBJ calendar which showed several CBJ organizations holding meetings at different times throughout the day and evening.

Committee Discussion -

Mr. Etheridge said we always had the same three people showing up to the meetings unless there was something specific that brought people in. Only two people have complained about the start time.

Mr. Leither asked if the Assembly is asking us to reconsider a change in meeting time as a blanket statement or do they want us to change our times.

Mr. Uchtyl said he is unsure of why our Liaison brought it up.

Ms. Derr commented that when she was interviewed for the Board, she was asked if she would be able to participate. She said since she has been on this Board, there has been amazing participation. Moving the time to an earlier time, would that affect Board member participation? She suggested if the time does change, maybe have a 5:30 pm start time.

Mr. Ridgway said he would like to make a decision from information from the public. He would consider a 5:30 pm start time but only if there is a reason why. He said having a start time of 5:00 or 5:30 works great for him but a 7:00 pm start time is late for him. He suggested to leave things the same but also seek input from the public and Board members. Maybe send out a poll asking, "is 5:00 pm start time inconvenient." We have three meetings a month and they start at 5:00 pm.

Mr. Leither liked asking the public what time to have our meetings start but to leave it open by just asking what time someone would like to have meetings. He does not think there are a lot of people who care what time our meetings are.

Mr. Etheridge said the comments he heard from the two people complained was that 5:00 pm does not work for them because they do not get home in time to participate in the meetings. He commented that another way we could run the meetings would be to start our meetings at 5:00 pm and hold our public hearing time at 5:30 pm.

Mr. Ridgway wanted this brought back to the Operation meeting with additional information.

Mr. Creswell asked if the Board is asking this be put on Facebook, he would need to be specific. He suggested to create a poll with potential times the meetings could change to. There will be more participation with a poll.

Ms. Derr said she would be happy to help come up with some language for the poll.

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Mr. Ridgway said he would like a generalized question. He suggests asking, “is it a significant issue with the time the Board meets.”

Public Comment –

Mr. Kirby Day, Juneau, AK

Mr. Day asked if this is about the Regular Board meetings or all Docks & Harbors meetings? He commented that the Assembly only meets once per month and there is only one opportunity for public input. There is also an opportunity to send an email. The other option is to add another public participation at the end of the agenda and/or if it is an agenda loaded with action items start the agenda with non-action items. Docks & Harbors does a great job advertising meetings and making sure people know they are taking place. Everyone will have a timing issue because everyone has a different life. He is satisfied with the current times.

[At 5:32 pm the Committee went to an at ease and staff presented the budget to the Assembly. He said we will reconvene around 6:00 pm.]

[At 6:10 pm Mr. Ridgway called the meeting back to order and Ms. Derr went over her live aboard presentation in the packet.]

X. Staff & Member Reports

Mr. Creswell said staff just returned from Taku Harbor a few minutes ago where they did pressure washing, weed eating, and worked on the dock transition. They need to go one more time to finish the transition connection.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting-**Wednesday, May 18th, 2022**

XII. Adjournment. The meeting adjourned at 6:29pm.



Port of Juneau

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From: Port Director (annotated by the finance subcommittee based on May 11th meeting)
To: Docks & Harbors Board
Date: April 28th, 2022
Re: 1% SALES TAX INITIATIVE PROJECTS – HARBOR ENTERPRISE

1. At the March 31th regular Board meeting, the Board of Directors agreed to rank order projects for Assembly consideration as part of the 1% Sale Tax Project Initiative process. The ranking of these projects are provided in attached enclosure. It is uncertain how the Assembly will evaluate which projects will be presented to the voters on the October 4th ballot. The CBJ Charter requires the Assembly approve a slate of projects eligible for the 1% Sales Tax Project Initiative which will be not later than the July 11th, 2022 Assembly meeting. This memo is intended to codify the will of the Docks & Harbors Board of Directors.
2. The following are the five projects ranked highest from the March meeting:

- a) Aurora Harbor Phase III/IV: After the planned demolition and Army Corps of Engineers dredging of the north end of the Aurora Harbor basin, additional funds would be used to leverage the ADOT Harbor Grant to continue rebuilding this small boat harbor. Docks & Harbors has previously invested \$16M to recapitalize the first two phases and approximately one-third of the harbor remains empty. Docks & Harbors has \$1.5M from the 2017 1% Sales Tax Initiative with a \$500K commitment from the Harbor Fund Balance in applying for a \$2M ADOT Harbor Grant. Any additional 1% Sales Tax revenues would go to expanding the scope of the project.

Minimal useful funding: \$3M ask will allow for construction of approaches and head float and possibly one side float.

- b) Wayside Park Maintenance Dredging: In 2000, the existing 50 foot by 100 foot roadside fishing float was designed/constructed by ADOT and then transferred to CBJ for management along with property conveyance. The float is heavily used by locals and provides a vehicular drive down for ADA accessibility. Over the past two decades, isostatic rebound has resulted in the float being aground a certain low tides. The periodic grounding is believed to be damaging to the structural integrity of the float. The Port Director knows of no other grant program which can be leveraged for this purpose. A 2014 detailed estimate to dredge this location was \$350K.

Current cost estimate: Dredging and repair to existing dock: \$750K

- c) Douglas Harbor Uplands Improvements: With the most recent recapitalization project completed in 2018, the Mike Pusich Douglas Harbors float are relatively new. However, the uplands, including the launch ramp and harbor parking lots, are unimproved and lack landscaping and other similar amenities enjoyed at the Statter facility. The Douglas Advisory Board and other Douglas residents have pleaded their desire for the lots to be paved, landscaped and an appropriate harbor walk installed. The Port Director knows of no other grant program which can be leveraged for this purpose. The cost for improvements are scalable to \$2M.

\$2M ask should get us sidewalks, landscaping and lighting. Projects can be scaled down to one or two of these. Estimate does not include paving or bathrooms.

- d) North Douglas Boat Ramp Improvements: The existing launch ramp is inadequate for the volume of use and an unscientific survey from August suggested strong community support for expanding this facility. Other than a rudimentary rendering showing one-hundred truck-trailer parking spots and a double launch float, no significant design efforts have commenced. In addition to citizen concerns surround additional North Douglas Highway traffic, Docks & Harbors will need to navigate ADOT Right-of-Way challenges before serious design efforts can commence. The Port Director believes there will be matching funds via the ADOT Harbor Grant program and through the Dingell-Johnson Sport Fish Restoration Act which administered through ADF&G. It is anticipated that \$20M would be required for a 100 truck-trailer parking lots, which is scalable.

Engineering to provide estimate for permitting and design to move this project forward.

- e) Cost Share w/ACOE - Statter Breakwater Feasibility Study: The existing breakwater is approaching 40 years and is in need of recapitalization. The Army Corps of Engineers is federally responsible for breakwaters, jetties & groins. The process to advance Docks & Harbors' interests is to petition ACOE to enter into a feasibility cost sharing agreement (FCSA). In this phase, the ACOE would evaluate solutions to replace the existing breakwater. The local applicant (Docks & Harbors) would be responsible for ½ of the analysis, up to \$1.5M. After 5 years of requesting this ACOE "new start", the Port Director has reason to believe it will be included in the federal FY23 WRDA Bill which funds much of the ACOE.

\$1.5M ask is the minimum required to be able to provide the matching funds for a feasibility analysis by the Army Corps.

3. There is developing information on two projects which may influence Board member's decision in weighing the individual projects which were considered at the March meeting.

- a) Public-Private Partnership (P3) with Marine Exchange of Alaska (MXAK): Docks & Harbors has been approached by MXAK with a need to expand their waterfront operations in the vicinity of their existing main office overlooking Harris Harbor. The evolving discussion has led to an opportunity to partner with MXAK to develop a shared building which could replace the existing Aurora Harbor Office building. Leveraging the value of the property assigned to the MXAK facility needs could provide a springboard to aggressively pursue replacement of the Aurora Harbor building. There are no other known grant opportunities for this purpose.

\$1M - \$1.5M is the best available estimate for D&H participation based on current per sq. ft. construction costs for similar space. After negotiation with the marine Exchange and initial design work, a better estimate could increase the cost.

- b) Taku Harbor Recapitalization: Docks & Harbors staff mobilized last week to Taku Harbor to pressure clean and make repairs to the floats. These floats were repurposed from the Amalga Harbor project from the early 2000's and are past their useful life. The Deputy Port Engineer led the repair efforts and is expressing concerns about the viability of maintaining the existing float system into the future. Matching funds via the ADOT Harbor Grant program or through the Dingell-Johnson Sport Fish Restoration Act could be leveraged with local money to recapitalize. This project is scalable to \$5M.

Minimum useful funding: \$750K-\$1M to participate with Fish & Game would replace the older section of floats which have currently failed.

#

Encl: Docks & Harbors Board Ranking Priority

DEPARTMENT CAPITAL IMPROVEMENT PRIORITIES

D&H Board Ranking

Harbors	Project Name										Weighted	
	Larkin	Derr	Becker	Etheridge	Wostmann	Smith	Ridgway	Leighter	Grant	Raw Points		
	1	1	1	1	1	5	4	4	2	34		
								5	5	2		
							1	1	1	15		
	2			3				2		11		
						4				2		
	3	1	2	2	3	3	5	3	3	29		
		2			2		3			11		
	4								4	4		
	5	3			4	1	2			15		
						2				4		
					5					1		

Weighted Raw

- #1 = 5 points
- #2 = 4 points
- #3 = 3 points
- #4 = 2 points
- #5 = 1 point



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

TO: Mayor Weldon and Assembly
FROM: Rorie Watt, City Manager
RE: 1% Sales Tax for Projects

DATE: May 12, 2022

At the 5/2 Committee of the Whole, the Assembly discussed a potential 1% sales tax extension and gave some preliminary direction on process. This memo is an update on this topic. The Assembly should advise if adjustments to the process outlined in this memo are desired. This topic will be scheduled for both of the COWs on 6/6 and 6/27, and to meet the ballot deadlines for the Municipal election this October, an Ordinance would have to proceed no later than introduction on July 11th and adoption on August 1st.

Process Details:

1. The Assembly asked for outreach to the public, to afford the opportunity to proposed projects for funding. We posted a PSA, and have received some feed back. We'll remind the public again, with a deadline of the end of the month and will include any suggestions received by the end of May in the COW packet for June 6th.
2. We will follow the same process for the enterprise boards (Airport, Bartlett, Docks & Harbors and Eaglecrest) and the general government Departments.
3. A master list of projects and programs will be compiled for the 6/6 Committee of the Whole meeting.
4. Assembly members should also contact the Manager to ensure that projects or areas of interest are included in the master list.

Agenda for 6/6 COW: The task for the Assembly on the 6th will be to agree that the master list is complete and final, with the COW deciding to add or subtract projects and/or expenditures. The Finance Director will provide a final estimate of the amount of funds projected to be available from a 1% sales tax extension (from 10/1/23 until 9/30/28).

Task for Assembly Members by 6/20: Rank projects on the master list in order of individual priority.

Agenda for 6/27 COW: The COW will be provided with a prioritized list, based on the compilation of individual member rankings. The task for the meeting is to agree on final list with funding amounts, and to forward an Ordinance request for introduction at the regularly scheduled Assembly meeting on 7/11. I propose that the Assembly work down the list, starting at the highest collective priority, making motions to confirm or adjust the funding amount, then subsequently going down the list until all available the funds have been allocated.

Footnote on cost estimates:

We will have our architects and engineers provide a uniform level of cost estimating. It is always difficult to estimate the future cost of construction projects and that task is particularly difficult now. At the 6/6 COW we will discuss the options available; examples range from assuming continued price escalations at an estimated inflation rate, to under allocating the available funds (so that a portion of the sales tax can be available in the future). Quite a few projects or funding proposals will be eligible for outside grants and future CIP funding and therefore the amount requested or provided can be flexible.